

## LVS Hassocks 4 January 2021 Risk Assessment

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Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators. This risk assessment has been completed by the Head of School, Jen Weeks

Assessment Date	04.1.21	Lead Assessor	Jen Weeks			Assessment Number	1
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at <u>LVS Hassocks</u>						
<b>Activities Involved</b>	Traversing the site on foot Testing staff and students					<b>Location</b>	Lancaster House
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	Action No
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• <b>Asymptomatic:</b> All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. This has been completed via School Post and consent forms sent out.</li> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building and also in Shout Out, reminded in tutor groups</li> <li>• Face coverings/masks to be worn by subjects at all times where possible- accepting that many students at LVS Hassocks are exempt - whilst on the premises except for brief lowering at time of swabbing.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by staff where possible (acknowledging those who are exempt)</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by staff.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary. Students to be radioed to arrive at test site therefore limiting the contact made with other students for testing.</li> <li>• A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by clear signage and one way system in place.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> </ul>	1	4	4	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <a href="#">Welcome &amp; registration</a>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• System in place to limit the arrival of students. This will be via a radio system.</li> <li>• Physical table in place to reduce the entrance to the testing site – on the table is access to hand sanitizer and sink.</li> <li>• Staff to wear PPE if completing the tests inline with the online modules undertaken.</li> <li>• Follow Government guidance about being open for special schools.</li> </ul>	1	5	5	

3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Full PPE to be worn</li> <li>• Cleaning daily via cleaners of the room used (modules on cleaning completed)</li> <li>• NHS procedures to be followed as per training completed.</li> <li>• Site secure on who can access the area for testing.</li> <li>• Check prior to swabbing no symptoms and not been in contact with known cases.</li> </ul>	1	5	5	
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Full PPE to be worn</li> <li>• Cleaning daily via cleaners of the room used</li> <li>• NHS procedures to be followed as per training completed.</li> <li>• Site secure on who can access the area for testing.</li> <li>• Check prior to swabbing no symptoms and not been in contact with known cases</li> </ul>	1	5	5	
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Full PPE to be worn</li> <li>• Cleaning daily via cleaners of the room used</li> <li>• NHS procedures to be followed as per training completed.</li> <li>• Site secure on who can access the area for testing.</li> <li>• Check prior to swabbing no symptoms and not been in contact with known cases</li> </ul>	1	5	5	
6	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Full PPE to be worn</li> <li>• Cleaning daily via cleaners of the room used</li> <li>• NHS procedures to be followed as per training completed.</li> <li>• Site secure on who can access the area for testing.</li> <li>• Check prior to swabbing no symptoms and not been in contact with known cases</li> </ul>	1	5	5	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 3 identical barcodes are provided to subject at check in, one on registration card, one on test and one on register.</li> <li>• The subject registers their details to a unique ID barcode before conducting the test. Where this not possible, students will be registered via Reception Staff.</li> <li>• Barcodes are attached by trained staff at the sample collection bay</li> <li>• Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> <li>• Results are double checked before submission to NHS portal.</li> </ul>	1	1	1	

8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>Rule based recall of subjects who have not received a result within 24 hrs of registration</li> <li>Subjects are called for a retest (preferably on the same day)</li> </ul>	1	1	1	
9	Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li><b>PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li><b>Environmental:</b> do not let product enter drains</li> <li><b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>Do not use if the solution has expired</li> <li>Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	1	1	1	
10	Occupational illness or injury		<ul style="list-style-type: none"> <li>If Nurse gets positive result, the Head of School / Estates Manager will take over the testing process and redefine roles and practice.</li> </ul>	1	5	5	
11	Manual handling		<ul style="list-style-type: none"> <li>Use of the Estates Team to support with the moving of items in line with manual handling guidance.</li> </ul>	1	1	1	
12	Unauthorised access by members of the public		<ul style="list-style-type: none"> <li>Not able to be accessed via public</li> <li>Students radioed for entry</li> <li>Locked rooms to prevent others from accessing.</li> </ul>	1	1	1	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> <li>Floor in Lancaster House is flat and lino therefore able to be cleaned easily.</li> </ul>	1	1	1	
14	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> <li>NA</li> </ul>				

15	Inclement weather		<ul style="list-style-type: none"> <li>• NA</li> </ul>				
16	Electrical safety / plant & equipment maintenance  Defective electrical equipment		<ul style="list-style-type: none"> <li>• Only Surface Pro's in the room which have been checked on 4 January 2021 to ensure are working.</li> </ul>	1	1	1	
17	Use of shared equipment		<ul style="list-style-type: none"> <li>• Cleaned between uses – wipes and gloves to be used in the Lancaster House room.</li> </ul>	1	4	4	
18	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to subject at check in</li> <li>• The subject registers their details to a unique ID barcode before conducting the test</li> <li>• Barcodes are attached by trained staff at the sample collection bay</li> <li>• Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>	1	1	1	
19	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>• Rule based recall of subjects who have not received a result within 24 hrs of registration</li> <li>• Subjects are called for a retest</li> </ul>	1	1	1	
20	Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>• <b>PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li>• <b>Environmental:</b> do not let product enter drains</li> <li>• <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>• Do not use if the solution has expired</li> <li>• Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	1	1	1	

<b>Control Improvements</b>				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all staff	Covid Coordinator	Weekly	4.1.21
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency via TEAMS	Covid Coordinator	Weekly	5.1.21

<b>Additional Notes</b>

**Risk Evaluation**

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

**Likelihood**

**Rare**, will probably never happen/recur

**Unlikely**, do not expect it to happen, but is possible

**Possible**, Might happen

**Likely**, will probably happen

**Almost Certain**, will undoubtedly happen

**Severity**

Negligible

Minor

Moderate

Major

Critical

**Risk control strategies**

**Intolerable** – stop activity, take immediate action to reduce the risk

**Substantial** - Take action within an agreed period

**Tolerable** – monitor the situation

**Trivial** – No action required

**Declaration** - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.

Persons involved in assessment | Jen Weeks – Head of School

Signature of Lead Assessor | Date 5.1.21



**Reviews** – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident

Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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**Declaration by employees involved in the activity detailed above** – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

