

Kings College – Covid Test Centre Risk Assessment

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

Assessment Date	31/12/2020	Lead Assessor	Alastair McKenzie	Contract		Assessment Number	KCGN
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site Kings College Guildford						
Activities involved	Traversing the site on foot Testing staff and students					Location	Main Hall
Who might be affected	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"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID19, or live with someone who is showing symptoms of COVID19 (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. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects in testing area except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with measured floor 	1	4	4	no

			<p>markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff.</p> <ul style="list-style-type: none"> 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 queue management staff. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Limited clutter. No physical handing of documents to subjects except barcodes and PCR test kits 				
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Social distancing adhered to Appropriate PPE in use Enhanced hand washing Training for staff involved in welcome and registration 	1	4	4	
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"> Social distancing adhered to Appropriate PPE in use Enhanced hand washing Training for staff involved in testing 	1	4	4	

5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Social distancing adhered to • Clear division between sampling areas • Strong controls on sample. Cleaning between samples • Appropriate PPE in use • Enhanced hand washing • Training videos completed 	1	4	4	
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"> • Social distancing adhered to • Clear division between sampling areas • Bins for waste disposal available at every station • Clear designation of clinical waste • Appropriate PPE in use • Enhanced hand washing 	1	4	4	
7	Transmission of virus onto clothes of testing volunteers. Risk of spread into wider community	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Designated area clear of testing facility for testers to put on and take off PPE. • Area cleaned twice daily • Full PPE provided as per DfE guidance 	1	4	4	

8	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 	1	3	3	
9	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Comparison of registration numbers and recorded results made at the end of each shift Recall for subjects where there is a mismatch Subjects are called for a retest 	1	3	3	
10	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ 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"> PPE: 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. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures Do not use if the solution has expired 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. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	1	1	1	

11	Room temperature	<ul style="list-style-type: none"> Room is too cold to work in Room is too cold for testing 	<ul style="list-style-type: none"> Heating is boosted in this area of the school to encourage warmth Some heaters/ radiators brought into room where appropriate ventilation 	3	2	6	
12	Manual handling	<ul style="list-style-type: none"> Some subjects may need assistance with test 	<ul style="list-style-type: none"> Only school staff with DBS to help students in these circumstances Staff/ students encouraged to complete staff themselves Testing is not compulsory and no-one will be forced to have a test against their will Where possible, students to be tested by staff they know and trust 	1	2	2	
13	Unauthorised access by members of the public	<ul style="list-style-type: none"> Theft Cross contamination Spread of virus 	<ul style="list-style-type: none"> School site is secure No lettings/ unauthorised access Testing area locked when not in use 	1	1	1	
14	Electrical safety / plant & equipment maintenance Defective electrical equipment	<ul style="list-style-type: none"> Risk of spreading virus between users Risk of electrical malfunction Risk of fire 	<ul style="list-style-type: none"> Minimal electrical equipment i.e. 2 laptops for registering and recording tests Laptops sanitised between use with wipes Visual verification of equipment daily 	1	1	1	
15	Use of shared equipment	Risk of cross contamination/ spread of COVID19	<ul style="list-style-type: none"> Equipment not shared between bays All equipment sanitised after each test/ regularly 	1	2	2	
16	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 	1	2	2	

17	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within x hrs of registration Subjects are called for a retest 	1	2	2	
18	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ 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"> PPE: 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. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures Do not use if the solution has expired 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. Follow procedures to mitigate against inhalation, skin contact or ingestion of these chemicals. 	1	2	2	

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	Covid Coordinator		
2	Toolbox talks to be delivered to all workers on a regular basis	Covid Coordinator		
3.	All test centre workers to complete training	All workers		
4.	All test centre workers to read risk assessment	All workers		
5.	Daily briefing and debrief to discuss any issues/	Covid Coordinator		

Additional Notes

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

situation

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

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	A. McKenzie
Signature of Lead Assessor	Date

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.

[illegible]