



Test and Trace



## St Michael's Catholic College - Risk Assessment for Asymptomatic Lateral Flow Testing

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

<b>Assessment Date</b>	08/01/21	<b>Lead Assessors</b>	F. Corcoran - Principal and J Nottage Assistant Principal and DSL	<b>Review date</b>	22/01/21	<b>Other relevant documents</b>	St Michael's National Lockdown Onsite Provision Risk Assessment 08/01/21  <a href="#">Mass asymptomatic testing: schools and colleges</a>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>  <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at St Michael's Catholic College						
<b>Activities Involved</b>	Traversing the site on foot Asymptomatic testing of school staff and students					<b>Location</b>	St Michael's Catholic College Llewellyn Street Bermondsey



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					London SE16 4UN
<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? Action No
				Probability	Severity	Risk	
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<p><b>EXAMPLE OF MEASURES:</b></p> <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.</li> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>• Face coverings/masks to be worn by subjects at all times 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 reception / security staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through the building by queue managers and all other staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff. All subjects to use hand sanitiser again when entering the testing space ( college main hall)</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 from reception, queue management &amp; sampling staff.</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 queue management staff.</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	NO

			<ul style="list-style-type: none"> <li>Limited clutter-chairs only on request; no physical handling of documents to subjects except barcodes and PCR test kits</li> </ul>				
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome &amp; registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <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 from reception, queue management &amp; registration staff.</li> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception/registration staff</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 queue management staff</li> <li>No physical handling of documents to subjects except barcodes</li> </ul>	1	4	4	no
3	Contact between subject and test assistant 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>Appropriate PPE will be worn by anyone handling taking samples or making contact with test subjects.</li> <li>Notices reminding subjects/samplers of sample procedure in place</li> <li>Testing stations to be wiped down with antiviral cleaning wipes between subjects</li> <li>Team leaders monitoring/auditing testing areas and providing reminders if needed</li> </ul>	3	6	6	no
4	Contact between samples and test processors 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>Appropriate PPE will be worn by test processors and changed as per guidelines.</li> <li>Trays to be used to transport samples for added safety and to reduce risk of contact with test processor.</li> <li>Samples to be placed in holders to reduce risk of contact with test processor</li> <li>Reminder notices of procedures to be on display at processing stations</li> <li>Team Leaders monitoring/auditing processing areas and providing reminders if needed.</li> <li>Processing area to be wiped down with antiviral cleaning wipes between tests.</li> </ul>	2	4	4	no
5	Contact between samples and test processors 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>Appropriate PPE will be worn by test processors and changed as per guidelines.</li> <li>Clinical waste bin bags and bags in place at the processing station. Clinical waste disposed of as per NHS guidelines- overseen by premises manager.</li> <li>Reminder notices of procedures to be on display at processing stations</li> <li>Team Leaders monitoring/auditing processing areas and providing reminders if needed.</li> </ul>	2	4	4	no
6	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> <li>Test assistant to check barcodes match</li> </ul>	2	6	9	no

			<ul style="list-style-type: none"> <li>Scanners used to record barcode details for additional security.</li> </ul>				
7	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>College records results manually as well as using NHS barcodes</li> <li>Rule based recall of subjects who have not received a result within x hrs of registration</li> <li>Subjects are called for a retest</li> </ul>	1	4	4	no
8	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), $\text{NaCl}$ (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. Visors 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	2	2	no
9	Occupational illness or injury	<p>Staff get injured in the course of the testing process.</p> <p>Staff become stressed due to close attention to procedures that are required.</p>	<ul style="list-style-type: none"> <li>Usual health and safety measures and protocols for the safe management of the college site and staff working conditions are in place.</li> <li>Premises staff/Team leaders carry out checks of testing areas each morning</li> <li>Designated first aiders will be onsite and are trained in procedures involving illness, injury or accidents at work.</li> <li>Regular breaks provided to staff</li> </ul>	3	6	9	no
10	Manual handling	Staff handle equipment without taking any precautions	<ul style="list-style-type: none"> <li>Appropriate PPE will be worn by anyone handling testing equipment or making contact with test subjects.</li> <li>Any shared items e.g Electrical items will be wiped down and cleaned between use.</li> </ul>	2	6	6	no
11	Unauthorised access by members of the public	Staff access the college site without permission or knowledge of reception or premises staff.	<ul style="list-style-type: none"> <li>Access for those on foot is only possible via the main gate on Llewellyn Street which has intercom /buzzer entry. Entry to reception is controlled electronically by reception staff.</li> <li>Access to anyone arriving by car is by electronic gate to the car park. This can only be operated by premises staff. Fob required to access the main building from the car park.</li> </ul>	1	4	12	no

12	Uneven surfaces (floor protection in the Testing and Welfare areas)	Floor protection makes surfaces uneven and poses risk of tripping or injury	<ul style="list-style-type: none"> <li>Floor protection not required in the testing area as it is wooden flooring, so floor protection not required.</li> </ul>	1	1	1	no
13	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> <li>No stairs will be used by those being tested or running the testing.</li> </ul>	n/a	n/a	n/a	no
14	Inclement weather	Staff/students required to queue for testing outside in winter months.	<ul style="list-style-type: none"> <li>Students or staff won't be required to queue outside, so, no risk posed by inclement weather.</li> </ul>	1	1	1	no
15	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Defective electrical equipment poses risk of injury or accident.	<ul style="list-style-type: none"> <li>All electrical equipment used on site is regularly PAT tested.</li> <li>ICT technicians will carry out a check of all equipment each day. so any items that are defective will be promptly identified.</li> </ul>	2	4	6	no
16	Use of shared equipment	Equipment is shared without being cleaned which increases the risk of virus transmission.	<ul style="list-style-type: none"> <li>Laptops/scanners will only be shared by staff conducting the testing and not students</li> <li>Typically staff will be designated specific equipment each session and items will be cleaned between use/sessions.</li> </ul>	3	6	9	no
17	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>2 identical barcodes are provided to the subject at check in.</li> <li>The registration assistant 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. Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station.</li> </ul>	2	6	9	no
18	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 x hrs of registration.</li> <li>Subjects are called for a retest.</li> </ul>	1	1	8	no



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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	11/01/21	11/01/21
2	Updates to be delivered to all workers on a regular basis	Team Leader	From 11/01/21	ongoing
3	Monitoring of site and arrangements daily and weekly	Team Leader	from 11/01/21	ongoing
4	Collation and evaluation of results	Covid Coordinator/Team Leader	from 11/01/21	daily on 11/01/21 and then weekly.

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

### 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



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**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	Felicity Corcoran Principal Joanna Nottage Assistant Principal
Signature of Lead Assessor	 Date 08/01/21

**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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