

## Lateral Flow Testing - 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

Assessment Date	11/01/21	Lead Assessor	David Burns CMIOSH		Assessment Number	001/LFT
<b>Activity / Task</b>						
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Willerby Grove, Peterlee					
<b>Activities Involved</b>	Testing (Lateral Flow Testing) College staff and students				<b>Location</b>	<b>Willerby Grove Gymnasium</b>
<b>Who Might be affected</b>	Employee ✓	Student ✓	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.</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 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.</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> <li>• Limited clutter-chairs only on request; no physical handing of documents to subjects <b>except barcodes and PCR test kits for first 200 subjects</b></li> </ul>	1	4	4	N/A
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>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 building by queue managers and all other staff.</li> </ul>	1	4	4	N/A

			<ul style="list-style-type: none"> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception 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 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> <p>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</p>				
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>• <b>Face coverings/masks</b> to be worn by subjects at all times whilst on the premises except for the brief lowering at time of swabbing.</li> <li>• <b>Screen:</b> A transparent Perspex screen has been positioned on the sampling table between the test subject and sampler.</li> <li>• <b>Hand hygiene:</b> Test subjects are asked to use hand sanitiser provided when briefly lowering face covering at time of swabbing, and on completion of swabbing.</li> <li>• <b>Social distancing:</b> Two metre social distancing will be maintained between test subjects with floor markings and the sampler with the placing of a sampling table. A chair will be positioned at the end of the sampling table to ensure subjects remain socially distanced. Additionally, verbal reminders if necessary, from 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 prior to sampling commencing and between sampling.</li> <li>• <b>PPE:</b> Samplers are to wear additional PPE consisting of face shield, face mask, apron and gloves.</li> </ul> <p>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</p>	1	4	4	N/A
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>• <b>Face coverings/masks</b> to be worn by staff at all times whilst on the premises.</li> <li>• <b>Trays</b> are used by runners for transporting test samples from the sampling table to the processing table.</li> <li>• <b>Hand hygiene:</b> Staff are asked to use hand sanitiser provided.</li> <li>• <b>Social distancing:</b> One metre plus will be maintained between samplers and test centre runners.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance prior to sampling commencing and between sampling.</li> <li>• <b>PPE:</b> Test centre runners PPE will consist of gloves and facemask</li> </ul>	1	4	4	N/A

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>• <b>PPE:</b> Sample testers are to wear PPE consisting of face mask and gloves.</li> <li>• <b>Trays</b> are used during the taking of, transporting and processing of test samples</li> <li>• <b>Hand hygiene:</b> Staff are asked to use hand sanitiser provided.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance prior to sampling commencing and between sampling.</li> </ul>	1	4	4	N/A
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>• <b>PPE:</b> Sample testers are to wear PPE consisting of face mask and gloves.</li> <li>• <b>Trays</b> are used during the taking of, transporting and processing of test samples</li> <li>• <b>Hand hygiene:</b> Staff are asked to use hand sanitiser provided.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance prior to sampling commencing and between sampling.</li> <li>• <b>Waste streams:</b> identified and receptacles identified for the disposal of PPE, sample cartridges, swabs, wipes, tissues and general waste.</li> </ul>	1	4	4	N/A
7	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 Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>	1	4	4	N/A
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 x hrs of registration</li> <li>• Subjects are called for a retest</li> </ul>	1	4	4	N/A
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	4	4	N/A

10	Occupational illness or injury	Staff health impacted through testing activities	<ul style="list-style-type: none"> <li>• Risk assessment conducted; Shared with staff</li> <li>• Health screening program (H/R)</li> <li>• Manual handling training conducted</li> <li>• Online Lateral Flow Testing process training conducted</li> <li>• Practical in-house training conducted</li> <li>• Cleaning regime established</li> <li>• PPE issued</li> <li>• Instructions to Don and Doff PPE</li> <li>• Walking surface clean sound, no changes in level</li> <li>• Refreshment/comfort Breaks built into tasks</li> </ul>	1	4	4	N/A
11	Manual handling	Staff risk injuries or back pain from handling or moving heavy/bulky objects, e.g. testing equipment or heavy waste bags	<ul style="list-style-type: none"> <li>• Staff trained in manual handling techniques</li> <li>• Manual handling techniques training encourages employees to check and test the weight of boxes prior to moving them.</li> <li>• Reading of delivery slips provide a good indication of what is in the box, weights of the load and its weight distribution.</li> <li>• Where possible deliveries have been dropped off at the point of use.</li> <li>• Items delivered by the supplier are of an acceptable limit, e.g. 10-15Kg.</li> <li>• Employees training good base techniques giving consideration the size weight and shape of the Load. Individual capabilities, task in hand i.e. distance to travel, route to be taken and the environment.</li> <li>• Trolleys will be used where possible.</li> <li>• Cardboard boxes should be in good condition and employees should inspect them prior to lifting or moving. Where boxes are found to be in poor conditions or defect the employee should not move the box. Employees should consider removing the contents and placing them into a suitable alternative.</li> </ul>	1	4	4	N/A
12	Unauthorised access by members of the public	Security breach	<ul style="list-style-type: none"> <li>• Signage indicates testing is for EDC staff and learners only</li> <li>• Testing facility on campus away from public access points</li> <li>• Badge and ID checks will be conducted at registration.</li> </ul>	1	4	4	N/A
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Slips, trips, and falls Inferior cleaning of surfaces	<ul style="list-style-type: none"> <li>• The floor surface is a flat and even hard surface without trip hazards or changes in level.</li> <li>• Equipment requiring cables has been sited away from walking areas.</li> <li>• Surveys are conducted to ensure walking areas remain clear.</li> <li>• Walking surfaces undergo regular cleaning</li> </ul>	1	4	4	N/A
14	Inclement weather	Disruption to program	<ul style="list-style-type: none"> <li>• N/A to testing activities is testing is conducted indoors with Internal waiting areas established.</li> </ul>	1	4	4	N/A

			<ul style="list-style-type: none"> <li>In the event of inclement weather testing will be rescheduled for subjects unable to travel.</li> </ul>				
15	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Electric shock, slips trips and falls, equipment failure, testing program impacted	<ul style="list-style-type: none"> <li>Staff are trained in basic electrical safety and do pre-use visual checks. Any defective equipment, plugs, discoloured sockets, damaged cables and on/off switches are promptly reported</li> <li>faulty equipment is promptly taken out of use</li> <li>Initial and periodic Safety checks of the electrical equipment are carried out by a competent electrician to ensure that equipment continues to be safe.</li> </ul>	1	4	4	N/A
16	Use of shared equipment	Transmission of the virus	<ul style="list-style-type: none"> <li>Workflow established resulting in minimal shared handling of equipment within the processes of testing.</li> <li>Hand cleansing regime established</li> <li>Nitrile gloves worn and periodically changed to suit specific steps in program.</li> </ul>	1	4	4	N/A
17	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 Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>	1	4	4	N/A
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	4	4	N/A
19	Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (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	4	4	N/A

20	Cleaning and housekeeping operations		<ul style="list-style-type: none"> <li>• Good standards of housekeeping established,</li> <li>• Cleaning regime established and followed by staff</li> <li>• Wet floor signs are always used</li> <li>• Where applicable cleaners use electrical sockets nearest to where they are working to reduce the risk of tripping over leads</li> </ul>	1	4	4	N/A
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<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 workers as part of induction/pre job safety meeting	Covid Coordinator	Prior to start of testing	
2	Toolbox talks to be delivered to all workers on a regular basis including a reminder of testing processes, waste handling and disposal, PPE usage, slips trips falls and complacency.	Covid Coordinator	Daily	

**Additional Notes**

Monitoring of NHS, DfE and Gov. UK sites will continue, and amendments made to this document as guidance changes occur. Those changes will be disseminated to staff. This Document to be read in conjunction with Coronavirus (C-vid 19) Guidance version 8 (Jan 2021)

**Risk Evaluation**

<b>Likelihood</b>	4	4	8	12	16			<b>Likelihood</b>	<b>Severity</b>
	3	3	6	9	12	4	Likely – Occurs repeatedly	Severe injury or fatal	
	2	2	4	6	8	3	Probable – will occur several times	Major injury or disease	
	1	1	2	3	4	2	Possible – could occur sometimes	Minor injury	
	0	1	2	3	4	1	Remote – Unlikely though conceivable	No injury	
	<b>Severity</b>					0	Improbable – so unlikely that possibility is almost zero	Low impact plant or environmental	





