



Greenhead College

# Covid 19 Mass Testing Programme

Process risk assessment

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## Greenhead College Covid Testing 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  | 04/02/21  | Lead Assessor | A Moody         | Contract     |                   | Assessment Number | 1 |
| <b>Activity / Task</b>                                     |   |               |                 |              |                   |                   |   |
| Description of task / process / environment being assessed | General and clinical activities on the asymptomatic testing site at Greenhead College |               |                 |              |                   |                   |   |
| Activities Involved  | Traversing the site on foot<br>Testing college staff and students                     |               |                 |              | Location          | Sports Hall       |   |
| Who Might be affected                                      | Employee<br>✓   | Client<br>✓   | Contractor<br>✓ | Visitor<br>✓ | Service User<br>✓ |                   |   |

Hazard Identification and evaluation

| No | Hazards   | Associated risks   | Current Control/ Mitigation Measures  | Risk Evaluation<br>(post measures) |          |      | Additional control needed?<br>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 | <ul style="list-style-type: none"> <li>Asymptomatic: 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>Requirement to wear face covering/mask to be communicated to all subjects in advance of time of testing.</li> <li>Face masks: Prominent signage reminding attending subjects 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>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by Registration Assistants and non-compliance to be addressed with spare masks.</li> <li>Hand hygiene: All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by Registration Assistants.</li> <li>Social distancing: 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 Registration Assistants and all other 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 staff.</li> <li>Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>Limited clutter- no physical handing of documents to subjects except barcodes and subjects asked in advance not to bring personal belongings in to the testing centre.</li> </ul> | 3                                  | 3        | 9    |   |
| 2  | Contact between subjects and staff increasing the risk of transmission of COVID19 :<br><b><u>Registration Station</u></b> | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> <li>Subjects being tested and testers to wear face covering in the testing centre and whilst queuing</li> <li>2m distancing whilst queuing</li> <li>Limit queue numbers when possible</li> <li>Ensure good ventilation in the testing and queuing areas</li> <li>Sanitiser to be used by subjects and testers before and after testing</li> <li>Fog room at the end of each testing session</li> <li>Appropriate PPE worn by those working in the testing room</li> <li>Prominent signage and floor markings to be in place to ensure that subjects remain 2 metres apart from Registration Assistant apart from when barcodes are distributed.</li> <li>Physical Barrier to be in place in front of registration assistant desks (plastic screens).</li> </ul>  | 3                                  | 3        | 9    |   |

|   |   |  |   |   |   |   |  |
|---|---|--|---|---|---|---|--|
|   |   |  | <ul style="list-style-type: none"> <li>• Cleaning of keyboards- on a regular basis.</li> <li>• Training and competence-Registration Assistants trained on process and given opportunity to practice to avoid contact with the subjects.</li> <li>• Quality assurance- to be conducted on staff regularly to ensure processes are strictly adhered to, problems are identified and rectified quickly where necessary.</li> </ul>   |   |   |   |  |
| 3 | Contact between subject and sampler increasing the transmission of COVID19: <b><u>Testing Assistant</u></b>           | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> <li>• Face covering to be worn by both subject and tester with subject removing only to perform the swab test and then to put back on.</li> <li>• Physical Barrier in place by the provision of individual testing booths with window and small cut out for the passing of barcodes and swabs.</li> <li>• Sample tubes placed in test tube rack to allow subject to place the swab directly in to it without touching the Testing Assistant.</li> <li>• Cleaning- Subjects to sanitise before and after the swab and wipe down their own booth area to limit contact with Testing Assistant.</li> <li>• PPE- Test assistants to be wearing appropriate PPE as specified in the guidance and changed as specified.</li> <li>• Fog room at the end of each testing session</li> <li>• Training and competence-Testing Assistants trained on process and given opportunity to practice to avoid contact with the samples.</li> <li>• Quality assurance- to be conducted on staff regularly to ensure processes are strictly adhered to, problems are identified and rectified quickly where necessary.</li> </ul> | 3 | 3 | 9 |  |
| 4 | Contact between sample and test centre runner increasing the transmission of COVID19: <b><u>Sample transport</u></b>  | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> <li>• Transport of samples to the Processing Station in a test tube rack so they are not touched before the extraction process.</li> <li>• Processing Station to be placed directly behind the Testing Station to limit the distance the sample has to travel to be processed.</li> <li>• PPE- Staff to be wearing appropriate PPE as specified in the guidance and changed as specified.</li> </ul>   | 1 | 2 | 2 |  |
| 5 | Contact between samples and sample testers increasing the transmission of COVID19: <b><u>Processing Assistant</u></b> | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> <li>• Processing of one sample at a time to reduce likelihood of errors or spillages.</li> <li>• Test tube racks purchased which are specific to the size of the sample tube to reduce the spillages from tubes falling over.</li> <li>• Training and competence-Processing Assistants trained on process and given opportunity to practice to avoid contact with the samples.</li> <li>• Quality assurance- to be conducted on staff regularly to ensure processes are strictly adhered to, problems are identified and rectified quickly where necessary.</li> <li>• PPE- Staff to be wearing appropriate PPE as specified in the guidance and changed as specified.</li> <li>• Fog room at the end of each testing session</li> </ul>   | 1 | 4 | 4 |  |

|   |   |  |  |   |   |   |  |
|---|---|--|--|---|---|---|--|
| 6 | Contact between samples and sample testers increasing the transmission of COVID19: <b><u>Sample disposal and waste disposal</u></b> | Transmission of the virus leading to ill health or potential death   | <ul style="list-style-type: none"> <li>• Samples are taken, processed, recorded and disposed of as soon as possible thereafter.</li> <li>• All items which are required through the process are disposed of in the correct colour bag as defined in the official guidance.</li> <li>• Cleaners are available to at all times in case of spillages and follow the guidance on the official documentation.</li> <li>• Disposal bags are not overfilled, which could lead to increased risk of transmission. Maximum 2/3 full and then replaced Staff to alert supervisor when this is evident.</li> <li>• Bins with correct bags are available next to each station so risk through transportation is minimised.</li> <li>• Bags are removed from the testing area on a regular basis by trained staff and disposed of by specialists in waste management of this type.</li> <li>• Training and competence-staff trained on disposal and given opportunity to practice to avoid contact with the samples.</li> <li>• Quality assurance- to be conducted on staff regularly to ensure processes are strictly adhered to, problems are identified and rectified quickly where necessary.</li> <li>• PPE- Staff to be wearing appropriate PPE as specified in the guidance and changed as specified.</li> </ul> | 1 | 4 | 4 |  |
| 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 Testing station and applied to Lateral Flow Device at this station.</li> <li>• Barcodes which cannot be scanned are inputted twice to ensure there are no errors.</li> <li>• Result coding is shown at each station for staff to refer to and is checked by the Recording Assistant to minimise miscoding of samples.</li> </ul>  | 3 | 3 | 9 |  |
| 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 6 hrs of registration.</li> <li>• Subjects are called for a retest.</li> <li>• Adequate training for staff</li> </ul>   | 3 | 2 | 6 |  |
| 9 | Extraction solution which comes with the lab test kit contains the following components: $Na_2HPO_4$                                | 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 | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Environmental: do not let product enter drains.</li> </ul>  | 2 | 2 | 4 |  |

|    |  |  |   |   |   |   |  |
|----|--|--|---|---|---|---|--|
|    | (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride) | 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>Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with 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>Quality assurance- to be conducted on staff regularly to ensure processes are strictly adhered to, problems are identified and rectified quickly where necessary.</li> <li>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul> |   |   |   |  |
| 10 | Occupational illness or injury   | Workplace injury through long periods of standing or exposure to screen-based working  | <ul style="list-style-type: none"> <li>Follow T&amp;T guidance and ensure staff work to guideline</li> <li>Regular breaks</li> <li>Workplace H&amp;S assessments</li> </ul>   | 2 | 3 | 6 |  |
| 11 | Manual handling  | Stress injuries  | <ul style="list-style-type: none"> <li>Testing equipment to be taken to testing area by estates team</li> </ul>   | 2 | 1 | 2 |  |
| 12 | Unauthorised access by members of the public   | Testing equipment or samples tampered with by the public<br>Staff and students threatened by intruders   | <ul style="list-style-type: none"> <li>Reliance on existing site security- lanyards and security staff/staff</li> <li>Door control to testing area</li> </ul>   | 1 | 1 | 1 |  |
| 13 | Uneven surfaces (floor protection in the Testing and Welfare areas)  | Increased risk of slips and trips leading to minor or serious injury   | <ul style="list-style-type: none"> <li>Ensure floor coverings are flat</li> <li>Ensure any notices on the floor are away from subject movements</li> <li>Staff in testing centre to report any uneven surfaces to Premises team</li> </ul>  | 1 | 1 | 1 |  |
| 13 | Stairs to / from sample processing / registration area and welfare space   | Transmission of the virus leading to ill health or potential death from lack of social distancing<br>Slips and trips   | <ul style="list-style-type: none"> <li>Provision of appropriate signage and floor markings to staircases for exiting and entering the test centre to highlight the need for social distancing and mark out appropriate queue spacing.</li> <li>Regular checks of stair cases by staff to ensure that subjects are adhering to the need to social distance and to check for and hazards which may increase the risk of slipping or tripping.</li> <li>Staff to alert cleaning staff if hazards need attending to.</li> </ul>   | 2 | 2 | 4 |  |
| 14 | Inclement weather  | Inclement weather may prevent the ability of the testing operatives to fully staff the testing area  | <ul style="list-style-type: none"> <li>Provide all staff with a point of contact to alert if they are unable to attend the testing centre.</li> <li>Reduce the number of testing stations if replacement staff can be sourced.</li> <li>Ensure the inclement weather does not create conditions in the centre that increase the risk of slipping or tripping due to wet floors.</li> <li>Ensure that cleaning staff mop up any wet floors</li> <li>Ensure the queue is totally indoors</li> </ul>   | 1 | 1 | 1 |  |

|    |   |  |  |   |   |   |  |
|----|---|--|--|---|---|---|--|
| 15 | Electrical safety / plant & equipment maintenance<br><br>Defective electrical equipment | Electric shocks leading to serious injury or potential death   | <ul style="list-style-type: none"> <li>All electrical equipment is provided by college and is PAT tested at regulation intervals.</li> <li>Visual checks by Registration and Recording Assistants to ensure there are no loose wires or obvious defects prior to use.</li> <li>Staff to alert supervisor if there is a potentially defective or dangerous piece of equipment.</li> <li>Supervisor to report to appropriate team as soon as possible.</li> <li>Equipment to be taken out of use until checked.</li> </ul> | 1 | 4 | 4 |  |
| 16 | Use of shared equipment   | Transmission of the virus leading to ill health or potential death   | <ul style="list-style-type: none"> <li>All equipment which is shared and not disposable is cleaned before and after use using anti-viral wipes/ disinfectant spray</li> </ul>  | 1 | 4 | 4 |  |
| 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 Testing Station. Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>   | 2 | 2 | 4 |  |
| 18 | Failing to follow up a positive case in a timely manner                                 | Transmission of the virus leading to ill health or potential death<br><br>Reputational damage to the college | <ul style="list-style-type: none"> <li>Processing Desk and Results Recorder to alert Team Leader as soon as a positive case is identified.</li> <li>Team Leader will alert SLT immediately who will then seek to pick up the subject and ensure all college protocols are adhered to.</li> </ul>   | 1 | 4 | 4 |  |

|                             |
|-----------------------------|
| <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             | Team Leader    | Prior to first testing      |                |
| 2         | Talks to be delivered to all workers on a regular basis including slips trips falls and complacency | Team Leader    | Weekly update to volunteers |                |
|           |   |                |                             |                |
|           |   |                |                             |                |
|           |   |                |                             |                |

| <b>Additional Notes</b> |
|-------------------------|
|                         |



### Risk Evaluation

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

|  |                 |
|--|-----------------|
| <b>Declaration</b> - 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 Moody         |
| Signature of Lead Assessor   | Date 04/02/2021 |

| <b>Reviews</b> – 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 |
|   |          |             |           |             |          |             |           |
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