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| 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 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. • 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 at all times whilst on the premises 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 markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Included daily fogging of the test site location. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects | 1 | 4 | 4 | |
| 2 | Contact between subjects and staff increasing the risk of transmission of COVID 19: Welcome & registration | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> • Ensure correct PPE is worn by all testing operatives • Maintain a 2M distance from testing subjects • Regular washing of hands and sanitising of surfaces • Follow cleaning regime recommended by NHS, and daily fogging of the test centre | 2 | 2 | 2 | |
| 3 | Contact between subject and sampler increasing the transmission of COVID19: Sample taking | Transmission of the virus leading to ill health or potential death | <p>Pupils and staff are to complete their own swab tests unless there is a medical reason why the test subject cannot swab themselves</p> <p>Correct PPE to be worn at all times</p> | 2 | 1 | 1 | |

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| 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 | N/A | | | | |
| 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"> • Correct PPE to be worn at all times • Competent, trained staff • Regular sanitisation of work areas | 2 | 1 | 1 | |
| 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"> • Bio hazard waste bins supplied for safe disposal • 1100L Biohazard bins on site/ GRUNDON (Waste Management) • Cleaning operatives to secure waste bins once full | 1 | 1 | 1 | |
| 7 | Incorrect result communication | Wrong samples or miscoding of results | <ul style="list-style-type: none"> • 3 identical barcodes are provided to subject at check in • The registrar registers the subject's 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 • Results are recorded on the registration cards – 1 is handed back to the subject the second to the registrar to record results to the Gov recording system | 2 | 2 | 2 | |
| 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"> • Rule based recall of subjects who have not received a result within x hrs of registration • Subjects are called for a retest | 1 | 1 | 1 | |
| 9 | Extraction solution which comes with the lab test kit | These components do not have any hazard labels associated | <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 | 1 | 1 | 1 | |

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| | contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride) | 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. | <p>worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</p> <ul style="list-style-type: none"> • 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. | | | | |
| 10 | Occupational illness or injury | | <ul style="list-style-type: none"> • First Aider on site (radios in test site to call for assistance if required) | 2 | 1 | 1 | |
| 11 | Manual handling | | <ul style="list-style-type: none"> • All heavy or large items to be moved by the site team | 1 | 1 | 1 | |
| 12 | Unauthorised access by members of the public | | <ul style="list-style-type: none"> • School gates are closed during working hours • School is locked alarmed and secure OOH • CCTV in place | 1 | 1 | 1 | |
| 13 | Uneven surfaces (floor protection in the Testing and Welfare areas) | | <ul style="list-style-type: none"> • Floor is non-porous and washable | 1 | 1 | 1 | |
| 14 | Stairs to / from sample processing / registration area and welfare space | | <ul style="list-style-type: none"> • Ground floor location • Access from outside the building • Welfare areas provided • Regular breaks provided including a full de robe of ppe and lunch away from the test site | 1 | 1 | 1 | |
| 15 | Inclement weather | | <ul style="list-style-type: none"> • Testing will resume as soon as possible after inclement weather | 2 | 2 | 2 | |
| 16 | Electrical safety / plant & equipment maintenance | | <ul style="list-style-type: none"> • All electrical equipment has been PAT tested 8/20 | 1 | 1 | 1 | |

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| | Defective electrical equipment | | | | | | |
| 17 | Use of shared equipment | | N/A | | | | |
| 18 | Incorrect result communication | Wrong samples or miscoding of results | <ul style="list-style-type: none"> 3 identical barcodes are provided to subject at check in The registrar registers the subjects 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 | |
| 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"> Rule based recall of subjects who have not received a result within x hrs of registration Subjects are called for a retest | 1 | 1 | 1 | |
| 20 | 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 | |

| Control Improvements | | | | |
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| 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 | 15.01.21 | 18.01.21 |
| 2 | Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency | Covid Coordinator | 15.01.21 | 11.01.21 |
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| Additional Notes |
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| Daily stand up at the end of each test centre day – To establish any learnings or changes required for the next test session – Test Team to undertake (Max 10mins) |



Test and Trace

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| Health and Safety Risk Assessment Sign off Sheet | Assessment Number | LPAK001 |
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