

Risk Assessment for Mass 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.

Date: 04.01.21

Completed by: R. Wood

Activity / Task					
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Maltby Academy				
Activities Involved	Testing staff and students			Location	Block 3 & Old Building
Who Might be affected	Employee ✓	Student ✓	Contractor	Visitor	

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk			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"> • Symptoms: All students have been advised to follow PHE/Government guidance, and not to attend if they have symptoms, live with someone showing symptoms or have been in close contact of someone showing symptoms/tested positive • Face coverings are mandatory for all pupils and staff when moving around the building. Face coverings will be lowered briefly to undertake the swabbing. • Reminder will be sent to all pupils prior to attending of the need to wear a face covering. • Hand hygiene. All pupils and staff will sanitise hands on arrival at the testing room • Movement. A one-way system will be in place to ensure social distancing and minimal crossing • Cleaning. Regular cleaning of the testing area will be carried out • Bubbles. Pupils will attend the testing area as part of their consistent bubbles 	1	4	4	Monitor the situation
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"> • 2m social distance to be observed at all times. 2m marking on the floor to maintain distance from welcome desk. Verbal reminders given. • Face coverings are mandatory for all pupils and staff when moving around the building. Face coverings will be lowered briefly to undertake the swabbing. • No physical handling of documents except for barcodes • Members of Senior Leadership present to remind about social distancing expectations. 	1	4	4	Monitor the situation
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"> • Test will be self-administered therefore no physical contact required • PPE will be worn by sampler • Subject will not be permitted enter the processing area – this will be clearly marked out. • Face coverings are mandatory for all pupils and staff when moving around the building. Face coverings will be lowered briefly to undertake the swabbing. 	1	4	4	Monitor the situation

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"> • PPE will be worn including the use of gloves to ensure sample does not come into contact with any of the testing team • Training undertaken by all testing team in testing processes including transporting sample • Processing area in close proximity to sample taking 	1	4	4	Monitor the situation
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"> • PPE in place for all testing staff • Training undertaken by all testing team includes the safe handling of samples • Disinfectant wipes to be used to wipe down the processing area regularly 	1	4	4	Monitor the situation
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"> • PPE in place for all testing staff • Training undertaken by all testing team includes the safe disposal of samples • Waste bins provided for processing and disposal areas 	1	4	4	Monitor the situation
7	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	No action needed
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	2	2	No action needed

9	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	2	2	No action needed
Data protection and GDPR							
10	Valid consent is not held before testing occurs	Under 16s are tested without corresponding parental consent	<ul style="list-style-type: none"> • All consent has been gathered electronically and is cross referenced by the registration team prior to testing • Pupils can opt out of the test at any time and this is made clear prior to testing 	1	2	2	No action needed
11	Documents are left on show in the registration and recording desks	Student data may be visible to other students during the testing process	<ul style="list-style-type: none"> • All registration is completed electronically • Consent has been gathered electronically and is cross referenced on a screen facing away from the students • 	1	2	2	No action needed
12	Results are shared with the wrong recipient/parent /carer	Confidentiality of data on positive test is compromised.	<ul style="list-style-type: none"> • Barcode is used at registration and throughout the process. • Recorder enters the barcode and result on the track & trace website • Parents/carers are contacted by track and trace. • The academy keeps its own records (recorded by the recorder at the same time) and contacts parents after the track and trace contact). 	1	2	2	No action needed

13	Inexperienced staff do not handle sensitive data appropriately	Confidentiality of test data is unintentionally compromised	<ul style="list-style-type: none"> All staff involved in the testing process have had up to date data protection training and are aware of risks of compromising personal data 	1	2	2	No action needed
14	The devices use to scan barcodes store information about the tests in the browser	Subsequent users of the device may be able to access the personal data of the test subjects	<ul style="list-style-type: none"> Only academy devices are used to register/record the data Browsers are operated in 'private' mode, therefore no data is stored from the browsing session All devices are fully locked/closed down when not in use 	1	2	2	No action needed
15	Test documentation and registers inadvertently shared with all staff	Confidentiality of test data is unintentionally compromised	<ul style="list-style-type: none"> All documentation is kept in a limited access area on the network, where only staff who need access have authorisation. 	1	2	2	No action needed
16	Identity of a positive case is shared with close contacts	Identity of subject with positive test result is shared with others	<ul style="list-style-type: none"> When identifying and speaking to close contacts, staff do not divulge the identity of the subject with the positive test. A clear script is used with conversations with parents and pupils Staff make any phone calls to parents in an office by themselves and cannot be overheard Staff have been instructed not to discuss positive cases with any other person 	1	2	2	No action needed