

ATS Risk Log

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	C Birch	Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Stoke Park School						
Activities Involved	Traversing the site on foot Testing school staff and students					Location	
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

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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"> • 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 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 and adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects and testing staff with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue 	1	4	4	Staff greeting/registering subjects for tests to confirm they are covid symptom free before they enter the testing area.

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			<p>management and sampling staff. Waiting area set up with areas 2m apart for subjects being tested.</p> <ul style="list-style-type: none"> • A one-way flow of subjects through the building is to be initiated and maintained at all times. Entrance to testing centre is through main reception and exit into main corridor from the back of the hall. External exit available if required to escort positive cases off site. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. A cleaner will be available to clean and wipe down any surfaces that may become contaminated with any bodily fluids. The cleaner has completed the DHSC training. • Room to be fogged each evening. • Limited clutter; no physical handing of documents to subjects except barcodes and PCR test kits. 				
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome and registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • 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 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 and 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 and sampling staff. 	1	4	4	Regular reminders to staff about correct use of PPE.

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			<ul style="list-style-type: none"> • 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. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter; no physical handing of documents to subjects except barcodes and PCR test kits <p>Training:</p> <ul style="list-style-type: none"> • All staff will receive appropriate training relevant to their job role. (<i>Site Lead/Team Leader, Registration Assistant, Queue Coordinator, Supplies Coordinator, Test Assistant, Processing Operative, Results Recorder</i>) • Team Leader / Centre Manager to hold staff briefings every morning. <p>PPE:</p> <ul style="list-style-type: none"> • All staff to wear PPE according to their roles. Staff are to wear face masks at all times whilst in the screening area, apart from when on rest periods in designated welfare areas where social distancing above two metres can be ensured. • All staff to receive on-going training on donning and doffing PPE. Compliance to be monitored by the Team Leader. <p>Hand hygiene:</p> <ul style="list-style-type: none"> • All reception and queue staff to ensure regular hand hygiene. Hand washing with soap and water on arrival and before and after any breaks. In addition, hand sanitiser will be provided to be used regularly by all staff. 				
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3	<p>Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u></p>	<p>Transmission of the virus leading to ill health or potential death</p>	<ul style="list-style-type: none"> • 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 and 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 and sampling staff. • 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. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. All chairs in the waiting area to be cleaned after every use. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects <p>Protocol</p> <ul style="list-style-type: none"> • Sampling Staff will be separated from the subjects by plastic screen in the individual testing booths, to prevent direct contact. • Subjects will be instructed to lower their face mask & shown how to take the swabs for the test. 	1	4	4	<p>Regular reminders to staff about correct use of PPE.</p>
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			<ul style="list-style-type: none"> • The swaps will be taken through small hatch in the plastic screen and tested. • Contact points within booths to be cleaned after each use by sampling staff. Following cleaning, the cleaner will carry out a deep clean of booths as needed daily depending on useage. • Disposal vomit bowls provided for subjects who may become nauseated and vomit whilst administering the self-swab test. Where the contents are discharged outside the bowl, (onto any surface), the particular testing booth will be closed. This will be repeated for any discharge of bodily fluids from the mouth or nose. • The booth will be cleaned as per PHE guidance, by the sampling staff and cleaner. • Testing should not recommence for at least an hour following any incident involving body fluids. <p>PPE and infection control</p> <ul style="list-style-type: none"> • Sampling staff are to wear and change PPE • Sampling staff are required to change their PPE as soon as it is damaged, or soiled /contaminated or if there are any concerns regarding possible contamination. • Sampler to wear full PPE and be fully trained on donning and doffing PPE. • Lidded bins for the disposal of sample waste and used PPE. 			
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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	<ul style="list-style-type: none"> • 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 and 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 and sampling staff. The room layout to include registration area on entry. • 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. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter; no physical handing of documents to subjects except barcodes and PCR test kits • Sampler to wear full PPE and be fully trained on donning and doffing PPE. • Lidded bins for the disposal of sample waste and used PPE. 	1	4	4	Regular reminders to staff about correct use of PPE.
5	Contact between samples and sample testers increasing the transmission of	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • 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. 	1	4	4	Regular reminders to staff about correct use of PPE.

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<p>COVID19: <u>Sample processing and analysis.</u></p>		<ul style="list-style-type: none"> • 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 and 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 and sampling staff. • 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. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects <p>Sample Testing</p> <ul style="list-style-type: none"> • Samples will be tested within the receiving and preparation area behind the screens in the booth • Testing staff will be the only members of the Centre staff to handle chemicals, biological samples or the lateral flow cassette. • Testing staff will clean the receiving and preparation area after each sample, with viricidal product. <p>Training & protocols:</p> <ul style="list-style-type: none"> • Testing staff will have rigorous prior and regular training covering safe sample handling in accordance with HSE and GLP guidelines. • Staff are to follow the detailed testing protocol without deviation. • During the extraction phase of the testing, the swab and extraction tube are to be held at arm's length to minimise the likelihood of contact with any droplets of extraction fluid. • The team leader will monitor <p>PPE:</p>				
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			<ul style="list-style-type: none"> • Testing staff are to wear and change PPE (gloves after each sample unless operating in a very low prevalence area). • Testing staff are required to change their PPE as soon as it is damaged, or soiled /contaminated or if there are any concerns regarding possible contamination • Sampler to be fully trained on donning and doffing PPE. • Lidded bins for the disposal of sample waste and used PPE. <p>Cleaning:</p> <ul style="list-style-type: none"> • All surfaces that have been contaminated or potentially contaminated, will be wiped down with disinfectant between samples in addition to regular cleaning. This included pens for marking LFDs and electronic devices. 				
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"> • Hand hygiene: All subjects to use hand sanitiser provided on arrival and adherence to this enforced by reception staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects. • Lidded bins for the disposal of sample waste and used PPE. <ul style="list-style-type: none"> • All contaminated or potentially contaminated items are to be properly disposed of as clinical waste • The bins will be emptied at regular intervals to prevent them being overfilled and too heavy to empty. • Bags will be secured before being lifted out of the bins and transferred to a lockable clinical bin located in the site team area. • The clinical bins will be emptied by the site team and transferred to the yellow waste bin. Staff will be required to wear gloves, face mask and apron. They will need to remove and dispose of the gloves and apron each time bins are emptied and follow infection control protocols. • Waste to be collected by CCC as medical waste. 	1	4	4	Regular reminders to staff about correct use of PPE.

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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	4	4	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal and No result communicated to individual	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within 1 hr of registration Subjects are called for a retest 	1	3	3	
9	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium 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,	<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	3	3	

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		reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.					
10	Occupational illness or injury		Control measures in place in all other areas to reduce this.				
11	Manual handling		<ul style="list-style-type: none"> • Staff moving heavy kit to be safer manual handling trained. • Staff to have radio and call for site team if heavy objects require moving. • Toolbox talks to refresh safe manual handling techniques for site team. 	1	3	3	
12	Unauthorised access by members of the public	Theft of materials. vandalism. Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Main reception to school securely locked and only accessible with staff ID. • Main reception always staffed with panic button. • Testing room secure and only accessible with staff ID. • Building is monitored by an alarm overnight. 	1	4	4	

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13	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> Floor check by facilities manager as part of cleaning quality assurance process. The area should have a hard non-porous floor that is easily cleanable. 	1	4	4	
14	Stairs to / from sample processing / registration area and welfare space		NA - no stairs on route.				
15	Inclement weather	Cuts, contusions, impact injuries vehicle collisions	<ul style="list-style-type: none"> Testing centre indoors and can be ventilated into building/corridor if weather requires. Space available in room for subjects to wait for test results in their bubbles (students) or at 2m (staff) Test centre and area immediately leading up to is well lit with external lighting and general streetlights. Queuing areas and paths immediately outside test centre will be gritted when required. Door mats at external entrances 	1	2	2	
16	Electrical safety / plant and equipment maintenance		<ul style="list-style-type: none"> Fixed electrical systems and portable appliances are subject to statutory inspections (PAT) and weekly visual checks by school FM. All staff are trained in the safe use of equipment. Staff to carry out basic visual check before use each day. 	1	4	4	
	Defective electrical equipment						
17	Use of shared equipment		<ul style="list-style-type: none"> Use of shared equipment limited by distribution or roles. Enhanced cleaning schedule in place for touch points. Wipes provided for use with shared equipment. Staff to wear appropriate PPE. 	1	4	4	

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18	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 <p>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</p>	1	4	4	
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 • 1 hr of registration Subjects are called for a retest 	1	3	3	
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,	<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 <p>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.</p>	1	4	4	

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		and medical conditions aggravated by exposure.					
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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	Site Manager		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Site Manager		

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Additional Notes

Personal Protective Equipment to be used (Insert ✓)
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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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Air Fed Helmet	Face Visor	Goggles	Safety Glasses	Ear Defender	Safety Boots	Safety Shoes	Head Protection	Hair Net/Chef Hat	Overall	Hi-Viz	Apron/ Tabard	White /Chef Coat/	Half Respirator	Respirator	Dust Mask	Fume/ Vapour Mask	Harness/ Lanyards	Rubber Gloves	Hand Protection
Other:																			

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PPE Guidance Table for Screening Staff

Role	Disposable gloves	Disposable plastic apron	Fluid-resistant (Type IIR) surgical mask (FRSM)	Eye protection (Goggles or visor as per individual preference)
Processing Operative²	✓	✓	✓	✓
Indicates single or sessional use	Replace after each <u>test (single)</u>	Replace after each <u>session</u>	Replace after each <u>session</u>	Replace after each <u>session</u>
Cleaning Staff³	✓	✓	✓	✓
Test Assistant⁴	✗	✗	✓	✗
Site Coordinator / Team Leader	✗	✗	✓	✗
Registration Assistant	✗	✗	✓	✗
Results Recorder	✗	✗	✓	✗
Supplies Coordinator	✗	✗	✓	✗
Queue Coordinator	✗	✗	✓	✗
Indicates single or sessional use	Replace after each <u>session</u>	Replace after each <u>session</u>	Replace after each <u>session</u>	Replace after each <u>session</u>

Note

1. Anything not identified as single use is for “sessional” use (a session ends when a worker leaves the care setting, fresh PPE is used at the start of each session) i.e. at break or end of shift. PPE is sessional however should be changed if protective properties are compromised or contaminated from secretions.
2. Processing Operatives should wear apron/visor and mask sessionally and change gloves between samples.
3. Cleaners need to change gloves and apron if cleaning a spillage
PPE should be changed if protective properties are compromised or if contaminated, or if suspected to be contaminated.

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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	Clair Birch
Signature of Lead Assessor	Clair Birch Date 11/01/21

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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Declaration by employees involved in the activity detailed above – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date