

# The Sutton Academy

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	05/01/2021	Lead Assessor	John Brian	Contract		Assessment Number	One
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at The Sutton academy						
<b>Activities Involved</b>	Testing University staff and students Traversing the site on foot					<b>Location</b>	Arts Theatre
<b>Who Might be affected</b>	Employee ✓	Student ✓	Contractor ✓	Visitor ✓			

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
1	Inadequate training	Equipment used incorrectly or not following the correct procedures that could lead to infection.	<ul style="list-style-type: none"> <li>All staff involved with the testing must complete all relevant training and provide proof prior to Carrying out any tasks in the testing centre. They must also read and understand the content of this risk assessment.</li> </ul>	1	4	4	
2	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> </ul>	1	4	4	

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			<ul style="list-style-type: none"> <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 except barcodes and PCR test kits for first 200 subjects</li> </ul>				
3	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	<p>All staff who are in close proximity of test subjects will wear the PPE provided -Surgical gloves, Face mask and apron. Face shields are also provided if required. Staff should wash their hands regularly and use hand sanitizer</p> <p>Social distancing must be maintained whenever possible</p>	1	4	4	
4	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	<p>All staff who are in close proximity of test subjects will wear the PPE provided -Surgical gloves, Face mask and apron. Face shields are also provided if required. Staff should wash their hands regularly and use hand sanitizer</p> <p>Social distancing must be maintained whenever possible.</p>	1	4	4	
5	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	<p>All staff who are in close proximity of test subjects will wear the PPE provided -Surgical gloves, Face mask and apron. Face shields are also provided if required. Staff should wash their hands regularly and use hand sanitizer</p> <p>Social distancing must be maintained whenever possible</p>	1	4	4	
6	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	<p>All staff who are in close proximity of test subjects will wear the PPE provided -Surgical gloves, Face mask and apron. Face shields are also provided if required. Staff should wash their hands regularly and use hand sanitizer</p> <p>Social distancing must be maintained whenever possible</p>	1	4	4	

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7	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	<p>All staff who are in close proximity of test subjects will wear the PPE provided -Surgical gloves, Face mask and apron. Face shields are also provided if required. Staff should wash their hands regularly and use hand sanitizer</p> <p>Social distancing must be maintained whenever possible</p>	1	4	4	
8	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</li> </ul> <p>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</p>	1	4	4	
9	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 2 hrs of registration</li> <li>• Subjects are called for a retest</li> </ul>	1	4	4	
10	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), $\text{NaCl}$ (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	
11	Occupational illness or injury	Staff exhibiting / feeling effects that may indicate COVID 19 is present.	<ul style="list-style-type: none"> <li>• Staff training and information provided.</li> <li>• Staff showing signs of symptoms should not attend site, they should self-isolate and go for a Covid 19 test at a local test centre, following government guidelines</li> <li>• Staff feeling ill during the day should immediately remove themselves from the test centre and follow government guidelines</li> </ul>	1	4	4	
12	Manual handling	Injury caused by incorrect manual handling techniques.	<ul style="list-style-type: none"> <li>• All materials are divided in to small light weight packages.</li> <li>• Information provided.</li> <li>• If no manual handling training has been provided, staff should follow the basic principles:</li> </ul>	1	4	4	

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	Manual handling (continued)	Attempting to lift beyond capability.	<ul style="list-style-type: none"> <li>○ Plan the lift – use additional lifting aids if required</li> <li>○ Reduce the distance of the lift if possible</li> <li>○ Map out the route and remove any obstructions</li> <li>○ Ensure you have a good grip on the load</li> <li>○ Know your limits</li> </ul>				
13	Unauthorised access by staff, students or members of the public	Anyone unfamiliar with the environment.	<ul style="list-style-type: none"> <li>● Only authorised personnel permitted in the building.</li> <li>● Reception desk to be manned at all times.</li> <li>● Only persons who have been asked to go for a test are allowed to enter.</li> <li>● A record of staff in the Arts Centre should kept for track and trace purposes</li> </ul>	1	4	4	
14	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip hazards	<ul style="list-style-type: none"> <li>● The floor in the Arts Theatre is a flat, hard surface as required under the guideline</li> <li>● The area must be kept free of hazard at all times. Spillages to be cleaned immediately</li> <li>● Any trailing leads should be covered and clearly marked.</li> </ul>	1	3	3	
15	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Failure of equipment due to poor maintenance  Electric shock from faulty equipment	<ul style="list-style-type: none"> <li>● All electrical equipment should have current PAT test label or be within the 12 month warranty period</li> </ul>	1	4	4	
16	Use of shared equipment	Cross contamination of equipment increasing the possibility of COVID transference.	<ul style="list-style-type: none"> <li>● Equipment must not be shared.</li> <li>● All common surfaces such as chairs, tables etc. should be disinfected after each use.</li> </ul>	1	4	4	
17	Test subjects unfamiliar with surroundings	Test subjects crossing in to sterile areas.	<ul style="list-style-type: none"> <li>● Individual guidance provided from Academy staff.</li> <li>● Signage to provide direction.</li> <li>● No students will attend without supervision</li> </ul>	1	4	4	
18	Fire alarm activation	Persons unfamiliar with "Actions in the event of fire"	<ul style="list-style-type: none"> <li>● In the event of a fire alarm, any staff or students should leave via the nearest fire exit and assemble at the front of the Arts centre.</li> </ul>	1	4	4	
19	Lack of welfare facilities	Nowhere for staff to consume food/drink.	<ul style="list-style-type: none"> <li>● No food should be consumed within the testing area. All breaks must be taken in the main Academy building</li> <li>● Staff will be allowed to have their own personnel water bottle, but it must be kept away from the testing areas</li> <li>● The disabled toilet will be the designated toilet for the testing centre staff.</li> </ul>	1	4	4	
20	Uneven footpaths when walking to the test centre	Slips, trips and falls	<ul style="list-style-type: none"> <li>● Routes to and from the Arts Theatre will be checked regular for any uneven surface</li> <li>● Footpaths will be gritted during icy conditions.</li> <li>● Students must be accompanied at all times</li> <li>● Be aware of any moving vehicles in the car park</li> </ul>				

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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	Estates Manager		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Estates Manager		

Additional Notes
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## Personal Protective Equipment to be used (Insert ✓)

																			
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	Face Mask ✓	Harness/Lanyards	Rubber Gloves	Hand Protection ✓
Other:																			

## 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

**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	John Brian (Estates Manager)
Signature of Lead Assessor	Date 05/01/2021

