



**RISK ASSESSMENT FORM B (To be used in conjunction with risk assessment Form C)**

<b>Service/Person: Education</b>	<b>Assessment Team Members:</b>	<b>Assessment Review Dates</b>
<b>Area Assessed: Lateral Flow Testing for staff and students</b>	<b>Name: Dominic Bergin                      Sign: D Bergin</b>	<b>Date of 1<sup>st</sup> Review: 22/01/2021</b>
<b>Date of Assessment: 05/01/2021</b>	<b>Name: Michael Burke                      Sign: M Burke</b>	<b>Date of 2<sup>nd</sup> Review: 05/02/2021</b>
<b>Manager: Dominic Bergin</b>		<b>Date of 3<sup>rd</sup> Review: 12/02/2021</b>
		<b>Date of 4<sup>th</sup> Review: 05/03/2021</b>

	(A) Task (from form a)	(b) List persons /group and numbers who are at risk	(c) Hazards	(d) Existing level of harm	(e) Existing level of frequen cy	(f) Risk rating	(g) List existing precautions and statutory controls, e.g. Codes of practice etc. Or refer to where information can be found	(h) Revised level of harm	(i) Revised level of frequency	(j) Risk rating (where risks are not at a tolerable level enter action to be taken and timescale S to complete them along with a revised risk rating)
1	Attending the test facility	Staff, students, volunteers	Contact between subjects increasing the risk of transmission of COVID1	2	3	6	<p><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.</p> <p><b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</p> <p>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</p> <p>Requirement to wear face covering/mask to be reminded to</p>	2	1	2

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						<p>all subjects in advance of test.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by registration staff and queue manager.</p> <p>Masks will be available should a subject not be able to provide one</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <p><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</p> <p><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</p>			

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							<p>verbal reminders if necessary from reception, queue management &amp; sampling staff.</p> <p>A one-way flow of subjects through the hall with exit onto the terrace is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</p> <p><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>No physical handling of documents to subjects expect registration card and barcodes</p>			
2	Registering staff and students	Staff, students, volunteers	Contact between subjects and staff increasing the risk	2	3	6	<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	2	1	2

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		of transmission of COVID19				(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. <b>Face masks:</b> 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 of test. Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by registration			

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						<p>staff and queue manager. Masks will be available should a subject not be able to provide one <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff. <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. A one-way flow of subjects through the hall with exit onto the terrace is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</p>			

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							No physical handling of documents to subjects expect registration card and barcodes			
3	Self-swabbing	Staff, students, volunteers	Subjects may become unwell or vomit	2	2	4	Guidance poster is up in every swabbing bay The Test Assistant can advise subject of how to take the swab, Chair available If vomit is present immediate area is evacuated and cleaning procedures put in place Test Assistant after clean-up will discard PPE. Leave test area and go to changing area for fresh PPE IF student or staff member cannot continue they will be asked to withdraw from the process and return later	2	1	2
4	Passing the swab for processing	Staff, volunteers,	Contact between sample and test assistant	2	2	4	Subject to pass swab to Test Assistant who will only handle it from the end furthest from the swab Test Assistant will be PPE including apron, mask and	2	1	2

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			increasing the transmission of COVID19 and cross contamination				gloves Test Assistant will handle swab for a very limited time as it will be pass straight to the Test Processor			
5	Processing the samples	Staff, volunteers	Contact between samples and sample testers increasing the transmission of COVID19. Potential for cross contamination	2	2	4	Test Processors have all undertaken NHS Test and Trace Training on how to process the swabs safely Role requires PPE including apron, mask, gloves and visor	2	1	2
6	Processing the	Staff, volunteers	Extraction	2	2	4	PPE: nitrile gloves which meet the Regulation (EU)	2	1	2

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Sample		solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride				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. <b>Environmental:</b> do not let product enter drains <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 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.			

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							Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.			
7	Disposal of samples	Staff, volunteers	Contact between samples and sample testers increasing the transmission of COVID19:	2	2	1	Samples held in extraction tubes with lids Samples Kept in test tube rack Role requires full PPE including apron, mask, gloves Gloves changed between each test Once tst completed extraction tube placed in health waste bin	2	1	2
8	Communicating Test results	Staff and student test subjects	Incorrect result communication. Test not matched to subject	3	2	6	2 identical barcodes are provided to subject at check in The subject is registered their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff who will be processing the test	3	1	3 On-going monitoring of test process by team leader

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9	Moving test kits and other supplies	Staff, volunteers.	Manual handling	2	2	4	All required stock available in testing centre Boxed items can be broken down into smaller amounts following standard manual handling procedures Stock in testing areas will be replenished each day Further deliveries will be moved to hall by sit team using appropriate equipment e.g trolleys	2	1	2
10	Movement around the test site	Staff, students, volunteers	Uneven surfaces	2	2	4	Hall floor is flat even surface with no steps Access to hall is barrier free No trailing cables One way system allows for clear line of sight to exit	2	1	2
11	Use of laptops to register subjects and record results	Staff	Use of shared equipment leadin to transmission of virus	2	2		Laptops wiped down with wipes at end of every session New user will wipe down laptop screen and keyboard before using	2	1	2

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12	Use of PPE	Staff, volunteers	PPE incorrectly put on or removed leading to exposure to Covid-19 and infection	2	2	4	All testing staff have undertaken and are certificated for use of PPE through NHS Track and Trace training Laminated diagrams in area for putting on PPE to assist with correct use.	2	1	2

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