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| Coronavirus Risk Assessment for COVID Testing in the Workplace | | | | | | | | | | | |
| This template risk assessment is for COVID-19 testing in the workplace. It must be reviewed and made specific to the environment. The assessment should be viewed as supplemental to the main organisation risk assessment for COVID control.  You must review and update this risk assessment to ensure it reflects your company’s or organisation’s activities and the specific risks and controls you have in place. | | | | | | | | | | | |
| **Company Name and Location of Testing Area:** | | | | | | **Date Assessed:** | **Assessed by:** | | | | |
| **Task/Activity:** Lateral flow device (LFD) testing spaced three to five days apart for workers | | | | | |  | **Reference Number:** | | | | |
|  | | | **Risk rating before implementing control measures** | | |  | **Risk rating after implementing control measures** | | | |  |
| **Activity/Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | | **Risk/Priority** | **Additional Controls Measures Required** |
| Contact between queuing subjects increasing the risk of transmission of COVID-19 | Transmission of the virus between persons waiting for test | Queue management and testing workers  Others in area of queue | 4 | 5 | 20 | **Asymptomatic:** All subjects are to be advised in advance not to attend if they have any symptoms of COVID-19, live with someone who is showing symptoms of COVID-19 (including a fever and/or new persistent cough), have returned within 10 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 a 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.  Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other workers.  **Hand hygiene:** All subjects to use hand sanitiser provided on arrival and adherence to this enforced by reception workers.  **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 workers.  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 workers.    **Cleaning:** Testing carried out in area with non-porous floor.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 polymerase chain reaction (PCR) test kits for first 200 subjects. |  | 4 |  | | Queue management system will be put in place to maintain social distancing.  Training for all workers involved in process to understand roles and responsibilities and risks in test area, including use of PPE modules.  All workers to be given clear instructions on how the process will work.  Regular toolbox talks for all workers involved in testing. |
| Contact between subjects and workers increasing the risk of transmission of COVID-19: Welcome and registration | Transmission of virus between persons | Workers  Queue management and testing workers  Others in area | 4 | 5 | 20 | **Asymptomatic:** All subjects are to be advised in advance not to attend if they have any symptoms of COVID-19, live with someone who is showing symptoms of COVID-19 (including a fever and/or new persistent cough), have returned within 10 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 a 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.  Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other workers.  **Hand hygiene:** All subjects to use hand sanitiser provided on arrival and adherence to this enforced by reception workers.  **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 workers.  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 workers.  **Cleaning:** Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance. |  | 5 | |  | Training modules to be completed so that all workers are clear on their role and process and certificates held.  Regular changing of PPE as per the training module guidance.  Regular cleaning of the test centre desk, cubicles and processing areas as per training guidance and checklist.  Daily reminder from team lead of PPE and hygiene requirements for infection control. |
| Contact between subject and processor increasing the transmission of COVID-19: Sample taking | Transmission of the virus between persons | Workers  Testing workers | 4 | 5 | 20 | **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.  **Procedure:** Subject carries out swabbing themselves whilst supervised by processor. Guidance on carrying this out is available on [GOV.UK](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/946612/How_to_do_your_test_COVID_19_instruction_leaflet_for_schools.pdf%20and%20of%20Appendix%20D%20of%20the%20SOP.).  ‘How to do your test’ posters displayed.  Consent forms stored and held by: xxx.  **PPE:** Processor wears the following PPE:   * Fluid-resistant (type 11R) surgical mask; * Disposable gloves (changed after each sample); * Disposable plastic apron; and * Eye protection (goggles or visor as per individual preference).   Testing assistant wears:   * Fluid-resistant (type 11R) surgical mask; and Disposable gloves.   **Training:** All workers involved with testing are trained in line with guidance found [here](https://drive.google.com/drive/folders/1jYv0MjFyIIbzgPn_1S10OuRgfrj_b5_P).  **Cleaning:** Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.  **Layout:** The testing area is laid out as shown in the guidance document found [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf%20%20and%20in%20Appendix%20C%20of%20the%20SOP.). |  | 5 | |  | Training modules to be completed so that all workers are clear on their role and process and certificates held.  Regular changing of PPE as per the training module guidance.  Regular cleaning of the test centre desk, cubicles and processing areas as per training guidance and checklist.  Daily reminder from team lead of PPE and hygiene requirements for infection control.  Workers with positive tests will leave workplace to take a PCR test and follow self-isolation guidance. |
| Contact between samples and sample testers increasing the transmission of COVID-19: Sample processing and analysis | Transmission of the virus between persons | Testing workers | 4 | 5 | 20 | **PPE:** Processor wears the following PPE:   * Fluid-resistant (type 11R) surgical mask; * Disposable gloves (changed after each sample); * Disposable plastic apron; and * Eye protection (goggles or visor as per individual preference).   Testing assistant wears:   * Fluid-resistant (type 11R) surgical mask; and * Disposable gloves.   **Training:** All workers involved with testing are trained in line with guidance found [here](https://drive.google.com/drive/folders/1jYv0MjFyIIbzgPn_1S10OuRgfrj_b5_P).  **Cleaning:** Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance and SOP. |  | 5 | |  | Training modules to be completed so that all workers are clear on their role and process and certificates held.  Regular changing of PPE as per the training module guidance.  Regular cleaning of the test centre desk, cubicles and processing areas as per training guidance and checklist.  Daily reminder from team lead of PPE and hygiene requirements for infection control. |
| Contact between samples and sample testers increasing the transmission of COVID-19: Sample disposal and waste disposal | Transmission of the virus between persons as a result of handling contaminated waste | Testing workers  Cleaning workers | 4 | 5 | 20 | **PPE:** Processor wears the following PPE:   * Fluid-resistant (type 11R) surgical mask; * Disposable gloves (changed after each sample); * Disposable plastic apron; and * Eye protection (goggles or visor as per individual preference).   Testing assistant wears:   * Fluid-resistant (type 11R) surgical mask; and * Disposable gloves.   **Training:** All workers involved with testing are trained in line with guidance found [here](https://drive.google.com/drive/folders/1jYv0MjFyIIbzgPn_1S10OuRgfrj_b5_P).  **Cleaning:** Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance. |  | 5 | |  | Follow Appendix A and B of the SOP.  Waste classified as clinical should be disposed of in line with clinical waste requirements by a licenced waste carrier.  Site Team to follow waste collection protocols and assign secure waste holding areas for waste collection.  Sufficient waste disposal areas in test centre correctly labelled. |
| Incorrect result communication | Transmission of the virus between persons | Workers  Others in close contact | 4 | 5 | 20 | Two 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 workers at the sample collection bay.  Barcodes are checked for congruence at the analysis station 1 and applied to LFD at this station. |  | 5 | |  | Support provided to workers during registration process to ensure accurate. |
| Damaged barcode, lost LFD, failed scan of barcode | Orphaned record on registration portal and no result communicated to individual | Tested person | 2 | 5 | 10 | Rule-based recall of subjects who have not received a result within eight hours of registration.  Subjects are called for a retest. |  | 5 | |  |  |
| Extraction solution contains: Na2HPO4 (disodium hydrogen phosphate), NaH2PO4 (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. | Processors | 3 | 1 | 3 | **PPE:** Processor wears the following PPE:   * Fluid-resistant (type 11R) surgical mask; * Disposable gloves (changed after each sample); * Disposable plastic apron; and * Eye protection (goggles or visor as per individual preference).   **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 | |  | Ensure workers are confident following the training in the processing of the tests and that they have sufficient time to undertake this part of the role efficiently. |
| Use of shared equipment | Transmission of the virus | Testing workers  Workers | 4 | 5 | 20 | Workers undertaking testing do not share equipment.  Hand hygiene and protective gloves worn. |  | 5 | |  | Processing areas will be isolated by processor so no cross contamination. |
| Usage of home self-swab testing kits by workers twice per week | Incorrect usage leading to further health complications | Workers | 3 | 3 | 9 | Workers communication given for usage:   * [COVID-19 PCR home test kit instructions](https://www.gov.uk/government/publications/testing-for-coronavirus-at-home) * [COVID-19 home test: step-by-step guide (adults and children)](https://www.gov.uk/government/publications/testing-for-coronavirus-at-home/covid-19-home-test-step-by-step-guide-adults-and-children) |  | 3 | |  | Workers with a positive LFD test result will self-isolate and arrange a PCR test. |

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| Risk/Priority Indicator Key |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** | | | | | | |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | | **Suggested Timeframe** | | | | |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible | | | | |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so | | | | |

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| Review Record |

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| **Date of Review** | **Confirmed by** | **Comments** |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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