



Furness College Risk Assessment Form

Risk Assessment Reference: <b>CTC001</b>	<b>Assessor:</b>	Steve Cowan	Lead Technician/H&S Advisor	 <p><b>FURNESS COLLEGE</b> Incorporating Barrow Sixth Form College</p> <p><b>Activities Involved:</b> Traversing the site on foot Testing College staff and students</p>
	<b>Assessor Signature:</b>		<b>Date:</b> 05/01/2021	
Area of College: <b>Sport Hall</b>	<p><b>Description of task / process / environment being assessed:</b> Lateral Flow Antigen testing is used to estimate the incidence and prevalence of COVID19 in the College population. It involves the processing of human nasal swabs, throat swabs, or sputum samples with a Lateral Flow Device (LFD) in accordance with Furness College Standard Operating Procedure. The testing may take place weekly or daily if serial testing for close contacts of cases. The LFD test kit uses immunochromatography, which draws the sample along the device in a similar way to a home pregnancy test kit. LFDs are designed to be used outside a formal laboratory setting and can be used for frequent testing of large numbers of asymptomatic people.</p>			
See also COV001 Covid-19 risk assessment				

What are the hazards?	Who might be harmed and how?	What are you already doing?	5x5 Risk Rating	What further action is necessary?	Action required by whom?	Date Action required by?
Contact between subjects increasing the risk of transmission of COVID19	Staff & Students Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• <b>Asymptomatic:</b> All subjects are 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 is displayed at the entrance to the building.</li> <li>• Face coverings/masks must be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <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 visually checked through building by staff.</li> <li>• <b>Hand hygiene:</b> All subjects must use hand sanitiser provided on arrival &amp; adherence to this enforced by staff.</li> <li>• <b>Social distancing:</b> Two metre social distancing must be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from staff.</li> <li>• A one-way flow of subjects through the building initiated and maintained at all times. Compliance with this is to be ensured by 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>• Cleaners will only be permitted to enter the testing area when testing activity is NOT being conducted. (Before/ After sessions) Test assistant will wipe down between participants</li> <li>• Cleaners to observe 2m social distancing</li> <li>• Fluid resistant surgical masks type IIR are to be worn in all non COVID secure areas by cleaning staff.</li> <li>• Limited clutter- no physical handing of documents to subjects except</li> </ul>	Major x Remote = LOW			

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		barcodes and test kits. Staff handling these items will be wearing gloves.				
Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome &amp; registration</u>	Staff & Students Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Centre staff who are in close proximity of test subjects will wear Disposable gloves, Face mask Type IIR and disposable apron.</li> <li>Students and staff will be asked to register their contact details.</li> <li>Handling of documents will be restricted to essential paperwork such as bar codes and test kits.</li> <li>All tests are self-administered; if students are unable to administer test themselves then parent or guardian must accompany. Testing is not mandatory and existing COVID-secure risk framework continues to operate.</li> </ul>	Major x Remote = LOW			
Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Staff & Students Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Centre staff who are in close proximity of test subjects will wear Disposable gloves, Face mask Type IIR and disposable apron.</li> <li>Each testing area will be wiped clean after each test.</li> <li>Clinical waste bins will be provided for disposal of used swabs and PPE.</li> </ul>	Major x Remote = LOW	Cleaning Manager/Supervisor to oversee safe collection and disposal of site waste		
Contact between sample and test assistant increasing the transmission of COVID19: <u>Sample transport</u>	Staff & Students Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Test assistant centre runner will wear Disposable gloves and Face mask Type IIR</li> </ul>	Major x Remote = LOW			
Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Staff & Students Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Processor will wear Disposable gloves, Face mask Type IIR and disposable apron.</li> </ul>	Major x Remote = LOW			
Contact between samples and sample testers increasing the	Staff & Students Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Testers will wear Disposable gloves, Face mask Type IIR and disposable apron.</li> <li>Clinical waste bins will be provided for disposal of used swabs and PPE.</li> </ul>	Major x Remote = LOW	Cleaning Manager/Supervisor to oversee safe collection and disposal of site		

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transmission of COVID19: Sample disposal and waste disposal				waste		
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 Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> <li>• Controls to be followed in respect of data recording during the testing process</li> </ul>	Major x Remote = LOW			
Damaged barcode, lost lateral flow device (LFD), failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>• Subjects required to wait in designated holding area until result obtained.</li> <li>• If result void after 30 minutes then subject will be required to take another lateral flow test (LFT).</li> </ul>	Major x Remote = LOW			
Extraction 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)	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 (EN 166) to be worn at all times when handling the extraction solution. Impervious clothing (i.e. plastic apron) 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 waste disposal procedures</li> <li>• Do not use if the solution has expired</li> <li>• Training 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>	Major x Remote = LOW	MSDS sheets		
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, following NHS approved packages. Training modules have competency assessments which require 100% pass.</li> </ul>	Major x Remote = LOW			

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		<ul style="list-style-type: none"> <li>Staff to isolate and remove themselves from the test centre immediately and request a test.</li> </ul>				
Manual handling	Injury caused by incorrect manual handling techniques. Attempting to lift beyond capability.	<ul style="list-style-type: none"> <li>All materials are divided in to small light weight packages.</li> <li>Information provided.</li> </ul>	Major x Remote = LOW			
Unauthorised access by people	Staff and Students unfamiliar with the environment.	<ul style="list-style-type: none"> <li>Only authorised access permitted to the building.</li> <li>Designated slots when testing area available, centre otherwise locked.</li> <li>Testing reception staffed at all times when centre available.</li> </ul>	Major x Remote = LOW			
Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip hazards	<ul style="list-style-type: none"> <li>The testing centre is in a dedicated sports hall, which has been checked for uneven surfaces and other trip hazards.</li> </ul>	Serious x Remote = LOW			
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 equipment in the sports hall is either within twelve months of purchase or has an in-date PAT certificate/test label.</li> </ul>	Major x Remote = LOW			
Use of shared equipment	Cross contamination of equipment increasing the possibility of COVID transference.	<ul style="list-style-type: none"> <li>There is to be no shared equipment. Where tables/chairs etc. have been used by other persons, they are to be disinfected between users.</li> </ul>	Major x Remote = LOW			
Test subjects unfamiliar with surroundings	Test subjects crossing in to sterile areas.	<ul style="list-style-type: none"> <li>Individual guidance provided from test station staff.</li> <li>Floor signage to provide direction.</li> <li>Only authorised access permitted to the test site.</li> <li>Staff and Students to show appropriate ID before permitted to enter.</li> </ul>	Major x Remote = LOW			
Serious incidents/ medical emergency or fire evacuation	Persons unfamiliar with "Actions in the event of emergency situation/evacuation"	<ul style="list-style-type: none"> <li>Fire risk assessment in place for the premises</li> <li>Fire evacuation routes will be kept clear and clearly marked in line with the rest of the building</li> <li>Access to telephone in case of emergency</li> <li>First aid to be available at all times</li> <li>Test site will comply with normal College procedures such as first aid/</li> </ul>	Major x Remote = LOW			

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		<p>fire.</p> <ul style="list-style-type: none"> <li>• In case of a serious medical emergency, test site will follow the College protocols for making areas safe and summoning emergency assistance/ first aid,</li> <li>• Normal emergency procedures to be followed i.e. College existing procedures</li> <li>• Normal accident/ indent/ near miss reporting and investigation procedures to be followed.</li> <li>• Testing site staff will follow safe operating procedure In the event of an emergency in relation to samples taken.</li> <li>• Any member of test site staff who feels unwell for any reason, including displaying potential Covid-19 symptoms will follow procedures in the College guidance</li> <li>• Suitable measures will be established at the test site for dealing with individuals who test positive</li> </ul>				
Lack of welfare facilities	Nowhere for staff to consume food/drink.	<ul style="list-style-type: none"> <li>• Welfare space provided for staff, separate from testing areas.</li> <li>• Access to toilet and hand washing facilities provided.</li> <li>• Regular rest breaks for the testers. Lunch break to be taken, lunch must be away from Test site.</li> <li>• Staff rotation where possible.</li> <li>• Adequate balance of ventilation and heating.</li> </ul>	Serious x Remote = LOW			