

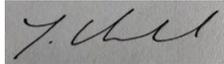
Public Health England and the Health and Safety Executive require this assessment to ensure end to end health; safety and infection control risks for mass student lateral flow COVID testing are identified, pre-assessed, managed and monitored regularly by Bournemouth University.

[This Risk Assessment should be read in conjunction with the following documents:](#)

[‘University Asymptomatic Testing Guidebook’ - Latest version 2.4 Dated 15/02/21](#)

[Universities Clinical Standard Operating Procedure \(SOP\) for mass testing with Lateral Flow Antigen Testing Devices – Latest version 3.4 Dated 13/02/21](#)

[Higher Education \(HE Mass Testing best practice toolkit – latest issue January 2021](#)

Assessment completed by:	BU Health, Safety & Wellbeing Team	Assessment Version:	Version 2.1	Original Assessment Date:	24 November 2020
Description of task / process / environment being assessed	General and clinical activities on the ‘Asymptomatic Testing Site’ at Bournemouth University Talbot Campus				
Activities Involved	<p>[Section A] Setting up and operation of general testing site.</p> <p>[Section B] Traversing and navigating the site.</p> <p>[Section C] The testing of university staff and students</p>			Location	Main Sports Hall at Talbot Campus
Who might be affected?	Staff ✓	Students ✓	Contractor (e.g., cleaners) ✓	Visitors (e.g., PHE) ✓	Members of the public ✓
Approval - subsequent updates to initial approval confirmed on page 17					
Declaration by BU COO: I confirm this assessment has been completed in liaison with local senior managers and is therefore approved as a basis upon which University Asymptomatic Testing can take place, taking into account additional local information, training and supervision of test site operatives and subjects being tested.					
Signed		Print Name	Jim Andrews	Approval Date	16 December 2020
Signed on behalf of AUB: As part of the partnering arrangements for student testing, I confirm that this assessment fully meets the requirements of Arts University Bournemouth, has been completed in liaison with both organisations and forms the basis upon which University Asymptomatic Testing can take place for BU and AUB students.					
Signed		Print Name	Thomas Marshall	Approval Date	16 December 2020

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Hazard Identification and evaluation: Section A: 'Setting up and operation of general testing site'

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? [Action Number – Page 13]
				Probability	Severity	Risk	
A1	Contact between staff increasing the risk of transmission of COVID19: <u>Site set up Teams</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Social Distancing Guidelines e.g., 2m and/or where this cannot be maintained (e.g., Facilities Assistants setting up premises) 1m+ procedures will be always adhered to. Face coverings will be always worn. Direct face to face work will be avoided as far as possible. Time spent working in close proximity will be kept to a minimum (e.g., under 15 minutes). 	1	4	4	N/A
A2	Contact between staff increasing the risk of transmission of COVID19: <u>External visitors and Contractors</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Authorised Visitors/Contractors will only be allowed on to site at the consent of the Site Manager (and must receive a site induction or be always escorted). Social Distancing Guidelines e.g., 2m and/or where this cannot be maintained, 1m+ procedures will be always adhered to. Face coverings will be always worn. Direct face to face work will be avoided as far as possible. Time spent working in close proximity will be kept to a minimum (e.g., under 15 minutes). 	1	4	4	N/A
A3	Manual handling	Musculoskeletal Injuries	<ul style="list-style-type: none"> Estates are responsible for the setting up of all testing site operations (including the construction of testing booths, moving of equipment etc.), and all individuals involved in this process will be trained in safe manual handling. 	2	2	4	N/A
A4	Slips Trips and Falls	Trailing cables, uneven surfaces, wet surfaces from cleaning floors	<ul style="list-style-type: none"> BU Estates will be responsible for conducting a site inspection each day prior to testing operations commencing to ensure that there are no visual tripping hazards, wet floors, or other obvious hazards and/or risks present. All testing team staff will be required to report any hazards identified during daily operations to the Team Leader / Site Manager for immediate action. Cleaners will ensure that any wet cleaned floors are dried as far as possible, and that appropriate warning signage is displayed (however does not itself present an additional slip/trip hazard). 	2	2	4	N/A

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A5	Fire risk	Risk of injury and/or death from fire, smoke inhalation etc.	<ul style="list-style-type: none"> There will always be a minimum of two trained Fire Wardens as part of the testing operations shift team and all staff will be informed of the fire arrangements as part of the induction process. The BU Fire Officer will provide training as necessary to identified staff. A bespoke fire risk assessment has been undertaken (see below) for the test centre and all necessary arrangements have been communicated to ALL relevant testing staff. A weekly fire check will be undertaken by one of the two trained Fire Wardens and a record of the checks will be maintained.  Fire Safety Check List PEEPs have been considered and undertaken for any relevant individuals who are part of the testing operations shift team. All staff members (especially Fire Wardens) to continually monitor the testing site in relation to potential fire hazards, obstructions to walkways, corridors, exits & entrances etc., and to either rectify problems immediately and/or report these to the Site Manager for urgent resolution.  BU ATS Fire Risk Assessment Decembe 	1	3	3	N/A
A6	Electrical safety / plant & equipment maintenance	Risk of electrocution or health related issues from legionella	<ul style="list-style-type: none"> Building is in date for 5 yearly electrical safety inspection All plant and equipment in date for maintenance checks Legionella checks are frequently undertaken and in date 	1	3	3	N/A
A7	Heating Ventilation and Air Conditioning (HVAC) and insufficient temperatures	Insufficient supply of fresh or air-conditioned air leading to transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Estates Team operate HVAC systems as per the HSE's current recommendations for Covid19 All HVAC systems regularly maintained and serviced Temperatures maintained within areas 	1	2	3	N/A
A8	Insufficient separation between booths	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All layouts will be created in accordance with the latest [University Asymptomatic Testing Guidance]. Appendix C No one will be able to enter the facility, unless authorised to do so, without the appropriate PPE [see Appendix A] or for staff/students being tested, face masks will be always required (apart from the temporary removal for swab testing) and must 	1	4	4	N/A

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			adhere to social distancing guidelines.				
A9	Testing booths inappropriately set up	Ineffective sample collection.	<ul style="list-style-type: none"> Each testing booth will have a supply of equipment required for safe and effective sample collection. A disposable vomit bowl will be easily accessible to the subjects if needed. Test booth will contain a table, mirror, clinical waste bin, hand sanitiser dispenser and laminated instructions on the wall. Each test booth will be a minimum of 1.2m X 2.4m [or for accessibility access booths where wheelchair access required - 2.4 x 2.4m] Two of the sides of the booth will contain a solid partition, whereas one wall faces the receiving bench (where the Test Assistant is monitoring) and contains a protective plastic screen, with an open slot where the Subject can pass their sample through. The booths offer privacy from other individuals being tested. 	1	4	4	N/A
A10	Incidents requiring first aid, medical intervention and/or involving medical devices	<p>Transmission of the virus leading to ill health or potential death from interaction between first aider and casualty</p> <p>General accidents and incidents involving the premises, equipment etc.</p>	<ul style="list-style-type: none"> One First Aider and Welfare Support Adviser available always during testing centre operation and based in SportBU. Two defibrillators are available at the test centre. One is permanently located in SportBU reception, the other will be kept directly within the test centre. ALL accidents and incidents (including spillages) MUST be reported to the duty Site Manager who will be required to take appropriate action including entering these directly into the BU On-line Accident & Incident Reporting Form. Any adverse incident or problem associated with a medical device (i.e., Lateral Flow Device) must be reported to the MHRA yellow card scheme. In accordance with SOP, clinical or serious incidents are managed through local service delivery governance processes, and the University Team at DHSC should still be notified to ensure local, programme and national implications are understood and required action is taken. DHSC are involved as a stakeholder in the incident response process. In this scenario if incidents are due to DHSC systems (e.g., the return of results informatics systems), processes should be in place to inform and involve local stakeholders. Any accident/incident requiring IMMEDIATE or URGENT medical assistance (e.g., emergency services), MUST be reported via the BU emergency telephone number: 222 and/or 01202 962222. The BU emergency number will be provided to all test site staff as part of their induction. 	2	3	6	N/A
A11	Insufficient or detailed signage to provide concise and clear guidance to subjects	Insufficient space maintained within testing station when moving around leading to transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All layouts will be created, and signage displayed in accordance with guidance document 'University Asymptomatic Testing Guidebook' 	2	2	4	N/A

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A12	Safe disposal of waste	Inappropriate disposal of all waste generated during the testing leading to potential transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All waste will be securely stored to prevent access to unauthorised people and will be disposed of IAW the Control of Substances Hazardous to Health 2002 [see below] Most of the waste will be classified as clinical waste and will be disposed of as EWC code 18-01-03 infectious waste (orange bag) and transported under Category B transportation categorisation. This waste is classified as infectious waste from human activities, which is suitable for alternative treatment. This would include the disposal of PPE used and cleaning cloth and mop heads. In some circumstances, the clinical waste will have other properties i.e., chemicals, which will require the waste to be disposed of as EWC code 18-01-03* and 18-01-07 (yellow bag) and transported under Category B transportation categorisation. This waste is classified as infectious waste from human activities dual coded with non-hazardous chemicals. 	2	2	4	N/A
A13	Accessibility to Test Centre / One Way Systems	Restrictive / Lack of accessibility to certain individuals etc.	<ul style="list-style-type: none"> All authorised staff, students, visitors, couriers and waste collection service providers can get easy access to the test site. The centre is also wheelchair accessible and takes account of the provisions of the Building Regulations and the Equality Act 2010. Separate entry/exit points and systems of travel have been established to ensure a one-way flow of traffic. Appropriate signage will be used to highlight these measures. 	1	1	2	N/A

Hazard Identification and evaluation: Section B 'Travel/Traversing/Navigating site'

No	Hazards	Associated risks	Current Control/Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? [Action Number – Page 13]
				Probability	Severity	Risk	
B1	Contact between subjects increasing the risk of transmission of COVID19: <u>All staff & Students moving around on site</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Video - Covid-19 measures – keeping you safe on campus Generic information to all student on the BU website Face masks: Prominent signage reminding attending subjects of the above will be displayed at the entrance to the building. Face coverings/masks to be always worn by subjects whilst traversing around the testing site except for brief lowering at time of swabbing unless they are exempt in accordance to latest government guidance. Guidance on the wearing of facemasks is contained within the BU website FAQ's All testing staff will be in full PPE and it will be used in accordance with the latest version of 'University Asymptomatic Testing Guidebook' Appendix D 	1	4	4	1 & 2
B2	Contact between subjects increasing the risk of	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Morebus have a range of enhanced Covid safety advice on using buses which can be found on their website morebus.co.uk/coronavirus. UniBus have a range of enhanced Covid safety advice on using buses which can be found on their website unibuses.co.uk/coronavirus. 	1	4	4	N/A

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	transmission of COVID19 when traveling <u>Bus drivers & Passengers</u>						
B3	Contact between subjects/staff increasing the risk of transmission of COVID19 when <u>waiting for or alighting from buses</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Bus hub will have a dedicated queue coordinator to manage social distancing Prominent signage is in place to remind all on the need to maintain space Face coverings/masks to be always worn by subjects whilst waiting at the Bus Hub, unless they are exempt in accordance to latest government guidance. Hand sanitisers provided 	1	4	4	N/A
B4	Contact between subjects increasing the risk of transmission of COVID19 <u>Security staff</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Estates security staff are aware of the need to always maintain social distancing Security staff are deemed as being competent and possess the required 'Skills Knowledge and Experience' PPE to be issued and used in accordance with the latest version of 'University Asymptomatic Testing Guidebook' Appendix D, and the Universities Clinical Standard Operating Procedure (SOP) Section 9 and Appendix B, and current BU guidance. 	1	4	4	1 & 2
B5	Fire Risk	Risk of subjects and staff congregating and not observing social distancing if evacuated to muster points	<ul style="list-style-type: none"> Fire Warden and fire marshals will ensure that social distancing is undertaken at the evacuation point. Students and staff aware of the need to always maintain social distancing, Signage is around the university to remind all. Fire Safety advice is provided on the BU website for students All Students and Staff need to wear face masks at the muster point. 	1	3	3	N/A
B6	Slips Trips and Falls	Wet, slippery or uneven surfaces, resulting in injuries	<ul style="list-style-type: none"> All surfaces are maintained and checked on a regular basis for defects by the Estates Team Yellow 'A' boards are used by cleaning staff when cleaning floors within all buildings The university has Snow and Ice procedures in the event of inclement weather 	2	2	4	N/A
B7	Inclement Weather	Increased risk of injuries from slips trips and falls	<ul style="list-style-type: none"> Information is provided on what to do in the event of 'Adverse weather conditions' on the BU website. More detailed information is contained within the BU Policy – see link. Appendix F. The University has a gritting plan to maintain safe access and egress. 	1	2	2	N/A

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B8	Using toilet facilities	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All University buildings are Covid Secure and have been audited to confirm this Posters displaying correct hand-washing procedures are contained within all facilities Alternate cubicles are locked to maintain social distance/separation Alternate urinals are taped off to maintain social distancing All facilities including touchpoints are regularly cleaned throughout the day by dedicated cleaners. Posters displayed in toilets that are in use showing the risk of aerosol transmission and informing all to close toilet lids on flushing. 	1	4	4	N/A
B9	Use of welfare facilities	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All University buildings are Covid Secure and have been audited to confirm this Posters displaying correct hand-washing procedures are contained within all facilities Tables have been spaced / removed / distanced / taped off to maintain social distances Multiple hand sanitiser units/stations have been provided A separate entry / exit points to allow for social distancing and one-way traffic flow. Staff-specific access points into and out of testing area All facilities including touchpoints are regularly cleaned throughout the day by dedicated cleaners. 	1	4	4	N/A

Hazard Identification and evaluation: Section C 'Testing University Staff and Students'

No	Hazards	Associated risks	Current Control/Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? [Action Number – Page 13]
				Probability	Severity	Risk	
C1	Insufficient staff / volunteers to fill all the roles to run testing station (min 49)	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Appropriate levels of staff have been employed to allow for shift patterns, rest periods and absences (e.g., illness and/or staff member requiring to isolate etc). All staff will have been approved following a suitable bespoke health declaration and will have received mandatory training, instruction and induction. The test centre has been created to allow for 'training booths', so that additional staff recruited can be training and brought on-line as the process progresses. 	1	4	4	N/A
C2	Staff / volunteers not completed training or achieved competence prior to working in testing station	Increased risk due to lack of appropriate training leading to transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All staff will be sufficiently trained for the role (s) they are expected to execute and provide confirmation that they have completed the required modules. All confirmations of training will be recorded; no volunteer/s will be allowed to commence work on-site until confirmation has been received. Training will provide sufficient information and practical experience in accordance with the latest Clinical SOP section 6. All Test Centre Staff will have access to a copy of this risk assessment while on site and MUST confirm to their supervisor that they have read and understood the contents including control measures. 	1	4	4	N/A

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C3	Staff with underlying health issues being used without having had a new specific 'Health Declaration' assessed, screened and accepted	Transmission of the virus to staff / volunteers who have underlying health issues leading to increased ill health or potential death	<ul style="list-style-type: none"> Staff who are clinically or extremely clinically vulnerable, are unable to apply for these roles. All Staff working at the testing site will have undertaken a new specific 'Health Declaration' and been assessed, screened and accepted 	1	4	4	N/A
C4	Subjects with individual health vulnerability at increased risk from Covid-19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> 'Meet & Greet' staff managing the queues, will be able to pick up initially with any students who potentially have issues, worries/concerns and/or need additional support. Student Services/ALS - will book specific times for students requiring additional support, e.g., lip readers, carers etc. Vulnerable students will be identified by Student Services and supported and/or offered specific 'quiet' times for testing e.g., early morning, late afternoon. Limited booking arrangements are in place for exceptional reasons (e.g., known vulnerable students). Every bank of booths in the testing centre, will have one assessable booth (2.4m x 2.4m) 	1	4	4	N/A
C5	Individual being taken ill	Ill health	<ul style="list-style-type: none"> A first aider will always be present when the testing station is open Access to first aid/emergency equipment including first aid box and defibrillator 	1	4	4	N/A
C6	Bespoke cleaning where individual ill, or as a result of testing incident.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> 6 x cleaners will be permanently on site during all testing operations (there will be one per bank of 6 booths) and should be summonsed immediately to deal with any mess created during an ill-health or testing incident. Waste is disposed of according to agreed protocol with respect to bio-waste and non-bio-waste <p>[Also see Sections A.12 'Clinical Waste' & C26 spillage of bodily fluid)</p>	1	4	4	N/A
C7	Staff / volunteers feeling down or distressed when working /may require additional support for mental health	Mental Health issues and concerns	<ul style="list-style-type: none"> A Welfare Support member of staff will be on duty and available when the testing station is open and will be based in SportBU Communication should include reference to existing support services, including details for EAP. 	2	2	4	N/A

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C8	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 asked as part of the Meet/Greet whether they have any symptoms and 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. They will also be asked whether they have tested positive for COVID 19 previously and the timescales. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be always worn by subjects whilst on the premises except for brief lowering at time of swabbing, unless they are exempt in accordance to latest government guidance. • 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 & 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 & sampling staff. • A one-way flow of subjects through the building is to be initiated and always maintained. 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 test card, 2x barcodes and swab • All staff will be encouraged to undertake and consent to being tested as detailed in the latest version of the 'University Asymptomatic Testing Guidebook' 	1	4	4	1 & 2
C9	Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration Assistant	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • PPE to be issued and used in accordance with the latest version of 'University Asymptomatic Testing Guidebook' Appendix D and the Universities Clinical Standard Operating Procedure (SOP) Section 8 and Appendix B • All test centre staff will have undertaken mandatory training, which includes an NHS on-line training tool and on-site face-to-face practical session. <p>See C8 (above) for additional control measures.</p>	1	4	4	1 & 2 & 3
C10	Contact between subject	Transmission of the virus leading to ill	<ul style="list-style-type: none"> • PPE to be issued and used in accordance with the latest version of 'University 	1	4	4	1 & 2 & 3

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	and sampler increasing the transmission of COVID19: <u>Sample Test Assistant</u>	health or potential death	<p>Asymptomatic Testing Guidebook' Appendix D and the Universities Clinical Standard Operating Procedure (SOP) Section 8 and Appendix B</p> <ul style="list-style-type: none"> All test centre staff will have undertaken mandatory training. <p>See C8 (above) for additional control measures.</p>				
C11	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"> PPE to be issued and used in accordance with the latest version of 'University Asymptomatic Testing Guidebook' Appendix D, and the Universities Clinical Standard Operating Procedure (SOP) Section 8 and Appendix B All test centre staff will have undertaken mandatory training. <p>See C8 (above) for additional control measures.</p>	1	4	4	1 & 2 & 3
C12	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample Test Supervisor</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> PPE to be issued and used in accordance with the latest version of 'University Asymptomatic Testing Guidebook' Appendix D, and the Universities Clinical Standard Operating Procedure (SOP) Section 8 and Appendix B All test centre staff will have undertaken mandatory training. <p>See C8 (above) for additional control measures.</p>	1	4	4	1 & 2 & 3
C13	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis Operative</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> PPE to be issued and used in accordance with the latest version of 'University Asymptomatic Testing Guidebook' Appendix D, and the Universities Clinical Standard Operating Procedure (SOP) Section 8 and Appendix B All test centre staff will have undertaken mandatory training. <p>See C8 (above) for additional control measures.</p>	1	4	4	1 & 2 & 3
C14	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample Results Recorder</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> PPE to be issued and used in accordance with the latest version of 'University Asymptomatic Testing Guidebook' Appendix D, and the Universities Clinical Standard Operating Procedure (SOP) Section 8 and Appendix B All test centre staff will have undertaken mandatory training. <p>See C8 (above) for additional control measures.</p>	1	4	4	1 & 2 & 3

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C15	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"> PPE to be issued and used in accordance with the latest version of 'University Asymptomatic Testing Guidebook' Appendix D, and the Universities Clinical Standard Operating Procedure (SOP) Section 8 and Appendix B All test centre staff will have undertaken mandatory training. <p>See C8 (above) for additional control measures.</p>	1	4	4	1 & 2 & 3
C16	Staff member feels unwell/ develops symptoms of COVID19:	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Test Centre staff will be tested initially (as part of their training/Induction) prior to commencing work, and then will be tested again at a frequency of between 3-5 days as necessary, but they can request to be tested more frequently if they want to. Any member of test site staff who feels unwell for any reason, including displaying potential Covid-19 symptoms should alert their relevant team leader and site lead or colleagues and, if possible, arrange to travel home and follow the latest government guidance on treatment (this may involve contacting the prescribed emergency number 119 where necessary or booking a COVID test on-line). No clinical/health advice other than first aid should be provided to a staff member by another staff member. After the individual has departed, site management should immediately assess based on that individual's role on the site, with whom they have been working, whether there are other individuals from the overall site team that they have been in close contact with, in which areas of the site, what equipment they have been using and follow the relevant policy. This may involve areas being immediately locked down and cleaned. 	1	4	4	N/A
C17	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 1 barcode is attached to the test registration card and the other is handed to trained staff at the sample collection bay for attachment to the Lateral Flow Device 	2	2	4	N/A
C18	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Subjects are called for a retest – Clinical Lead on site to determine mechanism for recall on a case by case basis and record as an 'incident' – see Appendix 1. 	1	1	2	N/A
C19	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4	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,	<ul style="list-style-type: none"> PPE to be issued and used in accordance with the latest version of 'University Asymptomatic Testing Guidebook' Appendix D, and the Universities Clinical Standard Operating Procedure (SOP) Section 8 and Appendix B 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	N/A

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	(sodium phosphate monobasic), NaCl (Sodium Chloride)	ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.					
C20	Accessibility Subject may require adjustments in order to access AST	Possible discrimination	<ul style="list-style-type: none"> Registration process to ask for information in relation to any reasonable adjustments needed by the individual to access test, as well as to undertake safe and effective sample collection. (see C4) 	2	1	3	N/A
C21	Manual handling	Musculoskeletal injuries	<ul style="list-style-type: none"> Staff working at the testing centre will only be required to undertake extremely minor manual handling activities and will receive a briefing at induction. Estates are responsible for the setting up and running of all testing site operations (including the construction of testing booths, moving of equipment etc.), and all individuals involved in this process will be trained in safe manual handling. 	2	2	4	N/A
C22	Unauthorised access by members of the public	Transmission of the virus leading to ill health or potential death.	<ul style="list-style-type: none"> Security on site Queue Coordinators will ensure that there is no entry to the testing facility by unauthorised members of the public. The Student Centre will be available for student use on floors 1 to 4 and Test Site registration staff will manage access through main door to ensure only students for testing remain on the ground floor at all times. In the event of an incident requiring the services of Estates, Security and/or the Neighbourhood Police, any member of the Test Centre Staff should immediately contact 222 and/or 01202 962222. Test Site staff will be given the emergency number as part of induction. 	1	4	4	N/A
C23	Defective electrical equipment	Electrocution	<ul style="list-style-type: none"> All portable electrical equipment to be checked and inspected by the user prior to use Any defective equipment to be labelled, removed and replaced 	1	3	3	N/A
C24	Use of shared equipment including phones laptops and IT equipment	Transmission of the virus leading to ill health or potential death.	<ul style="list-style-type: none"> PPE to be issued and used in accordance with the latest version of 'University Asymptomatic Testing Guidebook' Appendix D, and the Universities Clinical Standard Operating Procedure (SOP) Section 8 and Appendix B All equipment to be sanitised after and before use Avoid sharing where possible 	1	4	4	N/A
C25	General Cleaning	Transmission of the virus leading to ill health or potential death. Contact Dermatitis	<ul style="list-style-type: none"> 6 x full time cleaners will be always available (there will be one per bank of 6 booths). The test centre will be cleaned thoroughly twice a day, both prior to operations commencing, and when operations close. In addition, the cleaner will clean booths in-between subjects and identify when a booth is ready for next subject. Ensures clinical waste is disposed of from booths, and deal with reported spillages 	1	4	4	N/A

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			<ul style="list-style-type: none"> etc. Clean floors (which are hard, non-porous and can withstand chlorine cleaning agents) <p>[Also see A.12 'Clinical Waste' & C26 'Spillage of Bodily Fluids']</p>				
C26	Spillage of bodily substances 'Bodily substances' e.g., fluid or tissue that is either directly from a patient or indirectly in the form of a specimen or otherwise. (including vomit, blood, sputum, urine and faeces).	<p>Transmission of the virus leading to ill health or potential death.</p> <p>Slip and health hazard</p>	<ul style="list-style-type: none"> If you come into contact with blood or body fluids, always treat them as potentially infectious. Manage all spillages in accordance with the latest version of 'University Asymptomatic Testing Guidebook' Section 11.4 Ensure a CoSHH risk assessment is in place for all disinfectants and cleaning substances in use. All cleaning to be carried out using bodily fluid / blood borne pathogen spill kits which have been provided to deal with spills Suitable PPE is provided to all cleaners Using disposable paper towels remove all traces of visible spillage, dispose of as healthcare waste Disinfectant is provided for cleaning i.e. available chlorine at 1.000ppm, disinfect the area using disposable cloths, and allow to air dry Clean the bucket in fresh water and general purpose detergent, rinse and dry Dispose of all disposable towels, gloves and disposable apron carefully as healthcare waste (offensive) Dispose of cleaning equipment i.e. cloths, mop heads carefully as healthcare waste (offensive) Decontaminate hand thoroughly 	1	4	4	N/A
C27	Quality Assurance Plan	Failure in maintaining standards, and complacency leading potentially to the transmission of the virus leading to ill health or potential death.	<ul style="list-style-type: none"> A designated member of the team will act as Quality and Governance Lead (or Testing Supervisor) who will have accountability for the clinical quality and risk management of the service within the context of a non-laboratory environment. <p>This person will undertake the following:</p> <ul style="list-style-type: none"> Implement appropriate quality assurance Implement a quality & safety incident and risk reporting system Support the site manager in maintaining site risk register, develop and implement mitigation plans Report on quality assurance, incidents, risks and mitigations. Review testing staff training records and undertake testing staff performance reviews Ensure the promotion of good quality practice across the service delivery Undertake quality audits 	1	2	3	N/A
C28	Adverse Incidents occurring onsite either as part of either testing operations or to individuals being tested.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All operational testing sites are required by the NHS Test & Trace Service to record and report any adverse incidents to the MHRA on a weekly basis. The ATS site manager logs any reported testing related incidents that are managed and resolved locally in an NHS excel spreadsheet 'MHRA Incident Reporting'. This information is then consolidated and shared with the MHRA as necessary. <p>If there is any urgent issue or support required (in relation to the testing operation) the</p>	1	4	4	N/A

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			<p>process detailed in the University support model [see Appendix 1. below] must be followed. Incidents escalated to the support teams do not need to be logged in the excel document.</p> <ul style="list-style-type: none"> The current guidance within the latest University Asymptomatic Testing Guidebook should always be followed. <p>[Also see Sections: A10, C5, C16, C18 above in relation to accidents, incidents etc.]</p>			
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Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of this risk assessment to be communicated with all volunteers (including cleaners & security) as part of induction and available on site.	Team Leader / Site Manger	1 December 2020	30 November 2020 onwards for all attending staff based on roster
2	Toolbox talks to be delivered to all volunteers (including cleaners & Security) on a regular basis including slips trips falls and complacency – part of daily/shift brief.	Team Leader / Site Manger	1 December 2020	30 November 2020 onwards for all attending staff based on roster
3	Confirmation that the training has been undertaken and passed to be checked prior to being employed within the testing station	Team Leader / Site Manger	1 December 2020	30 November 2020 onwards for all attending staff based on roster
4	The newly issued '12 Jan 21 LFT self-swab instructions poster' Take Swab sample – step by step guide (TC Jan 2021) to be displayed within each test booth. New Higher Education (HE Mass Testing best practice toolkit –issue January 2021) to be disseminated to testing staff	Team Leader / Site Manger	1 February 2021	1 February 2021
5	New posters to be provided and displayed on using hand gel and washing hands. These are available in the new sop v3.4 at pages 37 & 38. Check that all in use cleaning materials have a CoSHH assessment in place and that it is readily available	Team Leader / Site Manger	22 February 2021	

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Additional Notes

All Test Site staff planned for January 2021 have worked during the December 2020 testing, so are familiar with all of the requirements above – a short refresh will be provided by Team Leaders for all returning staff prior to commencing their roles.

Two additional training modules relating to registration and queue management are to be made available from 18 December and will be completed by all relevant staff from 4 January onwards – confirmation of completion will be required.

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	✓ Fume/Vapour Mask	Harness/Lanyards	Rubber Gloves	✓ Hand Protection
Other:	PPE to be issued and used in accordance with the latest version of 'University Asymptomatic Testing Guidebook' Appendix D																		

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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Appendix 1 – NHS Test & Trace ‘University support model’ [see C28 above]



Running your testing site > Support Model and Incident Reporting > University support model

University support model



Tier 0: Self Help | **Tier 1: 1st line response**

Review self-swab instructions, ask site operatives for help
Call 999 if you feel very unwell

119 - England, Wales, & Northern Ireland (7am-11pm)
0300 303 2713 – Scotland (7am-11pm)
 General health questions / Isolating and travel queries / Test and Trace queries



In the first instance, please refer to documentation like:

- SOP
- Guidebook
- Q&As

If these resources don't solve your problem, please escalate to one of the following support teams depending on the nature of your question

- Questions about:**
- Issues with delivery; incidents during site setup or operations that impact quality/ safety
 - Admin Portal / web-based results recording service
 - Managed devices / Log Results app
 - Registration issues on [registration website](#)
 - Data and Dashboard usage queries (for existing users – email the DHSC mailbox for onboarding requests)
 - Stock replenishment orders / New users or new test site access requests; any other queries

- Talk to:**
- Incident Reporting Team** *Please see next page for more information*
Testing.incidents.LFD@dhsc.gov.uk
 Please include your Site ID in the email subject, and as much detail about the incident as possible
 - iftadminoperations@timeforstorm.com (for onboarding on the Admin Portal)
0203 281 6468 (Mon – Fri 7am-8pm) (for troubleshooting help)
 Please quote your Site ID on the call or in your email
 - Managed iPhone / Log Results app helpdesk: NHSsupport@jigsaw24.com**
03332 409 229 (Mon – Fri 8am-8pm)
 Please include your Site ID in the email subject or quote on the call
 - NHS Digital: ssd.nationalservicedesk@nhs.net**
0300 303 4333 (core hours Mon – Fri 8am-5:30pm)
 Please quote your Site ID, and if relevant a participant's barcode number
 - Containdashboard.accessrequest@nhs.net
 Please quote your Site ID, and if relevant a participant's barcode number
 - Universities Team**
dhscstesttrace.universities@nhs.net
 Please include your Site ID in the email subject

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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 a reasonably practicable level.	
Persons involved in assessment	Jim Mussenden; Phil Bowtell & Joanne Coleclough
Signature of Lead Assessor	Karen Butters - Head of Health, Safety & Wellbeing 

Reviews – this assessment should be reviewed at intervals no greater than WEEKLY 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
26-11-20	Changed asymptomatic testing guidebook revision from 1.2 to 1.3	Jim Mussenden		16-12-20	Embedded revised Fire Risk Assessment at A5, added additional wording re managing access to Student Centre at C22 and provided update on staffing and training in 'additional notes' on page 14.	Karen Butters	
29-11-20	Added additional comment and content based on site visits, confirmed additional controls dates on page 13. Changed Clinical SOP from 2.3.3 to 2.3.5	Karen Butters		25-01-21	Updated to SOP for mass testing from 2.3.7 to version 3.1, Added weekly fire warden checks, embedded 'Weekly Fire Checks check list'. Included NHS poster LFT self-swab instructions poster 'Take Swab sample – step by step guide. Included publication Higher Education (HE Mass Testing best practice toolkit – latest issue January 2021 added toilet flushing posters (B8)	Jim Mussenden	
30-11-20	Changed asymptomatic testing guidebook revision from 1.3 to 1.4	Karen Butters		09/02/21	Updated to SOP for mass testing from 3.1 to version 3.2. Included wording on facemasks for people being tested 'unless they are exempt in accordance to latest government guidance.	Jim Mussenden	
03-12-20	Added C28 in relation to mandatory weekly reporting to MHRA, also added new Appendix 1 'NHS Support Pathways'	Phil Bowtell		16/02/21	Updated to SOP for mass testing from 3.2 to version 3.4. Updated AST Guidebook from V2.0 to V 2.4 Changes to C26 – 'Spillage of bodily substances' to include more details. Changes throughout on PPE requirements changing from section 9 to section 8 in latest SOP 3.4 Updated C28 text changing 'support pathways' to ' university support model' Inserted new info graphic Appendix 1	Jim Mussenden	
04-12-20	Revised Master Clinical SOP from 2.3.5 to 2.3.6	Phil Bowtell					
10-12-20	Revised Master Clinical SOP from 2.3.6 to 2.3.67 & Changed asymptomatic testing guidebook revision from 1.4 to 2.0	Jim Mussenden					

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