



UCB Camden House COVID-19 Asymptomatic Test Station Risk Assessment

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	03/03/2021	Lead Assessor	Gary Howard	Contact	UCB Ext. 2587	Assessment Number	Camden: Test Centre 001b
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Camden House Building, University College Birmingham. B1 3PY						
Activities Involved	Traversing the site on foot Testing of University staff and students				Location	Second Floor, UCB Camden House	
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

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	General; 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 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 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 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. 	1	4	4	Any persons returning from a 'red list' country must have isolated in a designated quarantine hotels for 10 days.

			<ul style="list-style-type: none"> • 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. • Cleaning: Regular cleaning of the site including wipe down of all potential touch-points in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes. • Any iPad's used by persons when registering for the test are to be sanitised after use and before handing to another person requiring to use them. • Air flow/quality; There should be no recycling of air. Natural airflow is recommended by way of opening doors and windows. • Temperature-controlled: test kits must be stored between 2-30°C, and must be between 15-30°C when used for testing 				
2	<p><u>Welcome & Registration</u> Contact between subjects and staff increasing the risk of transmission of COVID19</p>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Entry to the test centre will be via one-way system with one-way flow route identified through the test area to the exit doors. 2m distancing markers to be visible and identifiable along the route. • Spare face coverings/masks to be available for test candidates arriving without respiratory mouth/nose protection. • All test candidates to confirm they have not had 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 have been in close contact with someone who is displaying symptoms. • No person under the age of 18yrs allowed for testing unless permission has been agreed. • Reception staff to ensure all test candidates to sanitise hands prior to being allowed entry for registration and testing, - any candidates with obvious 'dirty' hands should be asked to leave the area to wash hands with soap and water prior to sanitising ready for testing. • Staff to be fully trained in the process of Welcoming & Registration. 	1	4	4	
3	<p><u>Sample taking</u> Contact between subject and sampler increasing the transmission of COVID19</p>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All test candidates to maintain the wearing of face coverings unless relaxed for the period of swab testing. • Testing station/area to cleaned/sanitised after every test candidate has used the station for testing. • Test Supervisor, Test Assistant and Cleaner to wear appropriate PPE as DHSC guidance. • Clinical waste 'peddle' bins to be available. Signage to be displayed to identify clinical waste bins and waste content required. • Staff to be fully trained in the process of sample taking • Cleaners/test assistants to be available for station cleaning and floor mopping as necessary for spillages. Wet floor signs to be available. 	1	4	4	

4	<p>Sample transport Contact between sample and test centre runner increasing the transmission of COVID19</p>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Test Assistant/Runner to ensure there are no slips/trip/fall hazards present between the test area and processing area prior to transporting the sample to the processing area. • Assistant/Runner to be dressed in appropriate PPE as DHSC guidance • Staff to be fully trained in the process for general test centre safety and transporting of samples 	1	4	4	
5	<p>Sample processing & analysis. Contact between samples and sample testers increasing the transmission of COVID19</p>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Sample Tester/Processing Operative to be dressed in appropriate PPE as DHSC guidance. • Wipes/cleaning materials to be available in case of spillages • Wipe down/sanitise work area between each test • Change PPE gloves between each test, - clinical bin to be available 	1	4	4	
6	<p>Sample disposal and waste disposal Contact between samples and sample testers increasing the transmission of COVID19</p>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Safe clinical (pedal bins?) to be available at work spaces for disposal of swab's, swab test solutions, LFD's, cleaning wipes, PPE etc. • Clinical grade waste bags to be available to easily identify clinical waste. • Larger clinical waste bins to be available for clinical waste disposal awaiting contractor waste collection. • All waste containment & disposal to be managed by Estates Dept. 	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 2 identical barcodes are provided to subject persons at check in/registration • The subject registers their details to a unique ID barcode before conducting the test • 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 	1	4	4	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within x hrs of registration • Subjects are called for a retest 	1	4	4	
9	Extraction solution which comes with the lab test kit contains the	These components do not have any hazard labels associated with	<ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety goggles 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 	1	4	4	



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	<p>following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>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.</p>	<p>splashes or spillages.</p> <ul style="list-style-type: none"> 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. 				
10	Occupational illness or injury	Possible contamination – infection of the COVID-19 virus	<ul style="list-style-type: none"> All test staff to be fully trained in the safety process and correct PPE to be worn. No staff to attend work or test facility if experiencing symptoms of COVID-19 All staff are to wear the appropriate recommended PPE for their period of duty. All staff to maintain government guidelines for safe distancing and hand hygiene. All staff to regularly wash and sanitise hands All staff to remove PPE safely and wash hands prior to and after breaks 	1	4	4	
11	Manual handling	Strains, sprains, muscle fatigue	<ul style="list-style-type: none"> All staff to be reminded of safe manual handling practices All boxes, packages, waste & bags etc. to be kept to a manageable weight 	1	4	4	
12	Unauthorised access by members of the public	<p>Illegal tampering with test equipment</p> <p>Theft</p> <p>Contamination of area - possible incorrect results from testing</p> <p>Contamination/infection of unauthorised persons.</p>	<ul style="list-style-type: none"> Test area to be monitored/controlled by registration staff and queue control staff. No persons to be allowed access unless registered for a testing time, attending with their course tutor, or attend with their student ID for the opportunity to occupy a vacant booking time. 	1	4	4	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Contamination spreading to other areas by test candidate	<ul style="list-style-type: none"> All flooring is vinyl, or non-porous flooring in the test area and exit routes. Cleaners will be available with disinfectant water & mops to clean up any spillages 	1	4	4	

		Retention of infection bacteria due to porous surfaces				
14	Stairs to / from sample processing / registration area and welfare space	Possible slip, trip, fall accidents	<ul style="list-style-type: none"> All stairs required to be navigated within the test/processing area and welfare area are suitably fitted with hand rails and safety markings, regularly checks for spillages and safety from slips and falls that may be foreseen. All stairs to be regularly checked by queue management staff and cleaners to maintain a clear and safe stairway. Exit stairs for test candidates will be used to exit the test centre. Stairs are fire escape stairs and are appropriately marked, fitted, clean and clear of slipping & tripping hazards. 	1	4	4
15	Inclement weather	<p>Test candidates getting wet – irritable.</p> <p>Transfer of rain water into test area</p>	<ul style="list-style-type: none"> Chance of persons getting wet and suffering inconvenience from waiting will be minimal due to pre-booking system in place. Cleaners to be available for regular mopping of floor area to minimise slipping at entrance reception Wet floor signs to be available to warn of slipping hazard 	1	3	3
16	<p>Electrical safety / plant & equipment maintenance</p> <p>Defective electrical equipment</p>	Fire/electrocution	<ul style="list-style-type: none"> All equipment to be used is fully maintained and serviced as required by Estates. No person is to use any electrical equipment of plant without being fully trained and authorised (plant machinery) by Estates. Any defective equipment found should be taken out of operation immediately, isolated from power source and defect reported to Estates. 	1	4	4
17	Use of shared equipment	Spread of COVID-19 between workforce	<ul style="list-style-type: none"> No equipment is to be shared. Where equipment sharing cannot be avoided; sanitising wipes/cleaning equipment is to be provided for cleaning of shared equipment between uses. 	1	4	4
18	Welfare Facilities	Fatigue, irritability, make mistakes, hunger, thirst	<ul style="list-style-type: none"> Toilets are available on the second floor and ground floor Break area for staff is provided in to an area room off the main test area Tea & Coffee facilities: Tea, coffee, water, squash, biscuits will be provided for staff. Water will be available for test candidates should they require it. Locker area/safe storage of personal items – lockable store area will be available for changing and storage of personal items. Staff should attend on duty with minimal items of any value. Suitable area will be provided for the donning & safe doffing of PPE 	1	4	4
19	Ventilation	Transmission of virus through respiratory aerosols	<ul style="list-style-type: none"> Ventilation will be provided from natural sources – no recycled of air. Doors and windows be opened as necessary to allow sufficient air flow 	1	4	4



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			around/through the test facility.				
20	Fire		<ul style="list-style-type: none"> All actions should be conducted as usual procedure – raise the alarm, try and attack the fire where possible, evacuate the building – do not comply with social distancing guidelines if it would be unsafe to do so. Evacuate the building by the shortest, safest route. Social distancing should be exercised as best possible at the emergency assembly point. All maintenance and provision of fire safety equipment and signage is the responsibility of Estates Dept. All equipment is to be suitably maintained and available as building plan. Evacuations: All staff to be aware of emergency procedures in-case of fire or other emergency evacuation. All staff to direct test candidates to safe evacuation. Evacuation will be via signed fire exit route – fire assembly point will be as detailed on the building fire action notices. 	1	4	4	
21	Training		<ul style="list-style-type: none"> All staff are to be fully trained in; the area and process of testing being employed for, use of any equipment, fire and evacuation procedures, and any other areas of responsibility to ensure the safety of persons using the test centre. 	1	4	4	

Control Improvements

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



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Additional Notes

Personal Protective Equipment to be used (Insert ✓)

Air Fed Helmet	Face Visor <input checked="" type="checkbox"/>	Goggles	Safety Glasses	Ear Defender	Safety Boots	Safety Shoes	Head Protection	Hair Net/Chef Hat	Overall	Hi-Viz	Apron/Tabard <input checked="" type="checkbox"/>	White/Chef Coat	Half Respirator	Respirator	Dust/Surgical Mask <input checked="" type="checkbox"/>	Fume/Vapour Mask	Harness/Lanyards	Rubber Gloves	Hand Protection <input checked="" type="checkbox"/>
Other:	PPE to be worn as described/required by job role in current PHE information																		

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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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	
Signature of Lead Assessor	Date

Reviews – this assessment should be reviewed at intervals no greater than 12 months 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

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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