



# Leeds Beckett University-Asymptomatic Testing Risk Assessment-Return to Campus January 2021- V7

## Tracker table-

Date	Hazard number	Text changed	Changed by who	Role
18/11/20	Created RA	Created RA	L Wilson	H&S Advisor
19/11/20	Updates to 1,32-35	Created new row	L Wilson	H&S Advisor
23/11/20	Updates to 38	Additional flooring spec	L Wilson	H&S Advisor
24/11/20	Added content to back	PPE and personnel number	L Wilson	H&S Advisor
27/11/20	Remove rows 16/17/18	Inserted DS and CT comments through V4.1	L Wilson	H&S Advisor
10/12/20	Updates for student return 1,header,	Added floor plans and additional reference to extra booths and location. Also staff testing AV	L Wilson	H&S Advisor
29/1/21	Added row to end of document for LCC	Changed reference to opening times, delivery to LCC transport and additional risk assessment	L Wilson	H&s Adviser

**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	29/1/21	Lead Assessor	L Wilson	Contact	<a href="mailto:H&amp;S@leedsbeckett.ac.uk">H&amp;S@leedsbeckett.ac.uk</a>	Mob-07826876717
<b>Activity / Task</b>						
<b>Description of task / process / environment being assessed</b>		General and clinical activities on the asymptomatic testing site at the Leeds Beckett University Tennis Centre/ENTS hall Anticipated Test capacity-10,000 for both staff and student testing Additional testing to LCC Transport to be facilitated from 8 February with x200 weekly at CC and x600 weekly at HC				

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	Testing for LCC staff will be on a walk-in basis with ID requested at first point of contact. No names will be recorded due to GDPR reasons. staff will operate under LCC risk assessment process until on campus where risk management will be combined between LCC/LBU				
<b>Activities Involved</b>	Testing University students/staff prior to January Return			<b>Location</b>	Tennis Centre HC-30 booths ENTS Hall Woodhouse-14
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓

## Times of testing:

Monday to Friday 9am-4pm

Additional HE partners

Leeds Conservatoire , LISC, Leeds School and Dance and Richmond students, Leeds City Council Transport							
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	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<p><b>Before attending</b></p> <ul style="list-style-type: none"> <li><b>Asymptomatic:</b> University Community are to be advised in advance by central communication NOT to attend if any of the following apply-</li> <li>they have any symptoms of COVID 19</li> <li>Or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough)</li> <li>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> </ul>	1	4	4	Monitor post identification of issue

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			<ul style="list-style-type: none"> <li>In advance at time of test booking <b>will have a note</b> of the requirement to wear face covering/mask to attendees.</li> <li>Attendees will be allocated a specific timed slot to reduce the need for queuing and manage volume of visitors to the test site.</li> </ul> <p><b>At the Testing Centre Reception</b></p> <ul style="list-style-type: none"> <li>Prominent face covering signage at all entrances to remind attendees</li> <li>Attendee always reminded at reception that face coverings to be worn whilst on the premises except during swabbing.</li> <li>Reception points will be provided with additional face coverings for any person attending without one</li> <li><b>Supervisory staff will monitor the use of face coverings throughout the test centre</b></li> <li><b>Hand hygiene:</b> All attendees will be asked to use hand sanitiser provided on arrival by reception staff</li> <li><b>Social distancing:</b> Two metre floor marking will be put in place to aid social distancing between attendees and manage any queuing alongside queue monitors. Compliance will be monitored by test centre supervisors and verbal reminders given if necessary</li> <li><b>A one-way flow</b> through the test centre will be set out with clear signage indicating the flow. Compliance will be monitored by test centre supervisors and verbal reminders given if necessary</li> <li><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints <b>every hour?</b></li> <li>Temp handwash station on entry and exit points as well as provided hand sanitiser</li> <li>All Covid cleaning materials including mop heads etc, will be deal with as category 2 Clinical waste in line with our current processes</li> <li><b>Touch Points queuing: All unnecessary touch point will be removed (chairs etc only available on request)</b></li> <li><b>No physical handing of documents to subjects except barcodes and sampling Kits required to undertake test</b></li> </ul>				
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2	Contact between subjects and site staff increasing the risk of transmission of COVID19: <a href="#">Welcome &amp; registration</a>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li><b>Social distancing:</b> Two metre social distancing to be maintained between attendees with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary, from supervisory staff</li> <li><b>A one-way flow</b> of attendees through the centre will be ensured by clear signage and supervisory staff.</li> <li><b>Touch Points – Queuing:</b> All unnecessary touch point will be removed (chairs etc only available on request)</li> <li>No physical handing of documents to subjects except barcodes and <i>test kits</i></li> <li><b>Where close contact</b> is required (to support someone self-administering a test) then PPE to the standard required in clinical practice will be worn. -Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. #see end of assessment) Safety glasses with side shields, which are tested and approved under, CE always marked to be worn when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillage</li> <li><b>Information and Training:</b> Staff will receive the necessary level of training and information relative to their role, including on the safe use of PPE and supporting test participants alongside the online provision, training modules. Additional training on site will be given re correct procedure.</li> <li><b>Hand hygiene:</b> Handwashing and changing facilities will be provided for Staff. All attendees will be asked to use hand sanitiser provided on arrival by reception staff</li> <li>Segregation barriers between incoming and exiting persons with additional queue management Marshalls to monitor.</li> </ul>	1	4	4	Monitor post identification of issue
3	Contact between subject and sampler increasing the transmission of COVID19: <a href="#">Sample taken</a>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li><b>Where close contact</b> is required during testing then PPE determined by NHS will be worn.</li> <li>Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</li> <li>Safety glasses with side shields, which are tested and approved under, appropriate government standards to be worn at all times when handling the extraction solution.</li> <li>Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li><b>Cleaning:</b> Regular cleaning of the testing area including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li><b>Waste:</b> All waste materials will be deal with as Clinical waste in line with LBU current processes.</li> </ul>	1	4	4	Monitor post identification of issue

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			<ul style="list-style-type: none"> <li>All Covid cleaning materials including mop heads etc, will be deal with as category 2 Clinical waste in line with current LBU processes.</li> </ul>				
4	Contact between sample and test centre operative increasing the transmission of COVID19: <a href="#">Sample transport</a>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li><b>Where interaction with the sample takes place</b> PPE will be worn –</li> <li>Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</li> <li>Safety glasses with side shields, which are tested and approved under, appropriate government standards to be worn at all times when handling the extraction solution.</li> <li>Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li><b>Information and Training:</b> Staff will receive the necessary level of training and information relative to their role including on the safe use of PPE and supporting test participants</li> <li><b>Hand hygiene:</b> Handwashing and changing facilities will be provided for Staff.</li> <li>All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> <li><b>Cleaning regular</b> cleaning of the testing area including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li><b>Waste:</b> All waste materials will be deal with as Clinical waste in line with our current processes.</li> <li><b>Monitoring:</b> Supervision and monitoring will take place whilst the site is operational to ensure all controls are implemented</li> </ul>	1	4	4	Monitor post identification of issue
5	Contact between samples and sample testers increasing the transmission of COVID19: <a href="#">Sample processing &amp; analysis.</a>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li><b>Where interaction with the sample takes place</b> PPE will be worn –</li> <li>Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</li> <li>Safety glasses with side shields, which are tested and approved under, appropriate government standards to be worn at all times when handling the extraction solution.</li> <li>Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li><b>Information and Training:</b> Staff will receive the necessary level of training and information relative to their role</li> <li><b>Hand hygiene:</b> Handwashing and changing facilities will be provided for Staff.</li> <li><b>Cleaning:</b> Regular cleaning of the testing area including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li><b>Waste:</b> All Covid cleaning materials including mop heads etc, will be deal with as category 2 Clinical waste in line with our current processes.</li> <li><b>Monitoring:</b> Supervision and monitoring will take place whilst the site is operational to ensure all controls are implemented</li> </ul>	2	5	10	Monitor post identification of issue

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6	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"> <li><b>Where interaction with the sample takes place</b> PPE will be worn</li> <li>Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</li> <li>Safety glasses with side shields, which are tested and approved under, appropriate government standards to be worn at all times when handling the extraction solution.</li> <li>Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li><b>Information and Training:</b> Staff will receive the necessary level of training and information relative to their role</li> <li><b>Hand hygiene:</b> Handwashing and changing facilities will be provided for Staff.</li> <li><b>Cleaning:</b> Regular cleaning of the testing area including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li><b>Waste:</b> All Covid cleaning materials including mop heads etc, will be deal with as category 2 Clinical waste in line with our current processes.</li> <li>All waste materials will be deal with as Clinical waste in line with our current</li> <li><b>Monitoring:</b> Supervision and monitoring will take place whilst the site is operational to ensure all controls are implemented.</li> </ul>	1	4	4	Monitor post identification of issue
7	Incorrect result communication from test centre to NHS	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</li> <li>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> <li>Result is manually recorded in permanent marker on the test to avoid confusion if the LFT result window fades over time (as per the guidance and training)Additional checks may be undertaken by registrar</li> </ul>	1	3	3	Review systems upon failure
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"> <li>Rule based recall of subjects who have not received a result within 12 hrs of registration</li> <li>Subjects are called for a retest</li> <li>Quality checks in place at each stage of the registration, testing and results process as per training and guidance</li> </ul>	1	3	3	Review systems upon failure
9	Extraction solution which comes with the test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate),	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under	<ul style="list-style-type: none"> <li>Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</li> <li>Safety glasses with side shields, which are tested and approved under, appropriate government standards to be worn at all times when handling the extraction solution.</li> <li>Impervious clothing to be worn to protect the body from splashes or spillages.</li> </ul>	1	3	3	NO

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	NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)	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>All staff handling the solution will be provided with safe handling guidance training including accidental release</li> <li>Do not use if the solution has expired</li> <li>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</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 University's waste disposal procedures</li> <li>Supervisory Staff will monitor the on-going practice</li> </ul>				
10a	Covid-outbreak at a testing site	Unable to deliver agreed testing regime with DHSC and fulfil student demand	<ul style="list-style-type: none"> <li>Adherence to all procedures and guidance followed to deliver a Covid-secure testing site.</li> <li>Periodic testing of testing site staff to monitor any asymptomatic infection which will be as a minimum every 3 days</li> <li>Agency agreement in place and back up staff recruited by the agency to cover any absence</li> <li>Two testing sites available across two campuses</li> <li>First tranche of testing confined from 30 November to 9 December.</li> <li>Partnership working and regular dialogue with local health protection team and Environmental Health teams about infection control and outbreak management.</li> <li>University Outbreak Control Plan in place.</li> </ul>	3	4	12	
10b	Occupational illness or injury	Ill Health or death	<ul style="list-style-type: none"> <li>Emergency procedure to be adopted when someone reports illness or injury within the testing footprint in the first instance by the site operations manager. Security in place with additional radio comms to LBU security to facilitate first aid or emergency services arrangements. Security manager to have procedure in place for this specific area of management</li> <li>Where a positive case of COVID is notified to Testing manager pertinent to this project then this will form part of the requirements to be reported under RIDDOR and to public health. <a href="https://www.hse.gov.uk/coronavirus/riddor/index.htm?utm_source=hse.gov.uk&amp;utm_medium=referral&amp;utm_campaign=coronavirus&amp;utm_term=riddor&amp;utm_content=news-page">https://www.hse.gov.uk/coronavirus/riddor/index.htm?utm_source=hse.gov.uk&amp;utm_medium=referral&amp;utm_campaign=coronavirus&amp;utm_term=riddor&amp;utm_content=news-page</a></li> </ul>	2	4	8	Review SSOW post incident
11	Manual handling	Injury, musculoskeletal injuries	<ul style="list-style-type: none"> <li>All staff will complete the online training more manual handling or given a manual handling toolbox talk</li> <li><b>A job analysis</b> will be undertaken and where identified as a high-risk task a specific manual handling assessment will be completed. Staff will be trained in any specific manual handling requirements Identified through online provision (where appropriate) or toolbox talks</li> <li>Relevant wheels or trollies will be available for stock movement</li> </ul>	2	2	4	NO

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			<ul style="list-style-type: none"> <li>Contractor build of project set up will be defined via the contractor's own risk assessment and method statement</li> </ul>				
12	Unauthorised access by members of the public	Violence, aggression/interference with safety arrangements	<ul style="list-style-type: none"> <li>The site will be manned during opening hours and all areas not in use secured</li> <li>Access by authorised staff or appointment booking only</li> <li>The site will be secured when not operational and monitored by security</li> <li>Agency security staff are available on site 24 hours</li> <li>Storage areas for Covid equipment etc. will be secured and contained in central store at each campus and additional day to day store local to the testing sites</li> </ul>	2	2	4	NO
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Slips and trips, sprains	<ul style="list-style-type: none"> <li>Sites will be subject to a formal inspection at the start of the day by the site manager and external to the test site by security and defects reported to the supervising manager for prompt rectification or reporting to Estates or CARES</li> <li>routine monitoring will take place,</li> <li>Faults will be reported to Estate Services, remedial action will be taken if required (barriered off if required) via the Team Leader/PM or Maintenance helpdesk</li> </ul>	2	2	4	Review inspection frequency and SSOW
14	Routes to / from sample processing / registration area and welfare space	Inability to access area, slips and trips leading to sprains	<ul style="list-style-type: none"> <li>One-way systems in place to and from testing booths specific to those undertaking testing. This will be defined via the Estates Services space team and implemented with supporting signage</li> <li>Sites will be subject to a formal inspection at the start of the day and defects reported to the supervising manager to ensure speedy defect rectification or reporting is undertaken.</li> <li>routine monitoring will take place,</li> <li>Faults will be reported to Estate Services, remedial action will be taken if required (barriered off if required) via the Team Leader/PM or Maintenance helpdesk</li> <li>Assistance will be given on site if users are unfamiliar with location and entry points or 1 way systems</li> </ul>	2	2	4	TEST PRE-START AND REVIEW DURING TEST PHASE
15	Inclement weather	Slips and trips, sprains	<ul style="list-style-type: none"> <li>The external area is on gritting programme and weather to be watched for severe conditions</li> <li>Cleaners will be available to clean and dry entrance points</li> <li>Wet Floor signs and drying material will be available at testing centres regular points throughout the day during inclement weather</li> <li>Floor trap mats in place at entrances (where applicable)</li> </ul>	2	2	4	MONITOR IN EVENT OF POOR WEATHER
16	Risk to campus users due to elevated numbers on campus	Increased student numbers on campus	<ul style="list-style-type: none"> <li>One-way systems in operation</li> <li>Isolated routes of travel within test centre</li> <li>Signage and communication on both campus detailing site boundaries etc.</li> <li>Support for campus migration supported by security.</li> </ul>	2	3	6	

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			<ul style="list-style-type: none"> <li>External users from LCC and others will be managed on a walk-in basis, but numbers are low, and communication has been given and discussed with LCC colleagues. Queuing will be managed across both sites as per detail above.</li> </ul>				
17	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Electric shock	<ul style="list-style-type: none"> <li>Installation Equipment is maintained by Estates services.</li> <li>All portable items will be marked as new or have a valid PAT test</li> <li>Temporary power supplies to be installed via Estates services maintenance teams or external contractor with cable bridges installed to minimise trips and falls</li> <li>Temporary supplies will be subjected to safety checks by an electrician and monitored for any obvious visual fault by staff removing any defective equipment and reporting this to lead of the area.</li> </ul>	1	3	3	NO
18	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Where possible shared equipment will be avoided, and routes will be checked to ensure free of items that can be picked up or portable</li> <li>Cleaning station will be provided for any shared equipment within offices or sample taking areas.</li> <li>All staff will have training to ensure they are aware to clean shared equipment before and after each use.</li> </ul>	3	4	12	MONITOR
19	Spillage of bodily fluids	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All spillage will be cleaning in line with the University SOP/ Cleaning plan</li> <li>Spill kits will be available on site relevant to the requirement required i.e. any body fluids or pertaining to medical incident</li> <li>Cleaning staff have been trained in their use and any used items will be treated as bio waste.</li> <li>Floor surface to be wipeable in clinical areas.</li> </ul>	1	4	4	
20	Injury whilst on site or undertaking swab test	Ill Health	<ul style="list-style-type: none"> <li>First aid provision will be maintained on site via peripheral support through Agency security liaising with LBU security as first responders</li> <li>SOP in place to manage any incident of ill health etc</li> <li>PHE/DHSC information on procedure for sample taking</li> <li>Mirrors in place for those undertaking swab to facilitate easy application.</li> <li>Defibrillator will be available on site for Blue Hall available at testing site and in Ent's Hall</li> <li>Security on site to liaise with LBU via radios to escalate any incident</li> <li>All incidents to be recorded on the HS1 form as soon as possible and copies sent to health and safety office.</li> </ul>	3	4	12	KEEP UNDER REVIEW THROUGHOUT TEST PHASE
21	Fire/first aid or bomb threat	Ill health – Death	<ul style="list-style-type: none"> <li>University usual emergency / fire procedure will be implemented by security on test site liaising with LBU security via radio</li> <li>All fire and first aid information will be explained at induction to staff induction</li> </ul>	2	4	8	REVIEW IN LIGHT OF INCIDENT

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			<ul style="list-style-type: none"> <li>Staff training will include emergency procedures at induction of all suppliers and external service providers.</li> <li>Body fluid spill kits will be available at each site</li> <li>AED and first aid kits will be available at each site</li> <li>First aid provided by site team and LBU first responders to assist on site first aider on periphery with liaison for emergency services or other critical incident</li> </ul>				
22	Loss of IT connectivity	Inability to process tests	<ul style="list-style-type: none"> <li>IT service will be available during site operating hours to ensure management of IT systems due to unforeseen failure</li> <li>Contact arrangements in place to DHSC/NHS</li> </ul>	2	2	4	NO
23	Queue management	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Numbers to be managed through booking systems to ensure capacity on space not exceeded and no undue queueing is expected</li> <li>Queues will be managed at 2m via usual social distancing aspects</li> <li>Queue marshals will be in place to manage the flow etc.</li> <li>Routes to be well signed with flows split between those on test site and usual migrations.</li> </ul>	2	2	4	NO
24	Poor Communication	Mixed messages, causing worry and anxiety	<ul style="list-style-type: none"> <li>Clear communication plan will be in place through LBU corporate communications team.</li> <li>Daily meetings held for planning purposes pre delivery of the ATS project.</li> <li>Induction of all involved staff undertaken</li> <li>Procedures for project delivery staff and LBU staff on periphery in place</li> <li>Correct signage in place as per direction from DHSC and additionally ES provision</li> </ul>	2	2	4	NO
25	Lack of ventilation	Lack of fresh air changes leading to poor air quality	<ul style="list-style-type: none"> <li>Estates services to advise on ventilation into both campus spaces and to maintain parameters of no lower than 16 degrees. Weekend override of the heating will be effective if this is required.</li> <li>Thermometers will be used to monitor and additionally the BMS will also monitor ambient temps.</li> <li>Blue hall has extraction and fresh air will be provided through normal routes to fresh air with door hold backs. Additionally, where recognised external fire doors can be opened to allow additional fresh air into spaces, but these will be added to the operational safety protocols for open up and lock down.</li> <li>ENTS hall has forced air ventilation so this must be configured to supply fresh air/heat only to the space with no recirculation.</li> </ul>	2	3	6	MONITOR
26	Lack of parking provision	Lack of parking leading to longer walking routes	Parking to be provided as close to the test venue for those arriving on campuses. This will be communicated and progressed through the security manager and project lead. This will be free of charge to facilitate through put of those being tested.	1	2	2	NO
27	Training of all involved in project delivery	Lack of training that may put delivery of project or individuals at risk	<ul style="list-style-type: none"> <li>Induction to be delivered for all staff in relation to emergency information and all information relevant to the testing operations for the duration.</li> </ul>	2	2	4	REVIEW

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			<ul style="list-style-type: none"> <li>• Training for those providing test facility to be undertaken so that familiarity with the testing process is in place. This is to be undertaken through online means via NHS delivered material and an on-site induction</li> <li>• Site manager will ensure that all participants have been trained across the testing site, and additionally for new staff who may participate through the test phase.</li> <li>• Training provided online for booth clean down between each person tested</li> <li>• Security and cleaning staff on periphery also trained.</li> </ul>				
28	Choice of furniture	Furniture type leading to touch point transmission	<ul style="list-style-type: none"> <li>• All furniture that is unnecessary will be removed from the route and will not be admissible into the testing site.</li> <li>• All testing site furniture will be plastic and will be able to be sanitised at agreed periods during the testing phase.</li> <li>• All external furniture will be sanitised in areas such as welfare etc through cleaning plan</li> </ul>	2	2	4	keep under review in light of incompatibility
29	Data	Failure to manage data in accordance with GDPR, and overflow of data	<ul style="list-style-type: none"> <li>• There is no transfer of personal data between the University and NHS/DHSC. Data processed for booking is within University systems and held by the university only. Anonymised test results are returned to NHS who pass on test results.</li> <li>• Data Protection Impact Assessment completed by the University and in place.</li> </ul>	2	2	4	NO
30	International travel	Unclear Positive sample and travel overseas for students	<ul style="list-style-type: none"> <li>• The requirements for international travel are set by each country. It should not be assumed that LFD testing will give international students the ability to travel abroad. Therefore, checks should be undertaken before travel commences and reinforced through central communication to those students identified. This is also re-enforced through DHSC communications at the test site.</li> </ul>	1	3	3	NO
31	Accessibility to test booth	Poor or lack of accessible route	<ul style="list-style-type: none"> <li>• Both Blue Hall and Ents hall have accessible routes and are reached on the level.</li> <li>• Ents hall has an accessible ramp to the front of the space leading to the entrance to the test site</li> <li>• Toilets for the blue hall are accessible and on the level with accessible toilets provided. Additionally, a lift is available to the upper mezzanine office. Ents hall has an accessible toilet on the upper level available through using the lift with x1 person occupancy</li> </ul>	1	3	3	NO
32	temperature	Temp failed to be managed between 15-30 Deg C	<ul style="list-style-type: none"> <li>• Estates services to advise on ventilation into both campus spaces and to maintain parameters of no lower than 16 degrees. Weekend override of the heating will be effective if this is required.</li> <li>• Lecture theatres to be also managed as above for storage</li> <li>• Thermometers will be used to monitor and additionally the BMS will also monitor ambient temps.</li> <li>• Blue hall has extraction and fresh air will be provided through normal routes to fresh air with door hold backs. Additionally, where recognised external fire doors can be opened to allow additional fresh air into spaces, but these will be added to the operational safety protocols for open up and lock down.</li> </ul>	2	4	8	temps to be monitor through ought

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


			ENTS hall has forced air ventilation so this must be configured to supply fresh air/heat only to the space with no recirculation. Temporary heaters will be provided at reception where doors will be maintained in the open position. These have been provided as new by Estates Services and tested electrically				
33	Clinical Waste	Lack of understanding of clinical waste management	<ul style="list-style-type: none"> <li>Clinical Waste service to be provided by specialist contractor, Initial Medical</li> <li>Cleaning team to be trained and briefed in full on removal and safe storage of clinical waste, using information from DHSC guidelines</li> <li>Guidance &amp; summary information to be provided in online &amp; onsite training for all staff</li> <li>Initial Medical will provide signage/posters to assist with correct waste disposal</li> </ul>	2	2	4	MONITOR
34	Security provision	Failure to provide adequate security	<ul style="list-style-type: none"> <li>Security to be provided via agency staff aligned with support for LBU staff via radio comms.</li> <li>security manager will assess requirements for operational needs across the test phase.</li> </ul>	2	2	4	MONITOR
35	Set up and Build	Hazards associated with site build	<ul style="list-style-type: none"> <li>All materials sourced and delivered directly to site through project manager.</li> <li>Site relocated from the blue hall to the tennis centre with booths increased as per the detail above. Additional booths to be supplied and erected as per previous external providers.</li> <li>All materials advised through DHSC specification and SOP for install</li> <li>Contractor to assemble all elements of the structure to ensure this is built to the specification given by ES projects manager</li> <li>All detail on material has been added to the fire risk assessment by the university fire safety Advisor</li> <li>Design install leads to ensuring 1-way flow as per the one-way routes in place for the test site.</li> <li>All exits and emergency routes clear and accessible</li> </ul>	2	2	4	Check post install

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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 . Additional sharing of the LCC risk assessment with CARES testing operatives and Health and Safety Team in advance of testing	Site Manager/H&S Office		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Site Manager/H&S Office		
3	Contingency plan to be put in place in the event of non-delivery of materials to facilitate testing	ES/CARES		
4.	Contingency plan for IT failure on delivery of testing	ES/CARES/ITS		
5.	LCC Risk Assessment received and shared appropriately	CARES/H&S	1 <sup>ST</sup> Week Feb	

## 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:																			

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## Risk Evaluation

(L) LIKELIHOOD of harm occurring X I CONSEQUENCE or severity of harm or injury

(L) LIKELIHOOD of harm occurring X (C) CONSEQUENCE or severity of harm or injury

Likelihood	L
1. RARELY-Won't be likely to re-occur	
2. UNLIKELY-Not expected to re occur but possible	
3. POSSIBLE-Occasionally may occur	
4.LIKELY-Will probably re occur but not persistently	
5. CERTAIN-Likely to occur persistently	



Consequence	C
1.NONE-No injury	
2. MINOR- Short term/resolved in less than 1 month	
3. MODERATE- Non permanent injury- up to 1 year	
4. MAJOR- Permanent harm-RIDDOR reportable	
5. CATASTROPHIC-Death	

Likelihood	Consequence				
	1 - NONE	2 - MINOR	3 - MODERATE	4 - MAJOR	5 - CATASTROPHIC
1 - RARELY	1	2	3	4	5
2 - UNLIKELY	2	4	6	8	10
3 - POSSIBLE	3	6	9	12	15
4 - LIKELY	4	8	12	16	20
5- CERTAIN	5	10	15	20	25

Priority/Timescales Calculator		
TOTAL	LEVEL OF RISK	TIME TO ACTION
10-25	HIGH	IMMEDIATELY
6-10	MEDIUM	1 MONTH
1-5	LOW	LOW PRIORITY

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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	Laurie Wilson(H&S)		
Signature of Lead Assessor	Lawrence Wilson	Date	29/1/21
Health and Safety Risk Assessment Sign off Sheet		Assessment Number	V7

**Declaration by employees involved in the activity detailed above** – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name/ROLE	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date

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## PPE requirements – please see SOP for more detail

Role	Disposable gloves	Disposable plastic apron	Fluid-resistant (Type 11R) surgical mask (FRSM)	Eye protection (Goggles or visor per individual preference)	Frequency of changing PPE (minimum) <sup>(a)</sup>
Bay coordinator <sup>(b)(c)</sup>	x	x	✓	x	Sessional use
Test assistant <sup>(c)</sup>	x	x	✓	x	Sessional use
Test supervisor <sup>(c)</sup>	x	x	✓	x	Sessional use
Registration assistant	x	x	✓	x	Sessional use
Results recorder	x	x	✓	x	Sessional use
Cleaner <sup>(d)</sup>	✓	✓	✓	✓	Sessional use
Supplies coordinator	x	x	✓	x	Sessional use
Queue coordinator	x	x	✓	x	Sessional use
Processing operative <sup>(e)</sup>	✓	✓	✓	✓	Changes gloves after each sample
Security	x	x	✓	x	Sessional use
Team leader	x	x	✓	x	Sessional use

(a) Anything not identified as single use is for "sessional" use (a session ends when a worker leaves the care setting, fresh PPE is used at the start of each session) i.e. at break or end of shift. Sessional PPE should be changed if protective properties are compromised or contaminated from secretions.

(b) Bay coordinators only needed for test sites with booths

(c) If only supporting, test supervisors, test assistants and bay coordinators do not need to wear apron, gloves and visor, but they need immediate access to gloves if assisting with swabbing or handling samples/ devices

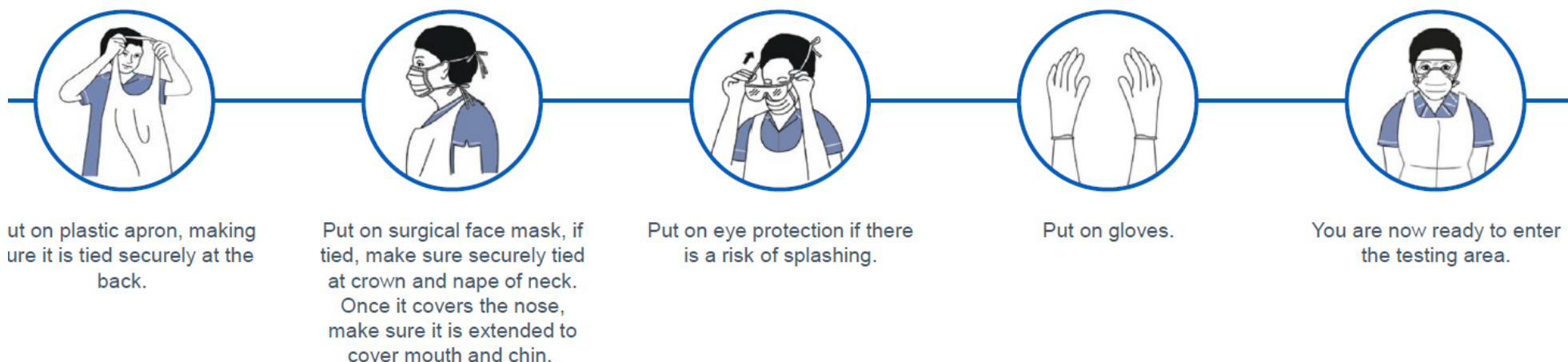
(d) Cleaners need to change gloves and apron if cleaning a spillage

(e) Processing operative should wear apron/visor and mask sessionally and change gloves between samples

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## PUTTING ON (DONNING) PPE

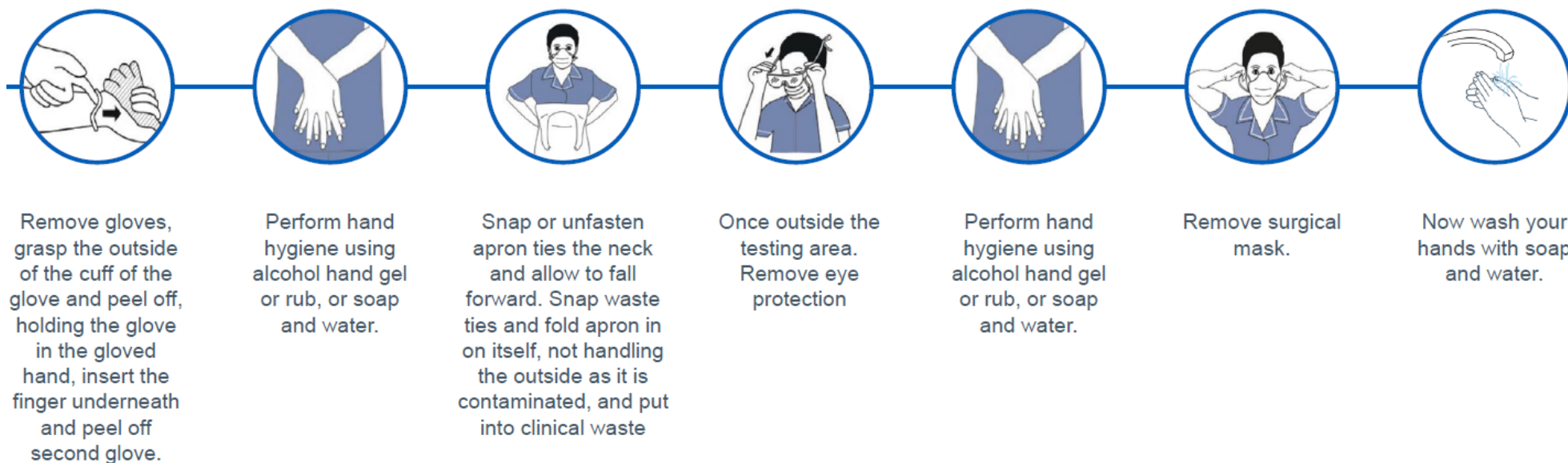
Make sure you perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings. This is guidance for full PPE donning, some of the steps may not be relevant for certain roles. Role specific guidance for PPE for staff can be found above.



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## REMOVING (DOFFING) PPE

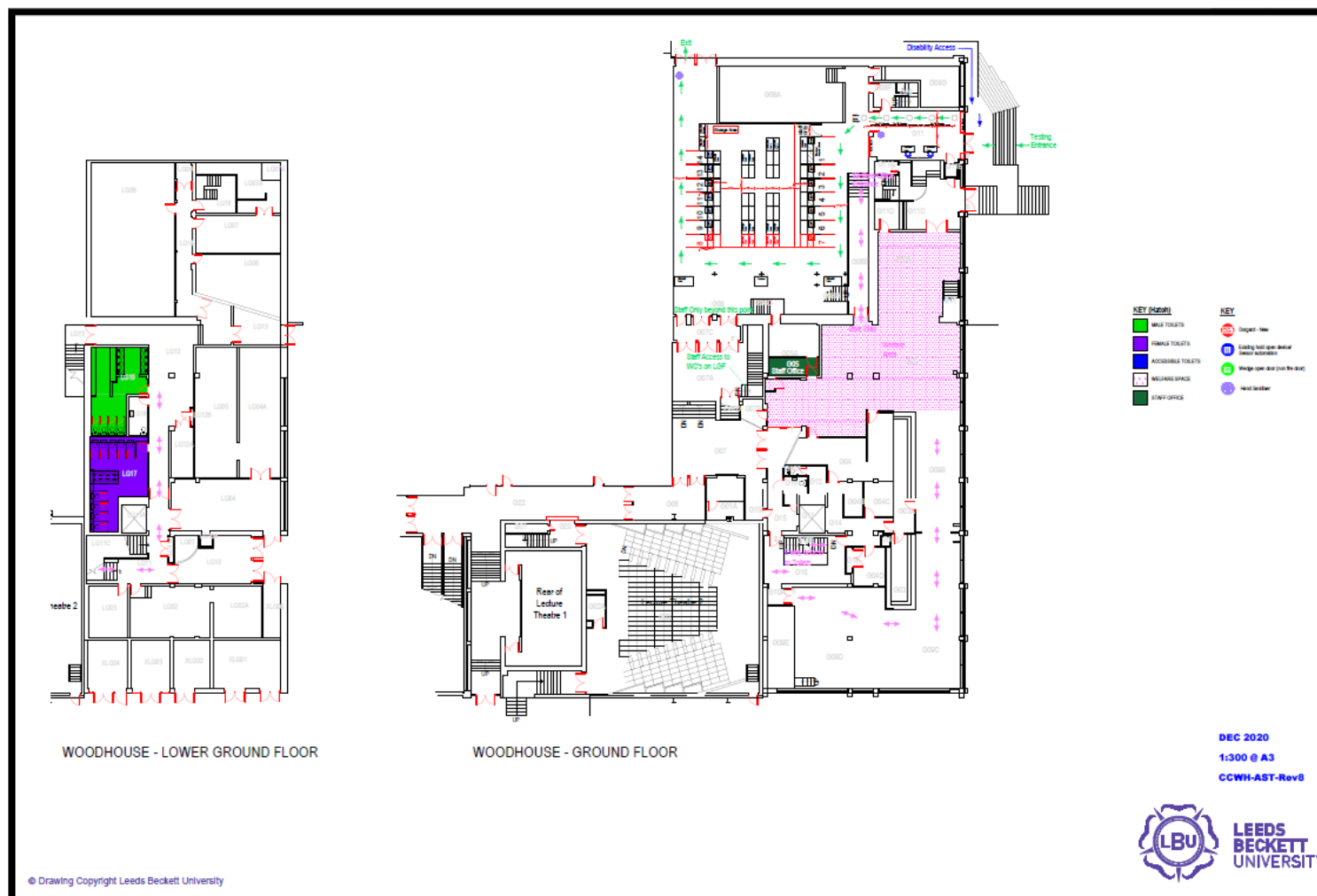
Surgical masks are single session use, gloves and apron should be changed between test subjects. All used PPE must be discarded as category B clinical waste in the clinical waste bins. This is guidance for full PPE donning, some of the steps may not be relevant for certain roles. Role specific guidance for PPE for staff can be found above.



Woodhouse layout

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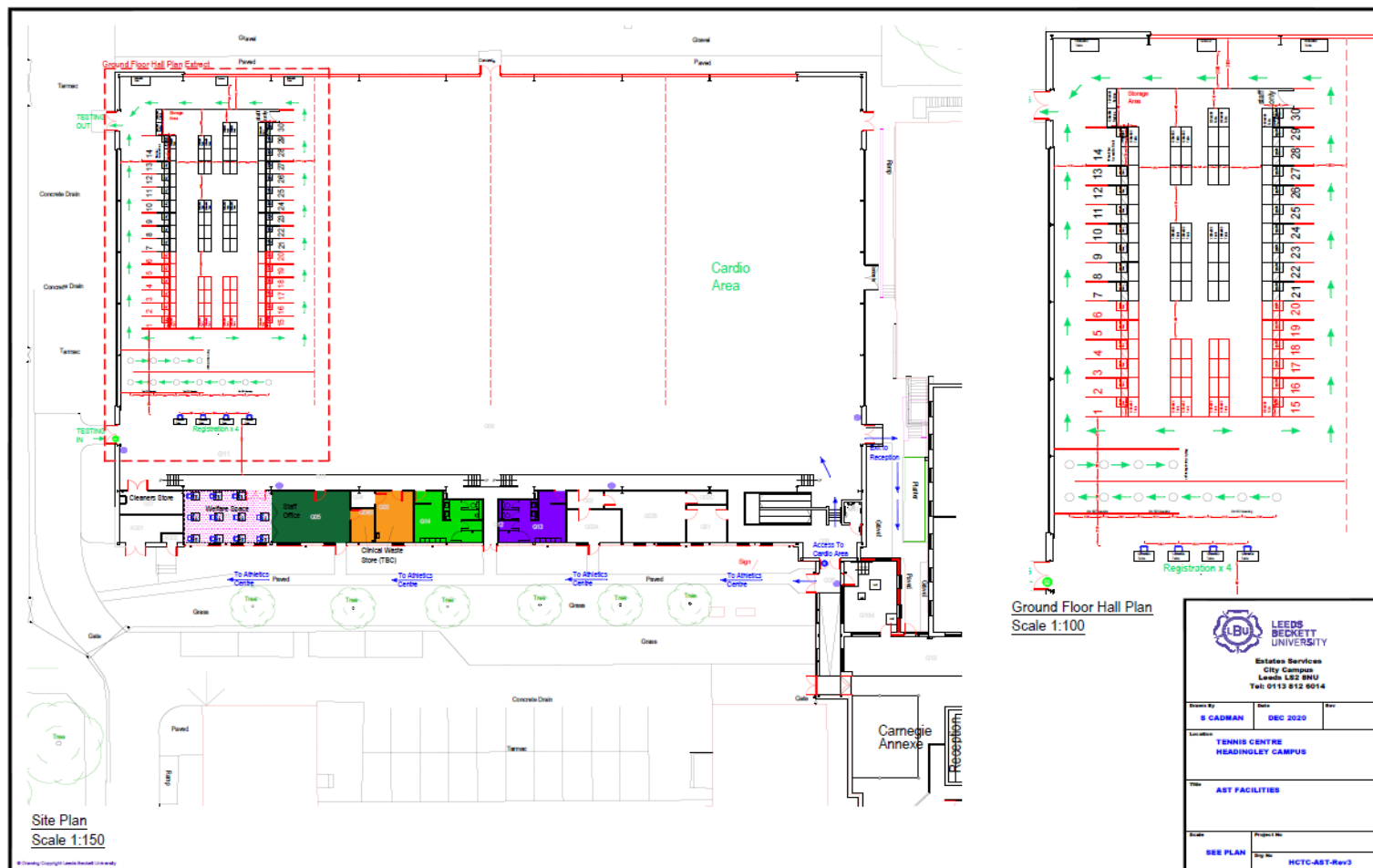
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## Tennis Centre Layout



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