



RISK ASSESSMENT – COVID-19 – LATERAL FLOW TESTING FOR ALL STAFF/VISITORS – (INCLUDES CONTRACTORS/TRADES PEOPLE/MAINTENANCE ENGINEERS)

Assessor's Name	Sally Green Compliance & Strategic Manager	Assessment Date	26.06.2021 (REVISED VERSION)
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Description of process, activity or task to be risk assessed	
Describe the location where the activities are taking place and the days when LFT is to be completed	<p>Torcare Ltd. comprises of 3 separate care home buildings which are located on 2 separate sites and ALL three of our care homes are now open to visitors. However, to remain compliant with current government guidance, and in supporting the health and wellbeing of our staff, service users and visitors, ALL visitors are required to complete a Lateral Flow Device Test before they arrive and are encouraged to register the result on line. The results are then checked by care staff upon arrival, by observing the confirmation email/text they would have received from the government website, as this then proves their name and date of completion of the LFD test and their result. LFD test kits continue to be provided for all visitors who require them, and the 'LOT' number of the box allocated is recorded on our internal data base. This process is currently operated throughout all three care homes.</p> <p>ALL visitors continue to ring the main doorbell to announce their arrival and upon entering the care home, they will be provided with PPE (face mask and gloves) which MUST be worn at all times throughout their indoor visit.</p> <p>ALL care staff continue to undertake weekly, 2 x LFD tests and 1 x PCR test. All staff are also encouraged to register their own LFD test results and to include the following email in their recorded details – compliance@torcare.co.uk or recruitment@torcare.co.uk where the result will then be received by the Compliance Manager/Recruitment & Training Manager and recorded in our internal data base. Any visitors who experience difficulties in completing their LFD tests independently, can be supported by care staff to have this done upon arrival. However, the visitor will have to wait outside of the building until the result comes through. If the result is negative the visitor can proceed with the visit. However, if the result is positive, the visitor will have to return home and the visit will be cancelled. They will be advised to self-isolate and complete a PCR test.</p> <p>Location for Nursing Centre - test station is located on ground floor in staff room, which is accessed via outside of the main building.</p> <p>Location for Porte Rouge - test station is located on ground floor in double bedroom 7/8, which is accessed via outside of the building, through the patio doors of room 7/8.</p>

	Location for The Old Vicarage - test station is located in the front porch, which is accessed via the main entrance or in the LFD testing room on the first floor which is accessed via the outside fire escape.
Describe the activities being performed	Lateral Flow Device Testing will be completed prior to entering ALL of our three care homes. Without testing or care staff completing visual checks of any completed home tests, indoor visits will not be able to take place.
Describe the equipment and/or substances being used	Swabs Lateral Flow (LFD) test device PPE visors or single use (surgical quality (CW marked) face masks (type 11R), and nitrile gloves.
Describe the people involved in these activities (and others who might be affected)?	Adults (A) not involved in the test process, including: directly employed staff; contractors; trades people; maintenance engineers; visiting adults; expectant mothers (where applicable) Test subject – those Adults and LFD test staff (LFTS) – that are involved directly in the LFD testing process
Where 'Home Testing' has been completed by visitors prior to them visiting any of our three care homes?	Where a visitor/contractor/professional/relative has completed an LFD Test at home, prior to their arranged visit, upon arrival at the care home, they will be required to show to the care staff on duty, the text message or confirmation email which they would have received on their mobile phone from the government website, confirming their negative result. Their 'Home Test' result will then be recorded on the care homes' internal data base. Once the care staff have visually seen this, the visitor will be escorted into the care home where full PPE (face mask and gloves) will be issued, as this is still required to be worn at all times during their indoor visit.

Description of hazard and hazardous event	Who might be harmed ?	What risk controls are currently in place?	Current risk rating*			Are further controls needed?	Date to be completed by	Residual risk rating*		
			L	C	R			L	C	R

Location	Contraction of COVID-19 - transmission of COVID-19 through contact with surfaces (indirect transmission)	A & LFTs	Specific controls for LFD testing area: <ul style="list-style-type: none"> - clean all surfaces at the frequency required and standard defined in Covid-19 risk assessment - disinfect area at the end of each session using appropriate cleaning process - LFD testing staff to put on full PPE before entering designated testing area prior to completing ANY tests required -once LFD test has been completed, the visitor will have to wait outside of the care home building until informed of the result, and then they will be given the appropriate PPE to be worn. This will include a surgical quality face mask and nitrile gloves, and these must remain in situ until the end of the visit. -once visit is over, remove gloves, and visor/clinical face mask in the hazardous waste bins provided, upon exiting the building. 	1	5	5	Follow COVID-19 risk assessment – those provisions apply to all persons who are visiting on site	1	5	5

Activities	Contraction of COVID-19 - transmission of COVID-19 through contact between test subjects and between test staff (direct transmission)	A & LFTs	<p>Specific controls for LFD testing activity:</p> <p>-Temperature: Take temp of visitor using hand held temperature gun</p> <p>• Face masks - (surgical quality (CW marked) - to be worn by test subjects and LFD testing staff at all times while engaged in the testing process</p> <p>• Hand hygiene: - use hand sanitiser before entering and on leaving the test area</p> <p>• Social distancing: - 2m social distancing to be maintained between test subjects, between LFD testing staff - use verbal reminders if necessary</p> <p>• one-way flow of test subjects: - wait until directed to enter the test station by staff to complete your LFD test and then to exit the test area whilst awaiting result. - enter via external doors as directed by LFD test staff</p> <p>• Housekeeping: - a chair will be available only on request for those that specifically require them, who are pedestrian visitors. Car drivers - to wait in their vehicle until completion of the 30-minute test. If negative result – the visit will proceed. If void result another LFD to be completed and if again it is void,</p>	1	5	5	General activity controls – follow control measures in COVID-19 risk assessment – those provisions apply to all persons on site	1	5	5

		<p>the visit will not proceed– if the test is positive the visit will not proceed and the visitor will be offered a PCR test to be completed. Visitor will be asked to return home and self-isolate until receipt of PCR result.</p> <p>-Covid-19 Visitor Log Sheet to be completed by ALL visitors whilst they are awaiting their result: information to include: Name; DOB; Mobile Number; Full postal address including post code; date of visit; name of who they are visiting.</p> <p>-LFD testing staff to add the individual QR test code to the form upon completion of test</p> <ul style="list-style-type: none"> • Minimise handling: <ul style="list-style-type: none"> - avoid physical handing of documents to/from test subjects • Ventilation: <ul style="list-style-type: none"> - ventilate test area to remove exhaled air - keep internal and external (subject to weather conditions) doors open to generate air flow, but close in the event of fire alarm - open windows in addition where necessary 						
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	<p>Contraction of COVID-19 - transmission of COVID-19 through issuing incorrect negative result to a positive test subject or not processing a test correctly for a positive test subject or not recording details correctly for a positive test subject (direct transmission)</p>	<p>ALL ADULTS</p>	<p>Specific controls for LFD testing activity:</p> <ul style="list-style-type: none"> • Procedural controls: - maintain a testing room temperature of between 15-30oC prior to use of LF devices and processing - follow training and LFD test protocols - avoid touching sample well of LF device; be especially vigilant when placing the extraction solution drops into the slide area - keep extraction fluid nozzle away from extraction fluid test tube - testing staff to change gloves after each individual test, after recording results and after cleaning to avoid cross contamination - do not record NEGATIVE test results that appear on the LFD device BEFORE the 30- minute processing period has expired 	<p>1</p>	<p>5</p>	<p>5</p>	<p>The range of control measures in COVID-19 risk assessment would help to minimise the subsequent impact, as they have been developed on the assumption that we have a positive case in the care home.</p>		<p>1</p>	<p>5</p>	<p>5</p>
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	Psychological harm to test subject and their household through unnecessary period of stress and self-isolation due to false positive LF result	ALL ADULTS	<p>Specific controls for LFD testing activity:</p> <p>Procedural controls:</p> <ul style="list-style-type: none"> - Follow training and LFD test protocols - do not record POSTIVE test results that appear on the LF device AFTER the 30-minute processing period has expired - only do one test at a time and do not try to conduct too many consecutive tests or do them too close together - testing staff to remain in the room until all 30-min testing periods have expired and plan rest breaks accordingly - set timer device for each test to indicate the 30-minute mark and record test start time on the LFD device with a marker pen 	1	3	3	The test subject will need a confirmatory PCR test , so the period of isolation could be short, but the period will nevertheless be stressful		1	3	3

Equipment and substances	Contraction of COVID-19 - transmission of COVID-19 through contact between samples and LF test team member or cleaning team member (direct transmission)	ALL ADULTS	<p>Specific controls for LF testing equipment and substance:</p> <ul style="list-style-type: none"> • Training: <ul style="list-style-type: none"> - undertake all available training for the role e.g., webinars • Processing and analysis: <ul style="list-style-type: none"> - wear prescribed PPE for the role - adhere to the standard operating procedures for the role • Sample disposal and waste disposal: <ul style="list-style-type: none"> - wear prescribed PPE for the role - adhere to the standard operating procedures for the role - use clinical waste bags in appropriate containers to store waste - handle clinical waste bags using appropriate PPE - secure bulk waste in appropriate lockable container while awaiting disposal - dispose of clinical waste via approved contractor 	2	5	10	General equipment and substance controls – follow control measures in COVID-19 risk assessment – those provisions apply to all persons on site		2	5	10

	<p>Ill health effects - contamination from the extraction solution that comes with the test kit</p>	LFTS	<p>Specific controls for LFD testing equipment and substance: Before use in the LFT device, the extraction solution contains Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride) These do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by Exposure</p> <p>As an additional precaution, use appropriate PPE and adhere to standard operating procedures for role, including managing spillages</p>	1	3	3			1	3	3
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	Contraction of COVID-19 - transmission of COVID-19 through ineffective testing equipment that misdiagnoses a positive test subject (direct transmission)	ALL ADULTS	Specific controls for LFD testing equipment and substance: <ul style="list-style-type: none"> • Procedural controls: - check expiry date before use - do not use if the solution has expired - ensure LF testing device being used is the Innova SARS-CoV-2 Antigen Rapid Qualitative Test - open LF device from packaging only when testing a sample, do not open too far in advance 	1	5	5	The range of control measures in COVID-19 risk assessment would help to minimise the subsequent impact, as they have been developed on the assumption that we have a positive case in the care home		1	5	5
	Ill health effects – injury or choking from swab that breaks while inserted in mouth or nose		Only use the equipment provided, as this has been manufactured to the required standard. Clean area with standard cleaning solutions	1	3	3	General equipment and substance controls – follow control measures in COVID-19 risk assessment – those provisions apply to all persons on site		1	3	3
				2	3	6	General equipment and substance controls – follow control measures in COVID-19 risk assessment – those provisions apply to all persons on site		2	3	6

*Likelihood x Consequence = Risk (see Annex A)

Risk Rating Calculator

Likelihood that hazardous event will occur	
1	very unlikely
2	unlikely
3	fairly likely
4	likely
5	very likely

ANNEX A

Consequence of hazardous event	
1	insignificant – no injury
2	minor – minor injuries needing first aid
3	moderate – up to three days' absence
4	major – more than seven days' absence
5	catastrophic – death

Action Level Table

Risk rating	Action
20–25	Stop – stop activity and take immediate action
15–16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8–12	Action – improve within specified timescale
3–6	Monitor – look to improve at next review or if there is a significant change
1–2	No action – no further action but ensure controls are maintained and reviewed

Risk Scoring Grid

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	Consequence					

Hazards in the workplace

Aggression & violence	Drugs & alcohol	Lighting	Stress
Asbestos	Electricity	Manual handling	Temperature
Bullying	Fire	Noise	Vehicles/transport
Chemicals & harmful substances	Getting in & out	Plant & machinery	Vibration
Computer workstations	Heights	Radiation	Viruses, diseases and infections
Confined spaces	Housekeeping	Slips and trips	Harmful occurrences

Hazard categories: Mechanical; Physical; Chemical; Biological; Environmental; Organisational

Machinery or process

² Substances or conditions, including slips, trips and falls

³ Harm to humans, property or environment

⁴ Organic substances

⁵ Temperature, dust

⁶ Behaviour, workload, time constraints, deadlines