|  |  |  |  |
| --- | --- | --- | --- |
| **Title of risk assessment** | **Community COVID testing project – logistics provision** | | |
| **Detailed description of activities covered by this assessment:**  ***(Include numbers of persons involved, equipment used etc.)*** | Summary of project  Key terms (examples):   * *Participants* – those individuals registering to be part of the testing programme and undertaking self-swabbing * *Volunteer staff* – those individuals involved in providing support at collection and sample drop-off locations * *Assembly staff* – those staff who assemble packs of swabs * *Locations* – places on the campus used for collection of swab kits and drop-off of samples * *Administrators* – those staff with access to the participant database and responsible for handling emailed queries and discussing results with participants   Key details (examples):   * COVID testing of x participants at [academic institution name] with collection points across the campus * Participants will be staff and students, both based on site and living in the wider community * Participants will collect packs of swabs and then return individual completed swabs to drop-off locations on designated days * Volunteer staff to assemble the testing packs for participants from the range of consumables being used * Volunteer staff stationed at collection and drop-off locations * Swabs will be collected and then transferred x times per day to the designated laboratories * Labs will complete testing and feed results into secure database   Locations:  Details of testing programme. | | |
| **Location of Activity:** |  | **School / Department:** |  |
| **Risk Assessment reference number / local identifier:** |  | **Risk Assessor:**  **(Full Name)** |  |

# Identifying hazards – what could happen and how?

|  |  |  |
| --- | --- | --- |
|  | **Hazard** (what has the potential to cause harm?) | **Hazardous Event** (how can the hazard cause harm?) |
|  | SARS-CoV-2 | **Infection is transmitted between staff delivering programme or via swab packs provided to participants** |
|  | SARS-CoV-2 | **Participants and staff may infect each other at collection or drop-off locations** |
|  | SARS-CoV-2 | **Participants may infect outer packaging prior to drop-off and pass this on to location staff** |
|  | SARS-CoV-2 | **Incorrect use of PPE by staff or volunteers may spread infection** |
|  | SARS-CoV-2 | **Infection is transmitted through accidental or deliberate misuse of returned samples** |
|  | Manual handling injury | **Injury to location staff when transporting samples to lab** |
|  | Wellbeing hazard | **Damage to wellbeing of staff due to physical or emotional demands** |

# Who is at risk of harm?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Select all that apply** | | | | |  | | | |
| ☐ Employees | ☐ Contractors / other workers | ☐ Public / visitors | ☐ Students | ☐ Clinically vulnerable / Clinically extremely vulnerable | ☐ New / expectant mothers | | ☐ Disabled persons | ☐ Young persons | ☐ Other |

# What is currently in place to mitigate the risk of each identified hazard?

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Controls and Safe System of Work** | **Additional Controls Required?** |
| 1. | **Infection is transmitted between staff delivering programme or via swab packs provided to participants**  *Details of existing protocols or measures to mitigate the risk.* | ☐ Yes  ☐ No |
| 2. | **Participants and staff may infect each other at collection or drop-off locations**  *Details of existing protocols or measures to mitigate the risk.* | ☐ Yes  ☐ No |
| 3. | **Participants may infect outer packaging prior to drop-off and pass this on to location staff**  *Details of existing protocols or measures to mitigate the risk.* | ☐ Yes  ☐ No |

# Additional controls required to mitigate the risk further

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Additional Controls Required** | **Implemented by whom?** | **Implemented by when?** | **Control(s) in place and effective?** |
|  | **Infection is transmitted between staff delivering programme or via swab packs provided to participants**  Details of additional controls and how they will further mitigate the identified risk. | Identify team or individual responsible | Date | Process for monitoring, review and reporting |
|  | **Participants and staff may infect each other at collection or drop-off locations**  Details of additional controls and how they will further mitigate the identified risk. | Identify team or individual responsible | Date | Process for monitoring, review and reporting |
| 3. | **Participants may infect outer packaging prior to drop-off and pass this on to location staff**  Details of additional controls and how they will further mitigate the identified risk. | Identify team or individual responsible | Date | Process for monitoring, review and reporting |

# Details of risk assessor

|  |  |
| --- | --- |
| **Risk assessor’s name:** |  |
| **Risk assessor’s email:** |  |
| **Risk assessor’s title:** |  |