

# Lateral Flow Testing Risk assessment

Risk assessment for: Testing for Covid 19 within school

Assessment date:7/1/21

Name of assessor: J Clarke

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Managing capacity and numbers	Staff and pupils  Coming into contact with someone who has Covid 19 positive	<ul style="list-style-type: none"> <li>The capacities for each session have been planned, taking into account the space available to achieve the 2m social distancing at all times</li> <li>The staff team will monitor numbers in queues and within the sampling area at all times.</li> <li>One way system are in place where possible to ensure that capacity and movement within the sampling area and queuing areas are maintained</li> </ul>	<ul style="list-style-type: none"> <li>Timings to be set at intervals to manage numbers of people in the testing area.</li> </ul>	L	1.JPC 2.7/1/21 3.7/1/21
Segregation of pupils	Pupils  Contact between pupils Transmission of the virus leading to ill health	<p>Consider the following:</p> <ul style="list-style-type: none"> <li>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 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> <li>Prominent signage reminding attending subjects that face coverings must be worn, this is displayed at the entrance to the building and within the sample area.</li> <li>Face coverings/masks to be worn by subjects at all times whilst in the test area, except for brief lowering at time of swabbing.</li> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival at school, by reception/security staff.</li> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>All subjects to use hand sanitiser provided on</li> </ul>	<ul style="list-style-type: none"> <li>Staggered arrival of students</li> <li>Air flow in testing area with external doors open</li> </ul>	L	1.JPC 2.7/1/21 3.7/1/21

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		<p>arrival at school and at the test area &amp; adherence to this enforced by staff.</p> <ul style="list-style-type: none"> <li>• 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 &amp; sampling staff.</li> <li>• A one-way flow of subjects will be in place where possible.</li> <li>• Limited clutter. Chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</li> </ul>			
Contact between pupils and sampler – sample taking	<p>Pupils and staff</p> <p>Transmission of the virus leading to ill health</p>	<p>Consider the following:</p> <ul style="list-style-type: none"> <li>• Staff are trained in how to perform the samplers role, this includes ensuring that they maintain a distance where possible and management of the samples</li> <li>• Staff members wear PPE including face coverings and suitable gloves to prevent direct contact with pupils</li> <li>• Staff and pupils all sanitise their hands frequently</li> <li>• Staff and pupils wear face coverings at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Barrier screens in place in testing venue</li> </ul>	L	<p>1.JPC</p> <p>2.7/1/21</p> <p>3.7/1/21</p>
Contact between sample and test centre runner – Sample transport	<p>Staff</p> <p>Transmission of the virus leading to ill health</p>	<p>Consider the following:</p> <ul style="list-style-type: none"> <li>• Staff are trained in how to perform the test centre roles, this includes ensuring that they maintain a distance where possible and management of the samples</li> <li>• Staff members wear PPE including face coverings and suitable gloves to prevent direct contact with others</li> <li>• Staff and pupils all sanitise their hands frequently</li> <li>• Staff and pupils wear face coverings at all times</li> </ul>	<ul style="list-style-type: none"> <li>• PPE station setup by the handwashing areas outside of the testing venue</li> <li>• Staff certification in central file</li> <li>• Run through activities completed on 5/1/21 and 8/1/21</li> </ul>	L	<p>1.JPC</p> <p>2.7/1/21</p> <p>3.7/1/21</p>

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Contact between samples and sample testers – Sample processing & analysis.	Staff  Transmission of the virus leading to ill health	Consider the following: <ul style="list-style-type: none"> <li>• Staff are trained in how to perform the sample testers role, this includes ensuring that they maintain a distance where possible and management of the samples</li> <li>• Staff members wear PPE including face coverings and suitable gloves to prevent direct contact with others</li> <li>• Staff and pupils all sanitise their hands frequently</li> <li>• Staff and pupils wear face coverings at all times</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	L	1.JPC  2.7/1/21  3.7/1/21
Contact between samples and sample testers – Sample disposal and waste disposal	Staff  Transmission of the virus leading to ill health	Consider the following: <ul style="list-style-type: none"> <li>• Staff are trained in how to perform the test centre roles, this includes ensuring that they maintain a distance where possible and management of the samples</li> <li>• Staff members wear PPE including face coverings and suitable gloves to prevent direct contact with others</li> <li>• Staff and pupils all sanitise their hands frequently</li> <li>• Staff and pupils wear face coverings at all times</li> <li>• Waste receptacles are in place and staff are trained on how to use these</li> <li>• Waste is kept in a safe and secure location and collected frequently by a register collection company</li> </ul>	<ul style="list-style-type: none"> <li>• Waste bins and testing areas setup to allow for effective and safe use of PPE and disposal</li> </ul>	L	1.JPC  2.7/1/21  3.7/1/21
Incorrect result communication	Pupils and staff  Wrong samples or miscoding of results	Consider the following: <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> </ul>	<ul style="list-style-type: none"> <li>• Stickers may be used with student names on, checked against student badges</li> </ul>	L	1.JPC  2.7/1/21  3.7/1/21

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<p>Extraction solution which comes with the lab test kit contains the following components: <math>\text{Na}_2\text{HPO}_4</math> (disodium hydrogen phosphate), <math>\text{NaH}_2\text{PO}_4</math> (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>Pupils and staff  Exposure to the extraction solution</p>	<p>The DFE have stated in their risk assessment that: 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, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> <li>• PPE: suitable 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>• Environmental: do not let product enter drains</li> <li>• Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the clinical waste disposal procedures</li> <li>• Do not use if the solution has expired</li> <li>• Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines included in training to prevent improper handling.</li> <li>• Follow procedures on the SDS and schools own risk assessment to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	<ul style="list-style-type: none"> <li>• Solutions and kits kept in a separate store area away from testing location. Packs of tests brought to the testing areas as required.</li> </ul>	<p>L</p>	<p>1.JPC 2.7/1/21 3.7/1/21</p>
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Occupational illness or injury	Pupils and staff  Transmission of the virus leading to ill health	Consider the following: <ul style="list-style-type: none"> <li>• Staff are trained to perform the roles they undertake, this training is recorded</li> <li>• Work activities are monitored constantly to ensure that the correct procedures are followed for all roles within the process. Retraining is undertaken when procedures are not followed</li> <li>• Any accident, incident or near miss is recorded and investigated. Lessons learnt are shared with others to ensure these events are not repeated</li> </ul>	<ul style="list-style-type: none"> <li>• Central folder with all certificates and monitoring kept</li> </ul>	L	1.JPC 2.7/1/21 3.7/1/21
Unauthorised access by members of the public	Pupils and staff  Transmission of the virus leading to ill health	Consider the following: <ul style="list-style-type: none"> <li>• The testing will only take place in school and under the supervision of the staffing team</li> <li>• No unauthorised access is allowed to the school, all visitors are checked in and escorted around the building</li> <li>• Security processes are followed to ensure that samples are handled in a secure manner</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	L	1.JPC 2.7/1/21 3.7/1/21
Contamination on surfaces	Staff and pupils  Transmission of the virus leading to ill health	Consider the following: <ul style="list-style-type: none"> <li>• Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Regular hand washing or sanitising is undertaken by all staff and pupils</li> <li>• Removing all soft furnishings which may be difficult to clean</li> <li>• Floor surfaces within the test area are hard flooring surfaces which can be easily cleaned and sanitised.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	L	1.JPC 2.7/1/21 3.7/1/21
Lack of effective cleaning	Pupils and staff  Transmission of the virus leading to ill health	Consider the following: <ul style="list-style-type: none"> <li>• Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>• Bathrooms must be cleaned and disinfected using standard cleaning products before being</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	L	1.JPC 2.7/1/21 3.7/1/21

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		<p>used by anyone else if used by a person displaying symptoms or testing positive before being sent home</p> <ul style="list-style-type: none"> <li>Limiting or restricting use of high-touch items and equipment. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>			
Lack of effective ventilation	<p>Pupils and staff</p> <p>Transmission of the virus leading to ill health</p>	<p>Consider the following:</p> <ul style="list-style-type: none"> <li>Opening doors and windows frequently to increase ventilation where possible</li> <li>Ensure that any air handling systems are set to 100% fresh air supply and no air is recirculated</li> </ul>	<ul style="list-style-type: none"> <li>Doors to testing venue are open to allow constant air flow</li> </ul>	L	<p>1.JPC</p> <p>2.7/1/21</p> <p>3.7/1/21</p>
Staff at increased risk from the virus	<p>Staff</p> <p>Transmission of the virus leading to ill health</p>	<p>Consider the following:</p> <ul style="list-style-type: none"> <li>Vulnerable workers will not be asked to undertake any testing tasks where there is a risk of coming into contact with a sample or person being sampled</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	L	<p>1.JPC</p> <p>2.7/1/21</p> <p>3.7/1/21</p>
Managing waste	<p>Pupils, staff and contractors</p> <p>Transmission of the virus leading to ill health</p>	<p>Consider the following:</p> <ul style="list-style-type: none"> <li>All waste will be put into the relevant waste bag/receptacle as detailed within the training and guidance provided</li> <li>A contract is in place for the removal of all waste by a register contractor</li> <li>Additional lifts of waste will be arrange if needed to prevent bins becoming overfilled</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	L	<p>1.JPC</p> <p>2.7/1/21</p> <p>3.7/1/21</p>
Storage of equipment	<p>Pupils and staff</p> <p>Damage or loss of stored items leading to ineffective testing</p>	<p>Consider the following:</p> <ul style="list-style-type: none"> <li>All equipment, paperwork and other items are stored in a suitable lockable/secure area</li> <li>Only authorised person will have access to this area</li> <li>All stores are kept tidy and good housekeeping standards applied</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	L	<p>1.JPC</p> <p>2.7/1/21</p> <p>3.7/1/21</p>

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Ineffective testing, Students not able to undertake the test and test	Pupils and staff  Transmission of the virus leading to ill health	Consider the following: <ul style="list-style-type: none"> <li>• There is a programme of regular retesting</li> <li>• Staff are trained and follow this training to reduce the chance of a failed test.</li> </ul>	<ul style="list-style-type: none"> <li>• Testing to be on schedule once face to face teaching commences</li> <li>• Vulnerable and key worker students to be tested during lockdown 3</li> <li>• Staff to be offered testing on a weekly basis</li> </ul>	L	1.JPC  2.7/1/21  3.7/1/21
PPE provision	Pupils and staff  Transmission of the virus leading to ill health	Consider the following: <ul style="list-style-type: none"> <li>• PPE is provided as identified within the risk assessment</li> <li>• Should there be a shortage in supply this is highlighted with the senior management team and additional supplies are sourced from other departments within the council</li> <li>• If PPE identified within the risk assessment is not available then the tasks requiring PPE will not be undertaken</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	L	1.JPC  2.7/1/21  3.7/1/21

\* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

Date reviewed	Amendments made	Reviewed by	Next review