



Risk Assessment for:	School Lateral Flow Testing Site Longdendale High School	Date:	7 <sup>th</sup> January 2021
Assessor:	Anton McGrath – CEO Natalie Harris – FRD Andrea Jones – Headteacher Chris Major – Deputy Headteacher Michael Potter – Covid Coordinator	Review Date:	27 <sup>th</sup> January 2021

Sources:	Gov.uk, DHSC SOP,
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What are the Hazards?	Who might be harmed and how?	Risk Rating	Current Control Measures	Risk Rating with Control Measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom	Date action required by
Direct or Indirect transmission of COVID -19 virus from being in close proximity to people with the virus. i.e. person to person transmission (hand to hand,	Employees, individuals presenting for test (subjects), pupils, volunteers and the general public  Ill health (e.g. Respiratory	H	<b>GENERAL MEASURES APPLICABLE TO ALL</b> The test site is following DHSC Clinical Standard Operating Procedure (SOP) for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges  <b>Ensure Asymptomatic</b> All are advised in advance not to attend if <ul style="list-style-type: none"> <li>they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19</li> </ul>	M	To be communicated to all attending the site	SLT/Staff	Ongoing in all communication



<p>hand to mouth, hand to body). Or from contact with contaminated surfaces.</p>	<p>symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>		<p>(including a fever and/or new persistent cough)</p> <ul style="list-style-type: none"> <li>• have tested positive in the last 10 days or are living with someone who has</li> <li>• they have returned within 10 days from a country not in the travel corridor</li> <li>• have been identified as a contact of someone who is displaying symptoms or has tested positive in the last 10 days</li> </ul> <p>Anyone who begins to feel unwell on the site should advise their manager or the site Team Leader, if symptoms are of covid-19 they should commence self-isolation and book a test.</p> <p>Business as usual in that staff at the site must not access the testing site space unless permitted to do so (present for a test or involved with the operation of the testing process)</p> <p><b>Face coverings</b> Face coverings/masks to be worn by staff/learners at all times whilst on the premises, unless they are exempt, except for brief lowering at time of swabbing.</p> <p>Requirement to wear face covering/mask to be reminded to all staff/learners in advance.</p>				
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		<p>Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by Registration Assistants and throughout the building by all other staff.</p> <p><b>Hand hygiene</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by Registration Assistants.</p> <p><b>Social distancing</b> 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 registration, queue management &amp; sampling staff.</p> <p>A one-way flow of subjects through the test area is in place and is to be maintained at all times. Compliance with this is to be ensured by registration, queue management &amp; sampling staff.</p> <p>Subjects will have a pre booked time slot and will be asked not to arrive early.</p> <p><b>Cleaning</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p>				
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			Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes.				
		M	<p><b>MEASURES FOR STAFFING OF THE SITE</b></p> <p><b>Staff screening</b>  Staff risk assessed to ensure any individual increased vulnerability is addressed.  All staff provided with clear guidelines to not to come to work if unwell;  Staff will be tested weekly as part of the testing programme*</p> <p><b>PPE</b>  All staff to wear PPE according to their roles, as specified in SOP  Staff are to wear face masks at all times whilst in the building apart from when on rest periods in designated welfare areas when social distancing above two metres can be ensured.  Staff are trained in the correct procedures for donning and doffing. Training has taken place prior to the testing area being opened.  Monitoring of PPE compliance by Team Leader is an ongoing process.</p> <p><b>Hand hygiene:</b>  All registration and queue management staff to ensure regular hand hygiene.  Hand washing with soap and water on arrival and before and after any breaks. In addition, hand sanitizer is to be freely available and used regularly by all staff.</p>	L			



			<p>Monitoring of compliance by team leader. Visors and face masks to be worn by registration staff and floor marking in place to ensure social distancing.</p> <p><b>Social distancing:</b> Two metre social distancing is to be maintained between subjects and staff at all times. A one-way flow of subjects through the testing area is in place and maintained at all times.</p> <p>Compliance with this is to be ensured by registration, queue management &amp; sampling staff.</p>				
		M	<p><b>MEASURES DURING TAKING THE SAMPLE</b> <b>Queue management</b> Learners will have a pre-booked appointment. Identified close contacts will no longer require serial testing. They will be advised to isolate for 10 days in line with government guidance. Staff will have pre booked appointments or allocated days/time slots to attend for testing. Staff will be given the opportunity to be tested twice a week in line with government guidance (accepting may only remain as once a week depending on shift patterns) Subjects are called forward to be sampled when the booth is available.</p>	L			<p>As there is a risk of the subject vomiting during</p> <p>Team Leader to be</p> <p>As required</p>



		<p><b>Process</b> Subjects are instructed to lower their face covering/mask immediately prior to sampling and to raise it again immediately after the swab has been taken. The subject will administer the test themselves following the instructions posted on the booth wall. A sick bowl will be available in each booth. The subject will place the sample into the receptacle and pass it with the barcode Test Assistant. Staff/Learner will be asked to wipe down the touch points within the booth. Once sampling is complete, the staff/learner will be instructed to leave the sampling area via the exit route.</p> <p><b>PPE and infection control</b> The test assistant is not administering the swab and is only supervising, therefore Test Assistants do not need to wear apron, gloves and visor, but they need immediate access to gloves if intervening to assist PPE should be changed between sessions for all staff except those who assist an individual in taking a test; Test Assistant staff must change their PPE in-between individuals whom they assist / intervention is required. PPE should be changed if protective properties are compromised or if contaminated, or if suspected to be contaminated.</p>		<p>the process of taking the swab operations in that testing area must cease and decontamination arrangements for this must be in place</p>	<p>informed so arrangements can be made</p>	
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			<p>Full compliance with PPE, and donning and doffing procedures is to be ensured by site supervisor.</p> <p>Detailed infection control as per SOP including in case of vomiting or any accidental soiling including full disinfection, change of PPE .</p>				
		M	<p><b>MEASURES DURING SAMPLE TESTING</b></p> <p><b>Site:</b> Restricted access to testing area with only personnel with pre-approved allowed to stay/enter.</p> <p><b>Training &amp; protocols:</b> Testers will have rigorous prior and regular training covering safe sample handling, including the principles of infection prevention and control, in accordance with HSE and GLP guidelines. Testing staff are to follow the detailed testing protocol without deviation. During the extraction phase of the testing, the swab and extraction tube are to be held at arm's length to minimise the likelihood of contact with any droplets of extraction fluid.</p> <p><b>PPE:</b> Processors to wear full PPE (mask, gloves, apron, visor) at all times when sample testing is being conducted. Testing staff are required to change their PPE, if damaged, contaminated or if there are any concerns regarding possible contamination.</p>	L			



		<p>Full compliance with PPE donning and doffing procedures is to be ensured.</p> <p><b>Cleaning:</b> All surfaces which have been contaminated or potentially contaminated, are wiped down with an appropriate disinfectant between samples in addition to regular cleaning. This included pens for marking LFDs and electronic devices.</p> <p><b>Waste disposal:</b> All contaminated or potentially contaminated items are to be properly disposed of as Category B clinical waste.</p>				
		<p><b>ARRANGEMENTS FOR SUBJECTS WAITING FOR TEST RESULTS</b></p> <p>Staff/Learners will be asked to leave the testing area and go back class/office. In the event of a positive or invalid test result the staff member will be notified immediately by a member of SLT. To allow this conversation to take place first, there will be a delay in the results to Track and Trace being uploaded so there is limited risk of the person finding out in this way. In terms of positive case for learners, families will be informed and the conversation with the learner will take place also.</p>				
		<p>H</p> <p><b>ACTIONS ON RECEIPT OF A POSITIVE TEST RESULT</b></p>				
				M		





## RISK ASSESSMENT

			<p>On receipt of a positive LFD test the subject will be asked to go home immediately, On receipt of a positive LFD test the subject will be asked to go home immediately and begin a period of 10 day self isolation. Members of same household will have to isolate for the same period of time.</p> <p>Particular care will be taken to ensure social distancing as the subject leaves the site and to clean any touch points</p> <p>Subjects testing positive will be advised not to use public transport to return home.</p> <p>Face masks to be worn.</p>				
		H	<p><b>WELFARE</b></p> <p>The facilities provided for staff use must be kept in a clean and tidy fashion with personal affects kept within the areas assigned</p> <p>Personnel are not to leave the building to take their breaks, or travel to purchase food stuffs from offsite retail outlets.</p> <p>Personnel are advised to bring in a pre-prepared meal from home that does not need heating and should also bring in their own reusable drinking vessel.</p> <p>Personnel must not use communal cups / plates / cutlery etc.</p>	M			



			<p>Where personnel use such items from home they must be washed, dried and removed from the welfare provision area after use.</p> <p>Breaks are to be staggered to reduce the number of people using the welfare provisions at the same time.</p> <p>Breaks to be taken in designated areas maintaining social distancing rulings of 2 metres apart, with good levels of housekeeping being maintained by all to prevent the spread of the virus. .</p> <p>Personnel are to clean down the welfare provisions upon finishing their scheduled break using the provisions provided.</p> <p>Personnel must thoroughly wash their hands before and after each break, and use of the toilet. Do not use toilet area whilst other persons are using cubicles provided.</p> <p>Personnel must not share or pass around personal items (e.g. cigarettes, food, drink, newspapers, phones etc.).</p> <p>The welfare provisions must be kept well ventilated at all times.</p> <p>Any personal items or food stuffs must be thoroughly washed with hot soapy water once personnel arrive home.</p>				
		H	<b>CLEANING</b>	M			



		<p>Cleaning staff will wear PPE as per the SOP – disposable gloves, disposable plastic apron, FRSM (type IIR) and eye protection</p> <p>Training in donning/doffing for cleaning staff has taken place.</p> <p>Cleaning arrangements are to take place in line with covid secure practices and as per training provided.</p> <p>Gloves and aprons must be changed after cleaning any individual spillage</p> <p>It is recommended were possible that where wipes are used they are combined detergent and disinfectant wipes, as they will both clean and sanitise the surface at the same time.</p> <p>The manufactures instructions will be followed in relation to the contact time required.</p> <p>Where possible packets will be purchased that have a reliable closure mechanism to ensure wipes do not dry out between uses, as this will affect their ability to be effective against the virus.</p> <p>As a minimum there will be twice daily thorough cleaning of frequently touched surfaces – one of these cleans will take place at either the beginning or end of the day</p>		<p>If a disinfectant wipes are used, it is important to note that they do not contain a detergent. If this method is used, it is important that the area is cleaned properly with a detergent, rinse before a disinfectant wipe is used.</p> <p>Consider the ability to clean the floor surface</p>		
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			<p>Only essential items of equipment and furniture will be on site</p> <p>Hard surfaces in communal work and rest areas e.g. desks, tables, door handles, kettles etc. are cleaned frequently using an alcohol wipes or disinfectant.</p> <p>Cleaning staff will only enter sampling areas when the activity is no longer being conducted. In case of a spillage when they need to enter an active test area, cleaners should ensure that they have appropriate PPE, avoid Subject contact within 2 meters and change their PPE after cleaning.</p> <p>All digital equipment should be regularly wiped between batches of tests and at the beginning and end of each session.</p> <p>The keyboard and mouse should be cleaned at the start of the day, after each batch of cartridge have been reviewed and uploaded and at the end of the day (and if they become contaminated with any form of spillage).</p> <p>Any trays that are used for e.g. to move LFDs for recording after reading and marking of results should be made from a material that will tolerate being cleaned with chlorine releasing agents at 1000ppm, are straight sides, and smooth. Or disposal ones to be used.</p>				
Extraction solution which	Staff with the role of Processor	H	Procedures on the MSDS form provided by Innova will be followed to mitigate against	M			



<p>comes with the lab test kit contains the following components: NA<sub>2</sub>HPO<sub>4</sub> (disodium hydrogen phosphate), NaH<sub>2</sub>PO<sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>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>inhalation, skin contact or ingestion of these chemicals;  <b>PPE</b></p> <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> <p><b>Environmental</b> do not let product enter drains</p> <p><b>Spillages</b> Surfaces will be wiped and cleaning materials disposed of in line with the waste disposal procedures</p> <p>The solution will not be used if it has expired</p> <p>Training is provided in handling potentially biohazardous samples, chemicals and good lab practice. Guidelines in these training procedures are adhered to to prevent improper handling.</p>				
<p>Failure in the barcode system of labelling</p>	<p>Subjects and their contacts</p>	<p>M</p>	<p>2 identical unique ID barcodes are provided to subject at check in</p> <p>The subject registers their details to the barcode before conducting the test</p>	<p>L</p>			



	Wrong samples or miscoding of results Orphaned record on registration portal & No result communicated to individual		Barcodes are attached by trained staff at the sample collection bay following the SOP  Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station  Rule based recall of subjects who have not received a result within 5 hrs of registration Subjects are called for a retest				
Incorrect storage of test kits components	Subjects and their contacts  Inaccurate test result potentially leading to asymptomatic individuals believing themselves to have been confirmed with negative result	H	The test cartridge and extraction solution will be stored at ambient temperature (2-30 degrees Centigrade).  The reagents and devices will be at room temperature (15-30 degrees centigrade) when used for testing.	L			
Incorrect waste separation and disposal	Contamination of the waste stream		<b>Black Bag - Domestic/Recycling</b> Eg, all packaging This can be disposed through your normal waste route  <b>Chemical – unmarked yellow bag (unmarked clear if yellow not available)</b> Eg, swabs, cartridges, tissues		Schools will contact their own waste provider to ensure appropriate collection arrangements are in place for the healthcare waste (yellow bags and tiger bags)		



## RISK ASSESSMENT

			<b>Tiger Bag – Offensive Waste</b> Eg, PPE, disposable cloths or paper roll and disposable mop heads				
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Review Date	Reviewed By	Amendment/Comments
8.1.21	Assessment Team	Initial risk assessment in place. Reviewed by LA, H&S – 11.1.21. Approved by SPT 13.1.21.
25.1.21	AT/School based Covid committee	Changed to reflect the amended advice received from the Director of PH at the LA on 15.1.21. Lateral flow test use for the close contacts of a positive COVID-19 case is suspended until further notice. Self-isolate for 10 days is now the advice being given to close contacts. Lateral flow tests can still be used for staff tests of asymptomatic staff and learners on return to school. Further amended on 25.1.21 to reflect change to offering staff twice weekly testing.

Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence