

COVID19- Schools' Lateral Flow Testing Risk Assessment

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.

Following:

- a visit to one of Manchester's secondary academies, that has been identified as demonstrating good practice in the setting up of their testing site (by a project manager for Manchester's Test and Trace Team);
- a visit to the community LFD site at FC United;
- discussions with Senior Leaders from three secondary schools (including special), who also visited these sites;

colleagues from the Local Authority's Health & Safety and Education teams reviewed the risk assessment and the Standard Operating Procedure (SOP) document. We have included additional control measures and points to consider when setting up your school test site. The suggestions are in red.

This risk assessment should be used in conjunction with other health and safety risk assessments/ arrangements the school has in place. Specifically, the School's Covid19 Risk Assessment (**updated Jan 2021**) which details the range of measures and controls that are in place to protect staff, pupils and visitors.

Assessment Date		Lead Assessor		Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at St. Peter's RC High School						
Activities Involved	Traversing the site on foot Testing staff and students				Location		
Who Might be affected	Employee	Client	Contractor	Visitor	Service User		
	✓	✓	✓	✓	✓		

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Score (Probability x Impact= Severity)			Further Points to Consider
1	<p>Contact between subjects increasing the risk of transmission of COVID19</p> <p><u>General and welcome and registration</u></p>	<p>Transmission of the virus leading to ill health or potential death</p>	<ul style="list-style-type: none"> • Asymptomatic: 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 follow the latest government advice if they have been abroad. • Face coverings: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked by the queue managers and all other staff. Signage in the test site and on the entrance to the test site will reinforce this protocol. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: 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 & sampling staff. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and LFT test kits for first 200 subjects 	2	4	8	<p>Staff to have pre-arranged appointment times in order to reduce the number of people inside the testing location at any one time.</p> <p>Staff will be reminded to keep 2 meters from other people on exiting the Test centre, in-line with current social distancing protocols.</p>

2	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death.	<ul style="list-style-type: none"> • As Above • All sites will display appropriate signage, • Respiratory hygiene 'Catch it, bin it, kill it'; • Staff have been appropriately trained on how to perform their roles by completing the online NHS training modules. • Ensure all staff have appropriate PPE (as detailed) and PPE is worn correctly. Staff are also confident in 'donning' and 'doffing'. • Social distancing: All workers and subjects should always remain 2 metres apart where possible, in accordance with government guidance. • Testing site layout is adopted from the recommended layouts within the 'How To' Guide- rapid Testing in School and Colleges' document. • Laminated copies of the 'how to complete the swab' poster is in each testing bay. • Equipment distancing and cleaning • Effective segregation and disposal of waste 	2	4	8	<p>Testing bays should be at least 2m apart to allow for social distancing.</p> <p>There are different furniture configurations that can be used for the testing bay:</p> <ul style="list-style-type: none"> - Standard desks that are 2m apart from the next testing bay and the processing station; - Transportable white boards could be used for privacy between the testing bays. - Polling booths can be used for privacy also, however we recommend that as the booths may be porous, when taking the test the individual faces out of the booth and the mirror is not attached to the back of the booth. <p>Mirrors should be used by the staff/ student to allow them to ensure the swab is taken correctly.</p>
3	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>		<ul style="list-style-type: none"> • As above 	2	4	8	
4	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • As above 	2	4	8	<p>Consideration should be given to the maximum number of tests that can be processed at any one time.</p> <p>This should be decided by the formula of the maximum number of tests per bay (per half hour period) x the number of bays</p>

5	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"> • Cleaning staff must follow PPE guidance • Clear process in place for disposal of sample. Clinical waste procedure followed - waste double bagged. • Additional bins should be used for the storage of waste generated from asymptomatic testing. Additional bin bags to be provided. • Review the need to increase the frequency of waste collection. 	2	4	8	<p>All clinical waste generated should be disposed of in the correct bins (clear bags). These bags should be regularly changed (once per hour) and also in the event of a positive test. A form is completed by the staff who clear the waste, which is then checked on a weekly basis by one of the Team Leaders.</p> <p>If there is a positive test, the recorder should change full PPE (and ensure appropriately disposed) and ensure full sanitisation of the area. If there is a negative test the recorder should sanitise between each recording.</p>
6	Use of shared equipment	Transmission of the virus leading to ill health or potential death.	<ul style="list-style-type: none"> • Infection prevention and control procedures • Hand hygiene. • All equipment should be regularly wiped between tests and at the beginning and end of each session. • All Processors/ Staff should wear appropriate PPE (disposable gloves) • All testing bays should have their own equipment. 	2	4	8	<p>Unless specifically stated, there will be no sharing of equipment.</p> <p>The testing kits, when passed from processor to recorder, will be handled with gloved hands and these gloves should be changed immediately after use.</p>
7	Positive LFT result.	Transmission of the virus leading to ill health or potential death.	<ul style="list-style-type: none"> • Face coverings: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: 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. • Staff have been appropriately trained on how to perform their roles by completing the online NHS training modules. • Staff on site wear the appropriate PPE for their role. • If staff member tests positive they are spoken to by Team Leader and asked to isolate immediately for ten days after ensuring they have had no close contact within school. • Separate area for student to wait for parents to collect if test positive. (See School Covid Risk Assessment re cleaning of area, distancing and PPE to be worn if necessary). • Students/parents are informed and told to isolate for 10 days after ensuring there has been no close contacts in school. • All test results are uploaded onto the Gov.uk web-site by the recorder 				<p>Staff numbers in the testing area to be limited by staff members only scheduled to be tested at that time.</p>

8	Subject has an adverse reaction to the LFT test kit	Illness and/or allergic reaction	<ul style="list-style-type: none"> Any child with serious allergy will be recorded in the school's first aid risk plan, including measures to be taken in these circumstances. E.g. epipen. Sick bowls/bags available for those children with strong gag reflexes. Infection control and cleaning measures in place 	2	4	8	
9	Incorrect result communication	Wrong samples or miscoding of results.	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by staff at the sample collection bay Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station. 	2	4	8	Staff member performing the meet and greet role to take barcode directly to the recorder who places it next to the name of the member of staff.
10	Damaged barcode, lost LFD, failed scan of barcode.	Orphaned record on registration portal and no result communicated to individual.	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within 2 hrs of registration. Subjects are called for a retest. 	2	4	8	
11	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	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.	<ul style="list-style-type: none"> PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. 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. Impervious clothing to be worn to protect the body from splashes or spillages. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures Do not use if the solution has expired Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. <p>Follow procedures on the Safety Data Sheet provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</p>	2	2	4	

12	Occupational illness or injury.	Exposure to work place hazards, associated with LFT testing, over a prolonged period of time.	<ul style="list-style-type: none"> Ensure all staff have appropriate PPE (as detailed) and PPE is worn correctly Ensure adequate staffing levels Monitor welfare of staff involved, ensure regular welfare breaks Monitor safety measures in place regularly, re-inforce measures at every opportunity 	2	3	6	
13	Manual handling	Hazards and risks associated with manual handling.	<ul style="list-style-type: none"> For all manual handling activity you should always take into account the nature of the task, the capabilities of the individual performing it, the load and the layout of the environment. Refer to your school's Manual Handling risk assessment Staff should follow the normal and established protocols within our school context. 	2	3		
14	Unauthorised access by members of the public.	Unauthorised access to test site. Safeguarding risk.	<ul style="list-style-type: none"> Access controlled to school grounds; perimeter fencing, gated entry to car park, access controlled to school building. The sports centre is currently closed to the general public. When testing happens for the pupils, all interior and exterior doors will be locked to prevent any access to the building other than through the PE faculty entrance. Our usual protocols for supervision in these areas (as well as the journey to the sports hall from the main building) will continue. 		4	8	Security guard present at the main entrance to the site on a 24/7 basis
15	Uneven surfaces (floor protection in Testing and Welfare areas).	Slip/ trip hazard	<ul style="list-style-type: none"> Ensure testing site floor is stable and even 	2	2	4	

16	Stairs to/ from sample processing/ registration area and welfare space.	Slip/ trip hazard	<ul style="list-style-type: none"> Ensure any stairs and all raised areas within the test site area (if applicable) are regularly checked for any hazards. Alternative 'barrier-free' routes identified and made available, if required. Areas to and from the test site will be checked daily for hazards and ice. 	2	2	4	
17	Inclement weather	Staff/ children unable to get to school due to inclement weather Increased slip risk.	<ul style="list-style-type: none"> If insufficient number of staff to complete test process, tests should be deferred. 	2	2	4	
18	Electrical safety/ plant & equipment maintenance. Defective electrical equipment.	Electrical risk	<ul style="list-style-type: none"> Defect reporting procedure in place. 	2	2	4	
19	Use of external agency staff	Competence of agency of staff. Safeguarding of pupils	<ul style="list-style-type: none"> All staff to be procured from professional teaching agencies All staff to have completed online NHS training on performing LFTs. All staff to follow the contents of this risk assessment. All staff to have enhanced DBS check. 				Staff will be supervised by school staff when carrying out their designated tasks

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	Covid Coordinator	February 2021	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	February 2021	

Additional Notes
Weekly 'COVID-19' meetings are held to discuss plan/data/ideas/feedback, which are attended by key staff involved in the testing process. Also, regular Union meetings are held to pass on/share/discuss any issue that arise.

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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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 so as to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date
A Montrose							
N Pinchard							
S Tiplady							
N Gardiner							
S Mansfield							
C Sharples							
M Souch							
A Gray							

All LFD risk assessments will need to be shared with governors so that they can continue to have oversight.



Test and Trace

LA maintained schools should email their LFD risk assessment to Amie Stocks (amie.stocks@manchester.gov.uk) by Friday 15 January. Amie will review them and provide feedback as necessary.