

COVID19- Schools' Lateral Flow Testing Risk Assessment: St Matthew's RC High School

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.

Assessment Date	13/1/21	Lead Assessor	C Ostmeier	Contract		Assessment Number	1
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at St Matthew's RC High School						
Activities Involved	Traversing the site on foot Testing staff and students				Location	NOF (next to sports hall)	
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	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<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 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. • 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 through building by queue managers and all other staff. • 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 PCR test kits for first 200 subjects 	2	4	8	<p>Consider pre- registering students and staff on the system once appropriate consent has been obtained. This will help minimise the time spent at the registration desk.</p> <p>If consent is not forthcoming, if possible, contact the parents to discuss. (More parents may provide consent when advised of the alternative of 10 day isolation if their child is a close contact).</p>
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2	<p>Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u></p>	<p>Transmission of the virus leading to ill health or potential death</p>	<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. • 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. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • 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. • Staff on site wear the appropriate PPE for their role. • Testing site layout is adopted from the recommended layouts within the 'How To' Guide Rapid Testing in School and Colleges' document • LFT user journey will be filmed and communicated to staff, children and parents so they are familiar with the testing site and the testing process. • Groups of pupils will be taken to/from testing staff by staff in full PPE and avoiding crossing of bubbles. 	2	4	8	<p>Consider pre- registering students and staff on the system once appropriate consent has been obtained. This will help minimise the time spent at the registration desk.</p>
3	<p>Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u></p>	<p>Transmission of the virus leading to ill health or potential death.</p>	<ul style="list-style-type: none"> • As Above • All sites will display appropriate signage, • Respiratory hygiene 'Catch it, bin it, kill it'; • 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 • Testing bays are at least 2m apart with clear signage. 	2	4	8	-

4	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	
5	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 Maximum of 8 tests to be processed at any one time to ensure accuracy and reduce risk of contact. 	2	4	8	
6.	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. A designated separate waste area is being set up in the NOF, with clear signage to allow us to properly disposal of the separate types of waste. In the event of a positive test all testing site staff will change full PPE and ensure full sanitisation of the area. Recorder will sanitise between each recording. 	2	4	8	
7	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	

8	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 on site wear the appropriate PPE for their role. • If staff member tests positive they are provided with PCR test, leaves site and follows national PCR test isolation guidance. • 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). Student/ parent is provided with PCR test and follows national PCR test isolation guidance. • Pupil that has tested positive will be escorted by staff member from testing team in full PPE to the Hygiene Room and waits until parents arrive • Parents contacted by front office. • Classroom and Hygiene Room deep cleaned and sanitised. Other members of the class moved to a different classroom. 	2	5	10	
9	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 consent process, including measures to be taken in these circumstances. E.g. epipen. Registration to make testing operative aware. • Sick bowls/bags available for those children with strong gag reflexes. • Infection control and cleaning measures in place 	2	4	8	
10	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	Consider pre- registering students and staff on the system once appropriate consent has been obtained.

11	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 x hrs of registration. • Subjects are called for a retest. 	2	4	8	
12	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. • Follow procedures on the Safety Data Sheet provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	2	2	4	
13	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	
14	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 Health and Safety Policy. 	2	3	6	

15	<p>Unauthorised access by members of the public.</p>	<p>Unauthorised access to test site. Safeguarding risk.</p>	<ul style="list-style-type: none"> Access controlled to school grounds; perimeter fencing, gated entry to car park, access controlled to school building. 	2	4	8	
16	<p>Uneven surfaces (floor protection in Testing and Welfare areas).</p>	<p>Slip/ trip hazard</p>	<ul style="list-style-type: none"> Ensure testing site floor is stable and even NOF (small sports hall) to be used as test site 	2	2	4	
17	<p>Stairs to/ from sample processing/ registration area and welfare space.</p>	<p>Slip/ trip hazard</p>	<ul style="list-style-type: none"> Ensure any stairs within the test site area (if applicable) are regularly checked for any hazards. 	2	2	4	
18	<p>Inclement weather</p>	<p>Staff/ children unable to get to school due to inclement weather</p> <p>Increased slip risk.</p>	<ul style="list-style-type: none"> Refer to school's snow/ ice policy/ risk assessment. If insufficient number of staff to complete test process, tests should be deferred. This will mean 'serial testers'/ close contacts should isolate until the next lateral flow test can be completed. If 'serial testers'/ close contacts are unable to get to school due to inclement weather, they must isolate until the next lateral flow test can be completed. 	2	2	4	
19	<p>Electrical safety/ plant & equipment maintenance.</p> <p>Defective electrical equipment.</p>	<p>Electrical risk</p>	<ul style="list-style-type: none"> Refer to school's PPM (Planned Preventative Maintenance) and ensure this is maintained. Defect reporting procedure in place. 	2	2	4	Contact helpdesk for immediate concerns.

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	15/1/21	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	15/1/21	
3	WEEKLY REPORTING TEMPLATE	Covid Coordinator		

Additional Notes

Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

Likelihood

- Rare**, will probably never happen/recur
- Unlikely**, do not expect it to happen, but is possible
- Possible**, Might happen
- Likely**, will probably happen
- Almost Certain**, will undoubtedly happen

Severity

- Negligible
- Minor
- Moderate
- Major
- Critical

Risk control strategies

- Intolerable** – stop activity, take immediate action to reduce the risk
- Substantial** - Take action within an agreed period
- Tolerable** – monitor the situation
- Trivial** – No action required

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.

Persons involved in assessment

Signature of Lead Assessor

Date – —

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident —

Review date	Comments	Reviewed by	Signature

Review date	Comments	Reviewed by	Signature

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

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

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.