

## RISK ASSESSMENT – LATERAL FLOW TESTING

<b>Company Name:</b>	Brighter Futures Learning Partnership Multi-Academy Trust									
<b>Location:</b>	Hungerhill School, Hungerhill Lane, DN3 2JY									
<b>Date of Assessment:</b>	07/01/2021	<b>Review Date:</b>		To be reviewed in line with updated Government guidance		<b>Revision No:</b>		01		
<b>Persons Exposed:</b>	<b>Employees:</b>	<input checked="" type="checkbox"/>	<b>Students:</b>	<input checked="" type="checkbox"/>	<b>Public / Visitors:</b>	<input type="checkbox"/>	<b>Contractors:</b>	<input type="checkbox"/>	<b>Estimated total number of persons at risk:</b>	1500
	<b>New / Expectant Mothers:</b>			<input type="checkbox"/>	<b>Vulnerable Persons:</b>	<input type="checkbox"/>	<b>Other:</b>	<input type="checkbox"/>		

<b>Activity Description:</b>	General and clinical activities in order to carry out lateral flow testing for COVID-19 with staff and students at the school
------------------------------	---

## RISK ASSESSMENT – LATERAL FLOW TESTING

Hazard	How Can Harm Occur?	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
		L	S			L	S			Yes	No
Lack of Training	Incorrect use of the test kits may provide a wrong test result or expose persons to the live virus	4	5	<b>20</b>	<ul style="list-style-type: none"> <li>The school has developed a COVID-19 risk assessment which informs staff of the general requirements for COVID-19.</li> <li>The school has access to, and will follow, Government and Local Authority guidance. These documents can be found in the following locations (others may be available):                             <ul style="list-style-type: none"> <li><a href="#">Gov.uk</a></li> <li><a href="#">Government Document Package</a></li> <li><a href="#">NHS</a></li> </ul> </li> <li>Anyone showing symptoms of coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, their normal sense of taste or smell - anosmia), or have someone in their household who is, not allowed in a school or childcare setting.</li> <li>Staff and families with COVID-19 symptoms to follow Government guidance and self-isolate at home.</li> <li>The approach to testing will be communicated to all testing staff.</li> <li>All staff must complete the NHS online training and onsite run through on the first day of testing.</li> <li>Ongoing QA undertaken throughout the testing period</li> <li>Signage is provided and displayed indicating how the test is to be performed for all test subjects to follow.</li> </ul>	2	5	<b>10</b>	Ensure all staff training is recorded and logged centrally. Ensure that the competency assessment form (in the Government Document Package) is completed for each testing person.	✓	

## RISK ASSESSMENT – LATERAL FLOW TESTING

<b>Lack of Planning</b>	Failure to ensure adequate facilities and equipment is available for use may expose persons to the live virus	3	5	<b>15</b>	<ul style="list-style-type: none"> <li>• The school has considered how and where the testing will take place.</li> <li>• The testing area and workflow has been planned.</li> <li>• Storage space for the testing kits has been considered.</li> <li>• The PPE requirements for the testing have been determined.</li> <li>• All persons to be tested must complete a consent form. The consent form is issued prior to testing commencing. Consent must be given voluntarily and cannot be forced.</li> <li>• Continual push for consent in the lead up to students safe return to school</li> <li>• Thorough training programme implemented for all staff involved in the process.</li> <li>• Video guide to be produced for students in preparation for mass testing</li> </ul>	1	5	<b>5</b>	None.	✓	
-------------------------	---	---	---	-----------	--	---	---	----------	-------	---	--

Hazard	How Can Harm Occur?	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
		L	S			L	S			Yes	No
<b>Incorrect PPE</b>	Failure to provide or wear the correct PPE may expose testing staff to the live virus	4	5	<b>20</b>	<ul style="list-style-type: none"> <li>• All testing staff to wear appropriate PPE which will include:                             <ul style="list-style-type: none"> <li>○ Disposable gloves</li> <li>○ Disposable plastic apron</li> <li>○ Fluid resistant face mask</li> </ul> </li> <li>• PPE is to be provided to the school along with the testing kits.</li> <li>• If PPE is not available then testing must not commence.</li> <li>• Staff are trained in the correct method of doffing and donning PPE.</li> <li>• Bins are provided for the disposable of used PPE. This is taken directly to the outside bins for disposal.</li> <li>• Regular QA undertaken to ensure requirements are being met.</li> </ul>	2	5	<b>10</b>	Use of PPE to be monitored throughout the testing phase.	✓	

## RISK ASSESSMENT – LATERAL FLOW TESTING

<b>Preparation of the Testing Area</b>	Failure to adequately control the testing area may expose persons to the live virus	4	5	<b>20</b>	<ul style="list-style-type: none"> <li>The testing area is clearly identified with signage.</li> <li>Flooring in the test area is non-porous.</li> <li>The test site is well lit and has good airflow.</li> <li>The test area is heated to 15-30°C.</li> <li>The registration desks are the first point where the test subject would enter the test site so that control can be implemented on first contact.</li> <li>There is a one-way direction of travel for test subjects.</li> <li>Swabbing bays are formed with privacy screens.</li> <li>Swabbing bays are a minimum of 2m apart.</li> <li>Each swabbing desk has a processing desk close by.</li> <li>Test subjects should not enter the processing area. Clear signage in place to demarcate the processing and testing area.</li> <li>Social distancing, disability access and fire safety considered when setting up the testing area.</li> <li>Staff and student testing will be subject to scheduling.</li> <li>Signage is provided and displayed indicating how the test is to be performed for all test subjects to follow.</li> </ul>	1	5	<b>5</b>	None	✓	
--	---	---	---	-----------	---	---	---	----------	------	---	--

Hazard	How Can Harm Occur?	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
		L	S			L	S			Yes	No

## RISK ASSESSMENT – LATERAL FLOW TESTING

<b>Testing</b>	Failure to adequately control the testing operation may expose persons to the live virus	4	5	<b>20</b>	<ul style="list-style-type: none"> <li>All testing staff are identified and trained.</li> <li>Only trained staff are permitted to undertake the testing process.</li> <li>PPE is provided and must be worn to all staff involved in the testing procedure.</li> <li>All persons being tested must complete a consent form. If a consent form is not on file then the test must not occur. Consent is given voluntarily and is not forced.</li> <li>Consent must be given by the persons themselves, if over the age of 16, or by parents / legal guardians if of school age or if consent cannot be given by the individual.</li> <li>Instructions provided with the testing kits, and in line with training received, will be followed at all times.</li> <li>Testing will consist of a throat and nasal swab, unless this proves distressing in which case a nasal swab only will be taken.</li> <li>The test will be self-administered by the test subject unless there is a specific reason why assistance is required.</li> <li>The school has a procedure in place for invalid tests.</li> <li>The school has a procedure in place for staff or students that cannot or refuse to take the test.</li> <li>The school has a procedure in place for any positive LFD test results</li> <li>All test subjects are to follow the one-way system at all times and exit the testing area on completion of the sample.</li> <li>Signage is provided and displayed indicating how the test is to be performed for all test subjects to follow.</li> </ul>	1	5	<b>5</b>	Ensure all consent forms have been issued prior to testing commencing.	✓
----------------	--	---	---	-----------	---	---	---	----------	--	---

Hazard	How Can Harm Occur?	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
		L	S			L	S			Yes	No

## RISK ASSESSMENT – LATERAL FLOW TESTING

<b>Testing requiring assistance</b>	The test subject may not be able to perform the test and may need assistance. Incorrect procedures may lead to exposure of the live virus	4	5	<b>20</b>	<ul style="list-style-type: none"> <li>Where the test subject cannot undertake the test themselves, a procedure for allowing a third party to provide assistance will be followed.</li> <li>The third party will typically be the test subject's parent / guardian (in the case of students) and partners or other family members (for staff).</li> <li>Staff will not perform the test unless consent is provided from the test subject and staff are in agreement that they feel able to provide assistance.</li> <li>Training will be provided to the person undertaking the test if necessary.</li> <li>Training provided for specific staff to support with assisted testing</li> <li>If the test subject is in distress during the testing procedure, then the test will not be completed forcibly.</li> </ul>	2	5	<b>10</b>	None	✓	
<b>Incorrect test result</b>	Wrong samples or miscoding of the results may mean the incorrect test results are provided. This could allow a potential positive case to come into contact with others.	4	5	<b>20</b>	<ul style="list-style-type: none"> <li>Staff are trained in the process.</li> <li>Two identical barcodes are provided to the test subject at check in.</li> <li>The test subject's details are registered to a specific barcode ID before conducting the test.</li> <li>Barcodes are attached by trained staff only at the sample collection point.</li> <li>Barcodes are checked for congruence at the analysis station and applied to the Lateral Flow Device at this station.</li> <li>Registration details are duplicated – once with the NHS track and Trace in addition to being recorded on the schools own C-19 tracking document</li> <li>Subjects who have not received a result within 2 hrs of registration will be recalled.</li> </ul>	1	5	<b>5</b>	None	✓	


Hazard	How Can Harm Occur?	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
		L	S			L	S			Yes	No

## RISK ASSESSMENT – LATERAL FLOW TESTING

<b>Test Analysis</b>	Handling the testing materials may expose persons to the live virus.	4	5	20	<ul style="list-style-type: none"> <li>• Testing will have the following outcomes:               <ul style="list-style-type: none"> <li>◦ <b>Negative Result</b> – the test subject continues with normal activities until the next test is due.</li> <li>◦ <b>Positive Result</b> – the test subject must follow Government guidance and take a confirmatory PCR test, and self-isolate until the result of the PCR test is available.</li> </ul> </li> <li>• <b>If the PCR test is positive</b> – the subject must complete 10 days of self-isolation and provide details to NHS Track and Trace as required. <b>If the PCR test is negative</b> – the subject may continue with normal activities until the next test is due.</li> <li>• Weekly staff testing is available for all staff twice a week</li> <li>• Serial testing of students - (this initiative is currently 'paused' by the DfE however, in the event of this resuming) - A lateral flow test needs to be conducted at the start of each school day for 7 days to remain in school.</li> <li>• Staff and students who do not wish to be tested daily, or re unable to be tested for any reason, must self-isolate in accordance with Government guidance should they be in contact with any confirmed case or if they have symptoms.</li> </ul>	1	5	5	None	✓	
<b>Contact between persons whilst undertaking testing increasing the risk of transmission of COVID19</b>	Transmission of the virus leading to ill health or potential death	3	5	15	<ul style="list-style-type: none"> <li>• The school COVID risk assessment and the measures within are adhered to all times whilst on the school site.</li> <li>• A one-way flow of subjects through space is to be initiated and maintained at all times.</li> <li>• Testing Staff who are in close proximity of test subjects will wear gloves, apron and face mask.</li> <li>• Testing Staff are aware of symptoms and are instructed to remove themselves from school and immediately request a test at the onset of any symptom.</li> <li>• If any member of the Testing Staff feels that the controls are not being adhered to, the testing must cease until any concerns are addressed.</li> </ul>	1	5	5	None	✓	
<b>Hazard</b>	<b>How Can Harm Occur?</b>	<b>Factors of Harm</b>	<b>Risk</b>	<b>Control Measures</b>		<b>Factors of Harm</b>	<b>Residual Risk</b>	<b>Further Actions</b>	<b>Acceptable Risk?</b>		

## RISK ASSESSMENT – LATERAL FLOW TESTING

		L	S			L	S			Yes	No
<b>Occupational illness or injury</b>	Staff exhibiting / feeling effects that may indicate COVID 19 is present.	2	5	<b>10</b>	<ul style="list-style-type: none"> <li>• Staff training and information provided.</li> <li>• Staff to isolate and remove themselves from school immediately and request a test.</li> </ul>	1	5	<b>5</b>	None	✓	
<b>Cleaning</b>	Lack of cleaning gives the potential for the live virus to exist on surfaces and to be spread to others.	4	5	<b>20</b>	<ul style="list-style-type: none"> <li>• Cleaning staff are provided for the testing area.</li> <li>• Appropriate cleaning materials are provided to testing staff.</li> <li>• The swabbing bays are cleaned between each user by a staff member.</li> <li>• Appropriate bins are provided for waste disposal.</li> <li>• Cleaning staff are provided with appropriate PPE to include:                             <ul style="list-style-type: none"> <li>○ Disposable gloves</li> <li>○ Disposable aprons</li> <li>○ Facial coverings</li> </ul> </li> </ul>	1	5	<b>5</b>	None	✓	
<b>Hazardous Substances</b>	The testing kits contain disodium hydrogen phosphate, sodium phosphate monobasic and sodium chloride	2	5	<b>10</b>	<ul style="list-style-type: none"> <li>• Gloves used for the testing should be Nitrile gloves. These should be worn at all times.</li> <li>• If splashing of the test solution is likely then eye protection and impervious clothing should be worn. This is unlikely however as the test kits are pre-prepared.</li> <li>• If the solution is spilt, then the spill should be wiped up with an absorbent cloth and this should be disposed of into a suitable waste bin.</li> <li>• If the test solution has expired then the test should not be used.</li> </ul>	1	5	<b>5</b>	None	✓	
<b>Storage</b>	Incorrect storage could damage the test kits or allow access to unauthorised persons	3	4	<b>12</b>	<ul style="list-style-type: none"> <li>• Suitable, secure, storage facilities have been identified.</li> <li>• Kits can be stored at room temperature.</li> <li>• The extraction solution and test cartridge should be stored between 2 and 30°C.</li> </ul>	1	4	<b>4</b>	Storage facilities should be checked periodically.	✓	

<b>Name of Assessor:</b>	Ian Clayton CMIOSH	<b>Signature:</b>	
--------------------------	--------------------	-------------------	---

### Action Plan



## RISK ASSESSMENT – LATERAL FLOW TESTING

Hazard	Further Actions	Assigned To	Due Date	Priority

Severity	5	5	10	15
	4	4	8	12
	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
Likelihood				

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 6 = Low
2 = Unlikely	2 = Minor Injury or Illness	8 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

### Signing Sheet

By signing this document below, I confirm that I have read and understood the content of the risk assessment above. I understand that the company requires me to comply with all controls and policies described in the risk assessment and that failure to adhere to the contents may result in disciplinary action against me.

