

## RISK ASSESSMENT – LATERAL FLOW TESTING

<b>Company Name:</b>	Brighter Futures Learning Partnership Multi-Academy Trust									
<b>Location:</b>	Doncaster UTC, College Road, Doncaster DN1 3BF									
<b>Date of Assessment:</b>	25/01/21	<b>Review Date:</b>	09/09/2021	<b>Revision No:</b>	02					
<b>Persons Exposed:</b>	<b>Employees:</b>	✓	<b>Pupils:</b>	✓	<b>Public / Visitors:</b>		<b>Contractors:</b>		<b>Estimated total number of persons at risk:</b>	350
	<b>New / Expectant Mothers:</b>				<b>Vulnerable Persons:</b>		<b>Other:</b>			

<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
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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	20	<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="https://www.gov.uk">Gov.uk</a></li> <li>○ <a href="#">Government Document Package</a></li> <li>○ <a href="https://www.nhs.uk">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	10	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.	✓	
Lack of Planning	Failure to ensure adequate facilities and equipment is available for use may expose persons to the live virus	3	5	15	<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>• Thorough training programme implemented for all staff involved in the process.</li> </ul>	1	5	5	None.	✓	

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		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.	✓	
<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 desk is at 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 pupil 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	✓	

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Testing	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 pupils 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.	✓	

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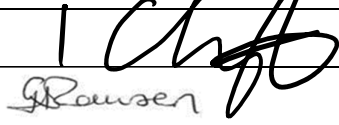
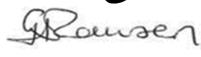
Hazard	How Can Harm Occur?	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
		L	S			L	S			Yes	No
Testing requiring assistance	The test subject may not be able to perform the test and may need assistance. Incorrect procedures may lead to exposure 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 pupils) 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>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	✓	
Incorrect test result	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	✓	

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Test Analysis	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.</li> <li>• <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 <b>once</b> 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 pupils who do not wish to be tested daily, or are 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> <li>• <b>With a positive result from PCR test any person that has been in close contact with the person testing positive should self-isolate for 10 days</b></li> </ul>	1	5	5	None	✓	
Contact between persons whilst undertaking testing increasing the risk of transmission of COVID19	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	✓	

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Occupational illness or injury	Staff exhibiting / feeling effects that may indicate COVID 19 is present.	2	5	10	<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	5	None	✓	
Cleaning	Lack of cleaning gives the potential for the live virus to exist on surfaces and to be spread to others.	4	5	20	<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	5	None	✓	
Hazardous Substances	The testing kits contain disodium hydrogen phosphate, sodium phosphate monobasic and sodium chloride	2	5	10	<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	5	None	✓	
Storage	Incorrect storage could damage the test kits or allow access to unauthorised persons	3	4	12	<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	4	Storage facilities should be checked periodically.	✓	

Name of Assessor:	Ian Clayton CMIOSH	Signature:	
Reviewed by:	Garath Rawson, Principal	Signature:	

## RISK ASSESSMENT – LATERAL FLOW TESTING

### Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
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	



