



# **BCEHS – In School Lateral Flow Device Testing**

## **Risk Assessment**

**Version 3 – 2 March 2021**

No.	Hazards	Associated risks	Control Measures	Risk evaluation (post measures)	Additional control needed – to be held under weekly review and added as appropriate
1	Contact between subjects, increasing the risk of transmission	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Only asymptomatic people to be tested. All staff and students 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.</li> <li>• Testing site staff showing symptoms or feeling unwell will either not take part or remove themselves from the testing area, following all hygiene measures.</li> <li>• Face masks: Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by staff.</li> <li>• Prominent signage reminding all to always wear a face mask in the test area apart from during the actual swabbing – to be communicated in advance.</li> <li>• Hand hygiene: All staff and students to use hand sanitiser provided on entrance to the test area and after completion of test/task.</li> <li>• Social distancing: Two metre social distancing to be maintained between all staff and students.</li> <li>• One way system in place from entry to exit of test area to ensure all individuals face one way and do not have to pass others.</li> <li>• Cleaning: Whole test area to be cleaned twice a day. All individual desks/stations to be cleaned after every test in line with training guidance.</li> <li>• Limited clutter - chairs only on request; no physical handing of documents to subjects except registration cards and PCR test kits for first 200 subjects</li> </ul>	Low - due to systems of control	
2	Contact between subjects and staff increasing the risk of transmission of	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Registration to be completed by main office staff day before testing minimising time at the registration desk.</li> <li>• Staff to do self-registration once they have collected their cards</li> <li>• Sanitiser available at all stages.</li> <li>• Training to be given to each role using the training videos.</li> <li>• All staff to have appropriate PPE for their role.</li> </ul>	Low - due to the use of PPE and 2 metre rule	

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	COVID-19: Welcome & registration		<ul style="list-style-type: none"> <li>• 2 metre distance to be maintained unless essential to break due to an incident.</li> <li>• Area to be cleaned after each session.</li> <li>• QA to take place weekly to ensure all measures are adhered to.</li> </ul>		
3.	Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Training to be given to each role using the training videos. And NHS training in person</li> <li>• Appropriate PPE to be worn at all times.</li> <li>• PPE to be changed as per the requirements of the role.</li> <li>• 2 metres distance to be maintained.</li> <li>• Floor tape to be used to mark barriers as required</li> <li>• Adequate shielding to be in place.</li> <li>• QA to take place weekly to ensure all measures are adhered to.</li> </ul>	Low	
4	Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Training to be given to each role using the training videos.</li> <li>• Appropriate PPE to be worn at all times.</li> <li>• PPE to be changed as per the requirements of the role.</li> <li>• QA to take place weekly to ensure all measures are adhered to.</li> <li>• Minimum number of staff to handle samples.</li> <li>• PPE to be worn at all times in the key roles.</li> <li>• Limited need for runner to handle test sample. Processor will write results on LFD and registration card. Registration card will be taken to results recorder rather than the LFD. LFD to be disposed of as medical waste by processor.</li> </ul>	Medium - due to the volume of work	
5	Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Training to be given to each role using the training videos.</li> <li>• Appropriate PPE to be worn at all times.</li> <li>• LFD with sample to be put in own tray and moved away from sample before cleaning of area and disposal of sample.</li> <li>• PPE to be changed as per the requirements of the role.</li> <li>• Cleaning of the area to take place after test and session.</li> <li>• QA to take place weekly to ensure all measures are adhered to.</li> </ul>	Low – due to PPE and training in place	
6	Contact between	Transmission of the virus	<ul style="list-style-type: none"> <li>• Use of appropriate training to show how to dispose of samples safely to be shown to all staff.</li> </ul>	Medium - but	

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	samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	leading to ill health or potential death	<ul style="list-style-type: none"> <li>• PPE to worn and used at all time as per the training videos.</li> <li>• Medical waste to be disposed of in line with guidance from Bury NHS Clinical Commissioning Group and Rentokil who are responsible for collecting this from site.</li> <li>• If for any reason medical waste can not be collected once correctly bagged will be stored in an isolated space for 72 hours before being put in bins with main school waste.</li> </ul>	reduced due to PPE	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• Training to be given to each role using the training videos to minimise likelihood of wrong samples, miscoding of results or incorrect communication.</li> <li>• Subjects with a void test result will be asked to complete the test again on the same day.</li> <li>• Examples of all possible results to be available for reference by processors.</li> <li>• QA to take place weekly to ensure minimum errors or identify problems in staff capabilities.</li> <li>• Pupils and staff who have tested positive for Covid-19 in the previous 90 days will not be tested. If they develop symptoms, they will be sent home to isolate and arrange a PCR test.</li> </ul>	Low	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & no result communicated to individual	<ul style="list-style-type: none"> <li>• Subjects are to be called for a retest.</li> <li>• The main office staff will register subjects 24 hours prior to testing to ensure NHS and in-school records are accurate.</li> <li>• Registration card with 2 identical barcodes is provided to subject on arrival.</li> <li>• Barcode attached by trained staff at the sample collection bay to the LFD.</li> <li>• Processor will write results on both LFD and registration card.</li> <li>• Results to be recorded by main office staff from registration card which has both subject name and barcode on so that it can be crosschecked.</li> <li>• Barcodes to be typed into the NHS database removing possibility of failed scan.</li> </ul>	Medium	

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9	Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (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"> <li>• Solution not to be used if it has expired.</li> <li>• <b>PPE:</b> 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.</li> <li>• Environmental: Product will not enter drains, to be disposed of as medical waste.</li> <li>• Spillages: surfaces which the solution has been spilt on will be wiped with appropriate cleaning materials, cleaning materials to be disposed of as medical waste.</li> <li>• 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.</li> </ul>	Low	

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10	Occupational illness or injury	Potential staffing issues to man the test site  Delay pupil return to learning	<ul style="list-style-type: none"> <li>• Current In-school staff/volunteers to be enhanced by staff provided by Hays agency – 5 staff have been confirmed</li> <li>• Weekly testing of school staff to take place on one or possibly two specified days to ensure testing staff availability. Staff who can not attend on these days are to be asked to go to a council test site. Details to be given to staff.</li> <li>• Staff to be increased when mass testing on full school return – to be outsourced.</li> <li>• Team leaders to keep check on the welfare of the team.</li> <li>• Staffing levels to be reviewed and possible closure of test site if staff are ill.</li> <li>• All incidents to be carefully reported.</li> <li>• All training to be followed for each role</li> </ul>	Low	
11	Use of shared equipment	Risk of transmission and contaminating sample	<ul style="list-style-type: none"> <li>• None of the actual testing equipment will be shared.</li> <li>• Shared items to aid testing e.g., mirrors, test tube holders, liquid bottle, trays, timers will be cleaned down in line with training guidance.</li> </ul>	Low	
12	Someone tests positive	Infection of other people in school	<ul style="list-style-type: none"> <li>• If a pupil tests positive individual to be isolated in the Emmaus Centre on confirmation of test result.</li> <li>• Parents to be rung to collect their child.</li> <li>• Staff, maintaining safe distance/wearing PPE to undertake track and trace with child while waiting for collection.</li> <li>• On collection of their child parents to be given written instructions on the need to complete a PCR test to confirm the LFD result and the need for whole family to isolate.</li> <li>• Staff testing positive are to leave school, isolate and arrange for a PCR test.</li> <li>• School to provide PCR test for positive subject to complete at home.</li> </ul>	Low	
13	Individual refuses to take the test on the day	If a close contact of a positive case	<ul style="list-style-type: none"> <li>• Weekly testing for staff is not mandatory and they will not be forced to take the test.</li> <li>• If a contact of a positive case refuses to take the test they will be isolated in the Emmaus Centre, parents will be notified of their</li> </ul>	Low	

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		could spread the infection	child's decision and asked to collect their child. The pupil will be instructed to stay at home and isolate. They will not be able to re-join the testing programme the next day.		
14	Inappropriate safeguarding arrangements during the testing process	Access to pupils by individuals who have not undergone the appropriate checks	<ul style="list-style-type: none"> <li>• All adults involved with in the serial contact testing programme will <b>either</b> hold an Enhanced Disclosure for Regulated Activity or will be closely supervised by a member of the school staff who themselves are in regulated activity and hold the appropriate certificate.</li> <li>• Only authorised personnel will be permitted to access the test area.</li> <li>• Authorised personnel who are not employees of the school will be issued with appropriate ID or other such method of identification.</li> </ul>	Low	
15	Inappropriate testing venue	<p>Could increase the spread of infection or the likelihood of poor test results</p> <p>Temperature in room causes void results</p>	<ul style="list-style-type: none"> <li>• Testing will take place indoors in a designated area determined by the school. (Seminar room or Sports Hall)</li> <li>• Sports hall heating to be kept at required temperature and HA to check daily the heating system</li> <li>• The testing area will be reasonably close to dedicated toilet facilities for use by both pupils and staff/other adults.</li> <li>• The testing area will have ready access to hand hygiene facilities e.g. soap and water/alcohol-based sanitiser (minimum 60% alcohol).</li> <li>• Flooring will be easy to clean and non-porous and the test site cleanable with the approved cleaning product.</li> <li>• Testing area will be well lit and have sufficient ventilation to ensure a good airflow with no recirculation of air.</li> <li>• Testing area, sample collection stations and privacy booths will be easy to clean and sterilise.</li> <li>• All surfaces will be decluttered of equipment that is not required to run the testing.</li> <li>• Enough space will be allocated for storage of both test kits (at the correct temperature) and Personal Protective Equipment (PPE).</li> <li>• Testing area will have directional signing showing the way in and way out (one directional) where possible – where this is not</li> </ul>	Low	

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			<p>possible, arrangements will be in place to ensure that test subjects are able to exit the room whilst maintaining a physical distance of 2m.</p> <ul style="list-style-type: none"> <li>Testing area to be laid out and de-marked in line with government/NHS guidance <a href="#">COVID-19 National Testing Programme: Schools and College handbook</a> – December 2020</li> </ul>		
16	Unclean test centre	Contamination of tests	<ul style="list-style-type: none"> <li>Whole test area to be cleaned, as a minimum, twice a day (between sessions at lunchtime and at the end of the day due to the early start for testing). Cleaning of test area to include tables and booths being cleared away and whole floor area mopped. School cleaning staff will do this but only when no testing is being conducted.</li> <li>Cleaning will take place in accordance with the school's current risk assessment</li> <li>Each individual station to be cleaned down either by test subject or relevant staff member between each test in line with government guidance and training materials.</li> <li>Appropriate PPE to be worn by all staff.</li> </ul>	Low	
17	Uneven surfaces (floor protection for the testing and welfare space	Trip and falls resulting in injury or damaged sampling and therefore increased risk of contact with the sample	<ul style="list-style-type: none"> <li>Floor is in good condition and not uneven.</li> <li>Site and set up to be checked by SBE, KM and DG before start.</li> <li>PPE to be worn as per each role to minimise contact with sample.</li> </ul>	Low	
18	Inclement weather	Outside queue subjects getting unduly wet. Water on surface of floor	<ul style="list-style-type: none"> <li>Initial test site to be in main school building (seminar room) can be accessed from inside so minimise likelihood of outside queuing.</li> <li>Entrance to mass testing site (Sports Hall) can be changed if outside queue cannot happen, use of changing rooms as holding areas and restricted call downs of pupils for mass testing so all can enter at once.</li> </ul>	Medium	



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		causing trip hazard.	<ul style="list-style-type: none"> <li>Mop and bucket available to ensure any wet floors are addressed.</li> </ul>		
19	Manual handling	Injury caused by lifting etc	<ul style="list-style-type: none"> <li>Site set up before staff take up roles so no need for heavy lifting.</li> <li>Site team to be available for any issues.</li> </ul>	Low	
20	Electrical safety and plant equipment maintenance Defective electrical equipment	Failure to record results due to electrical failure. Temperature drops below the right level invalidated tests.	<ul style="list-style-type: none"> <li>Where necessary site and electrical equipment wires to be tapped down safely and adhere to safety standards.</li> <li>All equipment to have been PAT tested within last 12 months.</li> <li>Thermometers to be kept in place where kits are stored, and tests are undertaken.</li> <li>Temperature to be monitored in mass testing area (Sports Hall) as size of space can be cold. Heating timing to be adjusted accordingly.</li> <li>QA of results to make sure the results are accurate and not producing invalid results.</li> <li>Re-test if required.</li> </ul>	Low	
21	Home testing programme is not effective	Home testing kit does not make it home  Home testing is not carried out accurately  Staff and parents do not inform school of the results	<ul style="list-style-type: none"> <li>Pupil support to identify students who are not likely to take kits home and distribute direct to the parents</li> <li>Students will have completed three in school tests and a letter to go out.</li> <li>Microsoft form has been set up for staff and parents to record results. Automatic email to be sent to KM and DG for any positive results</li> </ul>	Low	

#### Control Improvements

Action no.	Recommended additional control measures	Responsibility	Target Date	Date completed
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1	Content of the risk assessment to be communicated with all workers as part of induction	Covid Coordinator		
2.	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency			

<p><b>Additional notes</b></p> <p>2 test areas to be used.  Current weekly testing of staff and contacts of a positive in the seminar room. Mass testing in the Sports Hall – testing to be upscaled in all ways for this venue.</p> <p>We need to identify area where those taking part in positive contact testing will wait for their results, they need to be separate from others and socially distanced from each other.</p>
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Reviews
1.
2.

Risk assessment completed MR S Braithwaite