

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.

This risk assessment should be used in conjunction with the MSPRU Covid-19 Risk Assessment & Management Plan (last updated 3rd March 2021), the Covid-19 Suspected Case Actions Flowchart and the Covid-19 Confirmed Case Actions Flowchart.

This risk assessment will be reviewed every half term.

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 Manchester Secondary PRU						
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	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/masks to be worn as appropriate whilst on the premises. • Hand hygiene: All subjects to use hand sanitiser/ warm water and soap provided on arrival & adherence to this enforced by staff. • Social distancing: Two metre social distancing to be maintained between subjects. • 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 staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Due to the small scale testing sites for relatively low numbers of people in MSPRU Learning Centres we will, wherever possible, only 1 person being tested will be in the testing area at any one time. • Each testing site in MSPRU Learning Centres will serve the staff and pupils in that group/bubble only. Different groups/bubbles will not share sites. 	2	4	8	If consent is not forthcoming, if possible, contact the parents to discuss.

2	Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by 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 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. • The testing area will use standard desks that are 2m apart. Polling booths will not be used. Due to the small scale testing sites for relatively low numbers of people in MSPRU Learning Centres we will, wherever possible, only 1 person being tested will be in the testing area at any one time. • Each testing site in MSPRU Learning Centres will serve the staff and pupils in that group/bubble only. Different groups/bubbles will not share sites. • 	2	4	8	<p>Consideration should be given to preventing spread between those being tested. Key mitigation would be for class groups/ bubbles to be tested together and then taken back to their classroom while awaiting the result. However, as each school has differing circumstances it will be down to individual school leaders to determine whether staff/ students need to wait for the test result before going about their 'normal' daily timetable. For staff in mainstream schools this is easier as they should follow social distancing and ensure good hand hygiene, whereas for special school staff this is may not be the case.</p>
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"> • 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 • The testing area will use standard desks that are 2m apart. Polling booths will not be used. Due to the small scale testing sites for relatively low numbers of people in MSPRU Learning Centres we will, wherever possible, only 1 person being tested will be in the testing area at any one time. • Each testing site in MSPRU Learning Centres will serve the staff and pupils in that group/bubble only. Different groups/bubbles will not share sites. 	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. Please contact the Local Authority if you wish to utilise the polling booths. <p>Handheld or stand-alone mirrors should be used by the staff/ student to allow them to ensure the swab is taken correctly.</p>

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 Due to the small scale testing sites for relatively low numbers of people in MSPRU Learning Centres we will, wherever possible, only 1 person being tested will be in the testing area at any one time. Each testing site in MSPRU Learning Centres will serve the staff and pupils in that group/bubble only. Different groups/bubbles will not share sites. 	2	4	8	Consideration should be given to the maximum number of tests that can be processed at any one time. Results to be recorded and scanned to Business Support for central registration. Ensure cleaning of photocopier and appropriate retention of documents securely onsite.
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. 	2	4	8	<p>It is important that ALL clinical waste from the test process is placed in clinical waste bins. We would not recommend having a waste bin in the testing bay for students/ staff to put clinical waste in. We would recommend that all clinical waste is disposed of by the processing team, in the correct PPE, in clinical waste bins.</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>

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/masks to be worn by subjects as appropriate on site • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by 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/carers to collect if test positive. (See School Covid Risk Assessment re cleaning of area, distancing and PPE to be worn if necessary). Student/ parent/ carer is provided with PCR test and follows national PCR test isolation guidance. If a parent/ carer is not able to collect, taxis have agreed to transport with appropriate warning. • Due to the small scale testing sites for relatively low numbers of people in MSPRU Learning Centres we will, wherever possible, only 1 person being tested will be in the testing area at any one time. • Each testing site in MSPRU Learning Centres will serve the staff and pupils in that group/bubble only. Different groups/bubbles will not share sites. 				<p>Consideration should be given to preventing spread between those being tested. Key mitigation would be for class groups/ bubbles to be tested together and then taken back to their classroom while awaiting the result. However, as each school has differing circumstances it will be down to individual school leaders to determine whether staff/ students need to wait for the test result before going about their 'normal' daily timetable. For staff in mainstream schools this is easier as they should follow social distancing and ensure good hand hygiene, whereas for special school staff this may not be as easy.</p>
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 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	

10	Incorrect result communication	Wrong samples or miscoding of results.	<ul style="list-style-type: none"> • Barcodes are provided to subject at check in • The staff member administering the test logs their details to a unique ID barcode before conducting the test. This is then scanned to Business Support once results are known 	2	4	8	
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"> • 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 school'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 Manual Handling risk assessment 	2	3	6
15	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. 	2	4	8
16	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 Consider use of hall/ gym as test site. 	2	2	4
17	Stairs to/ from sample processing/ registration area and welfare space.	Slip/ trip hazard	<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	Inclement weather	Staff/ children unable to get to school due to inclement weather Increased slip risk.	<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. 	2	2	4

19	<p>Electrical safety/ plant & equipment maintenance.</p> <p>Defective electrical equipment.</p>	Electrical risk	<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	
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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		

Additional Notes



Test and Trace