

RISK ASSESSMENT – LATERAL FLOW TESTING

Company Name:	Nexus Multi-Academy Trust									
Location:	Abbey School – All sites									
Date of Assessment:	07/01/2021			Review Date:	09/09/2021			Revision No:	01	
Persons Exposed:	Employees:	✓	Pupils:	✓	Public / Visitors:		Contractors:		Estimated total number of persons at risk:	150
	New / Expectant Mothers:				Vulnerable Persons:		Other:			

Activity Description:	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"> The school has developed a COVID-19 risk assessment which informs staff of the general requirements for COVID-19. 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"> Gov.uk Government Document Package NHS 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. Staff and families with COVID-19 symptoms to follow Government guidance and self-isolate at home. The approach to testing will be communicated to all testing staff. All staff must complete the NHS online training and onsite run through on the first day of testing. Signage is provided and displayed indicating how the test is to be performed for all test subjects to follow. 	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.	✓	

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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"> • The school has considered how and where the testing will take place. • The testing area and workflow has been planned. • Storage space for the testing kits has been considered. • The PPE requirements for the testing have been determined. • 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. 	1	5	5	None.	✓	
Incorrect PPE	Failure to provide or wear the correct PPE may expose testing staff to the live virus	4	5	20	<ul style="list-style-type: none"> • All testing staff to wear appropriate PPE which will include: <ul style="list-style-type: none"> ○ Disposable gloves ○ Disposable plastic apron ○ Fluid resistant face mask • PPE is to be provided to the school along with the testing kits. • If PPE is not available then testing must not commence. • Staff are trained in the correct method of doffing and donning PPE. • Bins are provided for the disposable of used PPE. This is taken directly to the outside bins for disposal. 	2	5	10	Use of PPE to be monitored throughout the testing phase.	✓	

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Preparation of the Testing Area	Failure to adequately control the testing area may expose persons to the live virus	4	5	20	<ul style="list-style-type: none"> • The testing area is clearly identified with signage. • Flooring in the test area is non-porous. • The test site is well lit and has good airflow. • The test area is heated to 15-30°C. • 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. • There is a one-way direction of travel for test subjects. • Swabbing bays will be formed with privacy screens if possible. • Swabbing bays will be a minimum of 2m apart. • Each swabbing desk must have a processing desk close by. • The recording desk must also be close by to the processing desk. • Test subjects should not enter the processing area. There should be clear signage to demarcate the processing and testing area. • Social distancing, disability access and fire safety will be considered when setting up the testing area. • Staff and pupil testing will be subject to scheduling. • Signage is provided and displayed indicating how the test is to be performed for all test subjects to follow. • Where a space cannot be identified on every site or where in individual cases using the school space would create additional issues/risks then further consideration can be given and approval sought for alternative arrangements from the Accounting Officer 	1	5	5	None	✓	

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Testing	Failure to adequately control the testing operation may expose persons to the live virus	4	5	20	<ul style="list-style-type: none"> All testing staff are identified and trained. Only trained staff are permitted to undertake the testing process. PPE is provided and must be worn to all staff involved in the testing procedure. 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. Consent must be given by the persons themselves, if over the age of 16, or by parents / legal guardians if under 16 years old or if consent cannot be given by the individual. Instructions provided with the testing kits, and in line with training received, will be followed at all times. Testing will consist of a throat and nasal swab, unless this proves, or is likely to be, distressing in which case a nasal swab only will be taken. The test will be self-administered by the test subject unless there is a specific reason why assistance is required. The school has a procedure in place for invalid tests. The school has a procedure in place for staff or pupils that cannot or do not wish to take the test. All test subjects are to follow the one-way system at all times and exit the testing area on completion of the sample. Signage is provided and displayed indicating how the test is to be performed for all test subjects to follow. 	1	5	5	Ensure all consent forms have been issued prior to testing commencing.	✓	
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	20	<ul style="list-style-type: none"> Where the test subject cannot undertake the test themselves and an appropriate third party is available to provide assistance then a procedure to allow this will be followed. The third party will be limited to the test subject's parent / guardian (in the case of pupils) and partners or other family members (for staff). Staff will not be expected to perform the test on pupils. Training will be provided to the person undertaking the test if necessary. If the test subject is in distress, or is likely to be, before or during the testing procedure, then the test will not be undertaken/completed. 	2	5	10	None	✓	

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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	20	<ul style="list-style-type: none"> • Staff are trained in the process. • Two identical barcodes are provided to the test subject at check in. • The test subject's details are registered to a specific barcode ID before conducting the test. • Barcodes are attached by trained staff only at the sample collection point. • Barcodes are checked for congruence at the analysis station and applied to the Lateral Flow Device at this station. • Subjects who have not received a result within 2 hrs of registration will be recalled. 	1	5	5	None	✓	
Test Analysis	Handling the testing materials may expose persons to the live virus.	4	5	20	<ul style="list-style-type: none"> • A lateral flow test needs to be conducted at the start of each school day for 7 days to remain in school. • 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. • Testing will have the following outcomes: <ul style="list-style-type: none"> ○ Negative Result – the test subject continues with normal activities until the next test is due. ○ Positive Result – 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. • If the PCR test is positive – the subject must complete 10 days of self-isolation and provide details to NHS Track and Trace as required. • If the PCR test is negative – the subject may continue with normal activities until the next test is due. 	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"> • The school COVID risk assessment and the measures within are adhered to all times whilst on the school site. • A one-way flow of subjects through space is to be initiated and maintained at all times. • Testing Staff who are in close proximity of test subjects will wear gloves, apron and face mask. • 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. • 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. 	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"> Staff training and information provided. Staff to isolate and remove themselves from school immediately and request a test. 	1	5	5	None	✓	
Special School Setting: Reduced social distancing & higher ratios of adults increases likelihood of transmission within bubbles (evidenced by experience)	Transmission of the virus leading to ill health or potential death	3	5	15	<ul style="list-style-type: none"> Any bubble that has a second positive case isolates in line with government guidance. In line with latest announcement from SoS, following a positive case, all close contacts would be expected to isolate in line with government guidance The schools Coronavirus risk assessment must be followed at all times in conjunction with this risk assessment. 	2	5	10	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"> Cleaning staff are provided for the testing area. Appropriate cleaning materials are provided to testing staff. The swabbing bays are cleaned between each user by a staff member. Appropriate bins are provided for waste disposal. Cleaning staff are provided with appropriate PPE to include: <ul style="list-style-type: none"> ○ Disposable gloves ○ Disposable aprons ○ Facial coverings 	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"> Gloves used for the testing should be Nitrile gloves. These should be worn at all times. 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. 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. If the test solution has expired then the test should not be used. 	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"> Suitable, secure, storage facilities have been identified. Kits can be stored at room temperature. The extraction solution and test cartridge should be stored between 2 and 30°C. 	1	4	4	Storage facilities should be checked periodically.	✓	
Disposal	Incorrect disposal leads to transmission of the virus	2	5	10	<ul style="list-style-type: none"> LFTs are not high-risk clinical waste. All LFTs are disposed of by double bagging, 72 hour safe storage and domestic waste disposal. 	1	5	5		✓	

Name of Assessor: Ian Clayton CMIOSH	Signature:
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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	

