

HEALTH & SAFETY RISK ASSESSMENT FOR:

COVID-19 Lateral Flow Device Testing (LFDT) on Site and at Home v1.8

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: **LADY MANNERS SCHOOL**

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|--------------------|------------|---------------|------------|
| Date of Assessment | 06/01/2021 | Date of Issue | 07/01/2021 |
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| Assessment carried out by | B Charlesworth, J Snell, D Ridley | Signature | |
|---------------------------|-----------------------------------|-----------|--|

| Reviews | | | | |
|-------------|----------------------------|------|--------------|---|
| Review Date | Reviewed by | Date | Changes Made | |
| | | | Y | N |
| 06/01/21 | SLT, Governors, Union reps | | Y | |
| 22/02/21 | SLT | | Y | |
| 01/03/21 | Governors, Union Reps | | Y | |
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Affected persons: Young People/Clients Staff Visitors Contractor Others (specify)

Name of Manager confirming and agreeing Assessment: Janet Snell

Signature:

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

| Print Name | Signature | Date | Print Name | Signature | Date |
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RISK ASSESSMENT

This risk assessment has been developed in conjunction with the DfE/NHS Test and Trace Risk Assessment Template

| What are the hazards? | Control Measures to be implemented | ✓ X | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level following review | Person to implement | Date to be actioned |
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| <p>Unsuitable location identified for undertaking LFD testing:</p> <p>May lead to incorrect test results, failure to comply with the Governments Safe Operating Procedure and guidance, and increased transmission of Covid -19</p> | <p>Room identified for LFD testing has/is:</p> <p>An ambient temperature of between 15° and 30° C for testing efficacy. (For storage purposes the testing kits can be stored between 2° and 30° C)</p> <p>Large enough to allow a one-way system, a registration area, sufficient testing bays, test processing areas and a result recording area. (Where a one-way system cannot be established there should be sufficient space for people to socially distance – floor markings can assist with this)</p> <p>Sufficient space to allow social distancing between all areas</p> <p>Accessible from an external door (wherever possible) to assist with one-way systems to allow staff, students and others to be tested before they enter the main body of the school.</p> <p>Used only for the sole purpose of LFD testing whilst this is taking place to reduce the risk and cross contamination.</p> <p>Only members of the Testing Team and Cleaning staff are to enter the test processing and recording areas – Students are to remain behind the designated testing bays until permitted to enter/exit.</p> <p>Internet access/mobile signal to allow laptops to be used for data entry purposes. Good cable management should be in place to ensure that there are no tripping hazards created in walkways or other areas where people may access.</p> <p>Well ventilated and does not use recirculated air systems.</p> <p>Well-lit so that everyone can see what they are doing – areas where shadows are cast should be avoided or supplementary lighting provided.</p> <p>Floor coverings and surfaces that can be easily cleaned (non -porous) Carpeted areas shouldn't be used or where this cannot</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> | <p>The Rutland Studio has been identified as the most appropriate area.</p> <p>The Premises team will monitor temperature and adjust heating settings as needed.</p> <p>Thermometer available in the Testing Centre</p> | | |

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| | <p>be avoided – covered with a non-porous covering that can be easily cleaned.</p> <p>Secure – all PPE, testing kits and cleaning materials should be stored in a safe secure area with restricted access. Testing kits need to be brought up to at least 15°C before use as the cold affects the antigen which may affect the result.</p> <p>All unnecessary items (inc. furniture) has been removed except that required for the testing process – chairs and tables should be non-porous and easily cleaned. Personal items (bags/coats/food etc) must not be taken into the test area. Any drinks for those undertaking the testing should be taken away from the test area once PPE has been removed.</p> <p>Signs explaining the process and other information will be displayed upon entry and within the testing room – this will cover: use of face coverings whilst in the area, the testing process and what to expect, and the need to cleanse hands before administering the test (hand sanitiser at each test station, also upon entry to and exit from the room)</p> <p>Toilets and washing facilities easily accessible for testing staff – if possible, these should be solely for their use – if this isn't feasible then there needs to be a regular cleaning programme to reduce cross contamination risks.</p> | ✓ ✓ ✓ ✓ | SLT SLT SLT SLT | The Premises Team ensure the site is secure as per the usual site procedures. CCTV is in operation on the site. Only authorised persons will be allowed into the area. | | |
| <p>Staff and students undertaking testing at home</p> <p>Tests not being undertaken</p> | <p>After initial testing takes place schools are issued with test kits for staff and students to undertake at home. These will be issued by the school on a scheduled basis with the relevant guidance as advised by the Government. (currently 2 tests per week)</p> <p>Testing, although advised, remains a voluntary process and there is the option not to take part. Staff are informed of this.</p> | ✓ ✓ | SLT SLT | | | |
| <p>Test kits being misplaced between school and home</p> <p>Test not being carried out properly leading to errors/injury</p> | <p>Schools will keep track of testing kits issued to help identify when any are missing. If a kit is lost there should be a process for the member of staff or student to report this so that a replacement testing kit can be issued.</p> <p>In most cases students undertaking the testing process at home will have already been tested within the School environment under supervision and will be aware of the process. Guidance</p> | ✓ ✓ | SLT SLT | | | |

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| <p>Test results not communicated correctly (positive results recorded as negative, or positive results reported as negative)</p> | <p>information on how to undertake the test will be given as part of the test kit to ensure that people know how to conduct the test correctly.</p> <p>In the government guidance to parents it states that testing at home for 11-year-old students should be undertaken by a parent/carer. Students aged 12 to 17 can undertake the test themselves but they must be supervised by an adult. Students aged 18 can self-test.</p> <p>Assisted testing may be required for students with Special Educational Needs or other conditions which make self-testing difficult.</p> <p>What parents need to know about early years providers, schools and colleges during COVID-19 - GOV.UK (www.gov.uk)</p> <p>For those who cannot undertake testing at home the school testing site can be utilised for those who can undertake self testing.</p> <p>The importance of following the government guidelines regarding positive tests is publicised widely and guidance on how to report the test results is given within the kit being issued.</p> <p>As per the guidance above, for students aged 11 years the parent/carer will report the test to the NHS Test & Trace and School. For Students aged 12 – 17 years their parent/carer will supervise their result reporting to the NHS Test & Trace and School. For students aged 18 years they can self-report to the NHS Test & Trace and their school, with assistance from their parent/carer as required.</p> <p>If a positive test is reported the person must isolate for 10 days as per Government guidelines</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> | | | |
| <p>Staff, Students and visitors to the site cannot get tested.</p> <p>Issues with the registration or test process</p> | <p>Groups required for testing are identified within the school and information letters and Consent forms are sent out to parents/carers explaining the process.</p> <p>A Registration desk has been set up to provide the registration card and bar code to be used as an identifier on the test kit. The contact information they provide to NHS track and trace will be used to notify them/their parents of the test results.</p> | <p>✓</p> <p>✓</p> | <p>SLT</p> <p>SLT</p> | | | |

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| <p>Students/Staff are not in school due to illness or because they are isolating/learning at home</p> <p>Failure to obtain consent from those being tested</p> | <p>Students and staff can access the testing facility when able to do so safely i.e. when they return to school</p> <p>Testing is voluntary – staff and students will not be penalised if they refuse or their parents do not give consent for testing.</p> <p>Information is given to students/staff and parents to explain the process and how test data and personal information will be used (Privacy Notice, Data Protection Protocols in place)</p> <p>Written consent must be obtained for those aged 11-15 years of age and for those over 16 years who are not “Gillick Competent”</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> | | | |
| <p>Sensitive data collected on the consent form is not properly considered and utilised in the testing process resulting in the required measures not being put in place for those students who may require them.</p> <p>Consent forms containing sensitive medical information in public view</p> <p>Test results being conveyed to the wrong person</p> <p>Proper consent not obtained.</p> | <p>A mechanism should be in place to identify students who may require further assistance/monitoring as they are tested and to ensure that this is available at the point of testing. Details of the young person's GP should be obtained and available at the point of testing</p> <p>Data control measures to be put in place to ensure sensitive data remains restricted at all times.</p> <p>Data Protection training to be provided to volunteers and staff testers. Privacy notice to be displayed and sent out to all participants.</p> <p>The test results will be conveyed via text, particular care should be taken in relation to the inputting of the text number and in the case of 11-15 year olds ensuring that their parents have consented to the test to be e-mailed to the given text number. For 16-18 year olds, ensuring consent to the test being emailed to the given text number.</p> <p>Ensure that parental consent is provided for all 11-15-year olds. The form should specify the young person's relationship to the child and that they are able to consent. For 16-18-year olds consent can be provided by the young person or their parents. The form should be clear on the basis of the consent.</p> <p>Clarity should be in the form as to how this consent may be conveyed to the school and any time constraints regarding this.</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> | <p>Medical details for the students are held on the school's records. Parent/carer consent is obtained prior to the test.</p> <p>Parental consent is sought for all students, including 6th form students. Where the student is aged 16-18, their parents can approve for the results to be sent to their child.</p> | | |

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| <p>Data transferred outside the UK without adequate controls to protect privacy in some countries. Non compliance with legislation – risk of regulatory action from ICO.</p> <p>Data transferred/ saved on school systems subject to unauthorised access.</p> <p>Infringement of UK GDPR Article 5 (1) (d) which requires data must be accurate.</p> <p>Infringement of GDPR Article 5(e) which requires that personal data is kept in identifiable form for no longer than necessary</p> <p>Infringement of GDPR Article 5(c) which requires you only hold minimum information needed to fulfil purpose.</p> <p>Infringement Article 8 Human Rights Act, right to privacy. Inappropriate</p> | <p>If the child has a social worker then they should be consulted to determine who holds parental responsibility for the child.</p> <p>The consent form should require the inclusion of relevant medical information for the young person to support the safety of the testing process.</p> <p>In the event any schools propose to use apps/ other platforms to record consent they should check whether any of these transfer data outside UK and if so ensure that adequate protections are in place for these transfers.</p> <p>Single point of accountability for identified in privacy notice.</p> <p>Data is saved on secure systems, with appropriate safeguards. Particularly if volunteers are being utilised ensure that access to systems is appropriately locked down to mitigate risks. Ensure no sharing of passwords so access can be audited.</p> <p>Ensure whoever is responsible for inputting of data is appropriately trained and supported e.g. is given adequate breaks, consider mitigations such as another individual is given responsibility for checking data input. Ensure children self administering tests are appropriately supervised to carry out the tests – training of those involved in the process to properly support administration of test.</p> <p>Clear retention periods set around data held and systems put in place to ensure appropriate deletion. If not covered by existing policy/ procedure ensure retention period is documented and justifiable.</p> <p>Ensure only capturing data essential to the process and that able to demonstrate appropriate processes to ensure only data essential to the process is collected.</p> <p>In addition to UK data protection legislation, Human Rights Act supports privacy protections for individuals. Ensure that all</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> | <p>Taken out as confirmatory PCR test no longer required: The consent form should be clear as to whether the school will be conducting the PCR test or whether the parents/ carers need to organise this.</p> | | |

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| <p>sharing of test result data. Identification of infected individual revealed to peers due to testing process. Also potential breach of Article 5 (1) (a) data processed in a fair and transparent manner.</p> <p>Lack of technical/ organisational measures implemented to ensure appropriate security of personal data – non compliance Article 32.</p> <p>Inadequate/ misleading privacy information</p> <p>Individuals unable to exercise their rights in relation to personal data.</p> <p>Risk pressure may be put on children not to agree to testing due to impact of self isolation period on other family members</p> | <p>individuals involved in testing process have an understanding of duty of confidentiality and data protection considerations. Do not explicitly confirm result of an individual's test to wider school community.</p> <p>Ensure data is backed up, saved at regular intervals, any information shared is suitably encrypted/ sent securely</p> <p>Ensure data flows and full details of processing is provided by DFE, together with details of any DPIA LIA they have carried out.</p> <p>Consideration should be given to how individual rights could be exercised e.g. right of subject access.</p> <p>Impact of positive test clearly explained prior to agreement to testing. School staff aware of to welfare issues. Privacy notices easily accessible</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> | | | |
| <p>Inappropriate staff conducting LFD testing</p> <p>May lead to incorrect test results, failure to comply with the Governments Safe Operating Procedure and guidance, and increased transmission of Covid -19</p> | <p>The staff (and volunteers) have:</p> <p>Received training in how to conduct LFD testing, including specific role information such as how to prepare the test and read results, swabbing techniques, safe donning and doffing of PPE, how to dispose of Health waste etc.</p> <p>Testing teams understand their role and are given sufficient time and resources to carry out their role.</p> <p>Testing Team members are given sufficient rest breaks (away from the area) which includes time for them to remove PPE before they leave the area, wash their hands and replace PPE upon re-entry to the test area.</p> | <p>✓</p> <p>✓</p> <p>✓</p> | <p>SLT</p> <p>SLT</p> <p>SLT</p> | | | |

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| May be safeguarding issues if staff aren't enhanced DBS checked. | Testing Team Members are DBS (enhanced) checked before taking up their role or are supervised by a member of staff | ✓ | SLT | A member of staff will be on site at all times to supervise the volunteers. | | |
| <p data-bbox="71 312 400 459">Contact between people increasing the risk of transmission of Covid -19</p> <p data-bbox="71 459 400 590">People attending the testing area who are feeling unwell/ displaying Covid -19 symptoms</p> <p data-bbox="71 590 400 1428">Testing Team Members feeling unwell/ displaying Covid-19 symptoms</p> | <p data-bbox="400 312 1070 483">Staff, students and other site visitors are advised that they must not attend the site if they are displaying any Covid -19 symptoms (as defined by NHS guidance) or are living with someone who is showing Covid -19 symptoms. They should arrange for a PCR test as soon as possible and follow Government guidelines.</p> <p data-bbox="400 483 1070 590">Anyone who has received a positive PCR test must not attend the school until they have passed the isolation period (advised by the Test & Trace Team) and aren't showing symptoms.</p> <p data-bbox="400 590 1070 986">Members of the Testing Team must monitor themselves for symptoms. If they have symptoms they must remain at home and inform their manager – and arrange for a PCR test- they should remain isolated until this test result is received. If a Team member takes ill at work – they should remove themselves from the Test area immediately and go home as soon as possible and arrange for a PCR test. If they need to await transport, they should be allowed to wait in a secure area away from others. This room, their work area within the test room and any welfare facilities used by this person should then be thoroughly cleaned before being brought back in to use. (Any PPE worn by the individual displaying symptoms or those supporting them must be treated as Health waste.)</p> <p data-bbox="400 986 1070 1177">Testing Team members wear PPE appropriate for their role as explained in the training module. This will include: IIR grade face masks for everyone, visors/goggles for the Testing Processor and Cleaning Staff, disposable nitrile gloves for the Testing Processors* Result Recorders, Cleaning Staff and Testing Assistants and disposable aprons for the Testing Processors and Cleaning staff. (* The Testing Processor must change gloves after handling each sample)</p> <p data-bbox="400 1177 1070 1428">Testing Teams will regularly be reminded of infection control requirements, social distancing, hand sanitising, waste handling and the PPE requirements.</p> | <p data-bbox="1070 312 1117 523">✓</p> <p data-bbox="1070 523 1117 639">✓</p> <p data-bbox="1070 639 1117 826">✓</p> <p data-bbox="1070 826 1117 1023">✓</p> <p data-bbox="1070 1023 1117 1428">✓</p> | <p data-bbox="1117 312 1189 523">SLT</p> <p data-bbox="1117 523 1189 639">SLT</p> <p data-bbox="1117 639 1189 826">SLT</p> <p data-bbox="1117 826 1189 1023">SLT</p> <p data-bbox="1117 1023 1189 1428">SLT</p> | | | |

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| <p>Issues around conducting the swab test</p> <p>Contamination of swabs</p> | <p>PPE is worn for sessional use (except for Testing Processors who change gloves after each test) and changed if the person leaves the area (for breaks etc) or it becomes soiled/contaminated.</p> | ✓ | SLT | <p>Additional cleaning staff employed to ensure testing area is regularly cleaned.</p> | | |
| | <p>Students/staff and others coming for testing must wear face coverings whilst entering the testing facility – they will only remove it to carry out the swab testing of their nose and throat. (Face covering exemptions apply for individuals where required)</p> | ✓ | SLT | | | |
| | <p>The school will timetable testing to ensure a steady, controlled flow of students through the testing area to assist with social distancing requirements and the test timing process.</p> | ✓ | SLT | | | |
| | <p>Students are tested from the same bubble, to minimise infection transmission risk.</p> | ✓ | SLT | | | |
| | <p>All touch points are regularly cleaned using an approved anti-viral single use wipe between each test.</p> | ✓ | SLT | | | |
| | <p>No sharing of equipment takes place.</p> | ✓ | SLT | | | |
| | <p>Perspex screens are installed at the registration and processing desks if available (If these are not available staff are to wear IIR face masks, visors/goggles at all times and ensure social distancing (2 metres) is maintained.)</p> | ✓ | SLT | | | |
| | <p>Floor markings identifying 2 metre distancing and traffic flow arrows are to be used in the queue and testing areas and everyone reminded to adhere to them.</p> | ✓ | SLT | | | |
| | <p>Upon completion of the test Students are to return immediately to the classroom and not hang around waiting for test results.</p> | ✓ | SLT | | | |
| | <p>PPE and testing supplies are to be restocked when testing is not taking place assist with social distancing requirements.</p> | ✓ | SLT | | | |
| <p>Only sealed swab kits are issued – any with broken seals are discarded (treated as Health waste and it's non-use recorded for audit/quality purposes)</p> | ✓ | SLT | | | | |
| <p>Those being tested are instructed to sanitise their hands before opening the swab packet.</p> | ✓ | SLT | | | | |

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| <p>Transfer of contamination from swab to another surface</p> <p>Swabbing of nose causing nose bleeds</p> <p>Swabbing of throat causing a gagging reflex which could lead to vomiting/coughing.</p> <p>Students unable to perform swab test on themselves safely/as per instruction.</p> | <p>Verbal and written instructions (posters) are available to explain how to use the swab to take a sample of the nose and throat. This includes being told to avoid touching any surface within the mouth other than the tonsil area.</p> <p>Tissues are available to assist with nose bleeds and first aiders are on site to provide assistance as required.</p> <p>Receptacles to catch vomit should be available within each testing bay in the event of the gag reflex being triggered during the swab test. These are provided as part of the testing kit delivery and are disposable. The site's bodily spillage guidelines would be followed to ensure the affected area is thoroughly cleaned before reuse.</p> <p>Mirrors are provided within the testing bay to allow those being tested to view the area they are to test.</p> <p>Test bays are cleaned/disinfected between each use i.e. table/chair (if applicable) screen, (if applicable) mirror, laminated posters using, single-use disposable wipes/cloths using materials that are effective against enveloped viruses.</p> <p>For people who are unable to perform the nose or throat test for medical reasons alternative techniques are available which include swabbing both nostrils if they cannot perform the throat swab and undertaking the throat swap only if there are issues around carrying out the nostril swab- these techniques will be explained on the training modules (but should only be used in exceptional circumstances as their test sensitivity isn't as good as the combined throat and nostril test methodology)</p> <p>Students with Special Educational Needs/ conditions that may affect their ability to perform the test will require an individual risk assessment to identify how this test will be carried out safely, or if indeed it can be carried out safely. Please see section below for further information.</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> | | | |
| <p>Assisted Swabbing for students with additional needs or those who are unable to undertake the test themselves for other reasons.</p> | <p>The Government acknowledges that swab testing may not be suitable for some students.</p> <p>Swabbing is a voluntary process and consent must be obtained from the student's parent/carer before it is undertaken.</p> | <p>✓</p> <p>✓</p> | <p>SLT</p> <p>SLT</p> | | | |

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| <p>Student becoming anxious /distressed about the process or during the swabbing process</p> <p>Student not able to undertake the test safely and correctly without assistance</p> <p>Person assisting with taking swab sample not adequately trained to due so causing injury to pupil/student or not conducting swab test properly leading to an inaccurate result.</p> <p>Contamination issues around close contact with student</p> | <p>Even if consent is given, wherever possible, it should be confirmed with the student that they are willing to undertake the swab test as per the Government guidance document recommendation.</p> <p>Students will, in many cases benefit from an explanation of the process suited to their needs and abilities and be shown what is involved</p> <p>Some reasonable adjustments may be required to help with anxiety issues which may include having someone they are familiar with to conduct the test or stand nearby to offer support and reassurance. In some cases tests may need to be done in a different area – wherever possible the guidelines on room requirements at the start of this risk assessment should be used as a guide.</p> <p>If a student is unable to undertake the swab test themselves then assistance may be required from suitably trained school staff who have received training in providing for the health needs of students. (The Government state that these tests do not need to be undertaken by clinicians.) They must also have completed the online training guide given on the DfE website regarding Assisted Testing.</p> <p>Alternatively, a home testing kit can be given to the student's parent/carer to do the test at home.</p> <p>There may be situations whereby students cannot undergo the nose and throat swabbing for medical reasons. In these instances for situations where throat swabbing isn't possible both nostrils should be swabbed. For situations where nasal swabbing isn't possible a throat swab will suffice. These requirements must be noted on the pupil's/student's individual risk assessment so those assisting with the testing are aware of which technique to use.</p> <p>Full PPE must be worn by those undertaking the swab test including an IIR face mask, eye protection (visor or government issue safety goggles provided with the test kits) apron and disposable gloves. These must be disposed of as Health Waste using the waste bags provided in the Government LFDT kit supply.</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>LT</p> <p>SLT</p> <p>SLT</p> | | | |

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| <p>Errors in handling samples</p> <p>May lead to wrong results being issued</p> | <p>Registration team member to check that the bar codes are cross referenced for each person being tested and give the person being tested the bar code to attach to the sample before it's opened.</p> <p>Samples are processed in accordance with Safe Operating Procedures and one at a time to prevent them being mixed up.</p> <p>Test tube racks are used to avoid spillage</p> <p>Extraction solution bottles are cleaned with a single-use anti-viral disinfectant wipe between each test.</p> <p>Staff undertaking test processing change gloves between each test</p> <p>The correct quantity of extraction solution is used.</p> <p>Sufficient time is allowed for the test to develop before the results are taken (20-30 minutes)</p> <p>Permanent pens are used to record results</p> <p>The testing process is supervised to monitor for deviations to the Safe Operating Procedure.</p> <p>Any errors are reported and investigated</p> <p>Results are monitored and validated in accordance with instructions.</p> <p>Testing Team members are actively encouraged to report any issues/concerns or points of clarification as they arise so they can be addressed in a timely manner.</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> | | | |
| <p>Test barcodes damaged/illegible, lost test kit, bar code scanner not working</p> <p>Test cannot be logged to an individual, traceability</p> | <p>Results are sent via the test subject's phone or where applicable to their nominated parent/carer. If a message is not received by the end of the day they are told to inform the school. Where the test is void a retest will be necessary.</p> | <p>✓</p> | <p>SLT</p> | | | |

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| issues so unable to give positive or negative result | | | | | | |
| Handling test solution when processing swab. (solution contains: Disodium Hydrogen Phosphate (Na₂HPO₄) and Sodium Phosphate Monobasic (NaH₂PO₄) and Sodium Chloride (NaCl) | <p>If solution is used as designed and per instructions the components aren't classified as hazardous.</p> <p>PPE is always worn when handling solution (Nitrile gloves, goggles/visor , disposable apron and IIR Mask)</p> <p>The solution will be date checked and if expired will not be used but put aside and disposed of as hazardous waste.</p> <p>The Safety Data sheet gives advice on what to do in the event of a spillage, inhalation, ingestion or skin absorption. It also outlines how to dispose of surplus solution. The solution must not be allowed to enter drains. If the solution is spilled – it should be wiped up and the surface also wiped. These wipes must be put in the yellow/clear bag and disposed of as</p> <p>Mandatory training will be given to the testing teams on how to handle potentially biohazardous substances and the test solution.</p> | ✓ ✓ ✓ ✓ ✓ | SLT SLT SLT SLT SLT | | | |
| <p>Lack of suitable management of people whose LFD test comes back positive for Covid - 19</p> <p>Potential viral exposure to other people within the school</p> <p>Stress and anxiety for those receiving a positive test</p> | <p>Student with positive test to be taken discreetly from the classroom/area to a designated, well ventilated area and provided with support and reassurance. (Those providing support to follow social distancing and use PPE - IIR Mask, visor/goggles – as required) This area must be thoroughly cleaned after use to reduce the risk of cross contamination.</p> <p>Parent/carer will be contacted and arrangements made to collect them (Public transport and School transport should not be used due to transmission risk) This should take place as soon as possible to free up space for any other positive cases. Where a number of positive cases are identified at any one time they should be kept apart wherever possible in a separate location away from others and supervised by staff wearing IIR mask and practicing social distancing and good hand hygiene.</p> <p>Staff and students who receive a positive LFDT are not required to take an additional PCR test but must follow Government guidelines regarding isolation periods.</p> | ✓ ✓ ✓ | SLT SLT SLT | <p>During usual school hours, the safeguarding lead or assistant safeguarding lead should be contacted immediately.</p> <p>During the lockdown period, the SLT member on call should be contacted immediately.</p> | | |

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| | <p>Positive cases will require the school/establishment to follow local outbreak control measures and inform DfE, PHE and their local PH team of the case.</p> <p>Regular site visitors will be offered a LFD test (it will be on a voluntary basis) to be administered before they conduct their activities. They will be asked to wait for the test results before commencing work either in their vehicle or if this isn't possible they should be asked to wait in a location which is isolated from the main school areas. If a positive test is received they will not be permitted to enter the premises and asked to go home and follow government guidelines regarding isolation.</p> <p>Site visitors who receive a positive LFDT are not required to take an additional PCR test.</p> | ✓ ✓ ✓ | SLT SLT SLT | | | |
| Unsuitable storage and disposal of Health waste | <p>Health waste bins are used to collect all waste in accordance with the Safe Operating Procedures at each test station. (See below) Ideally, they should be pre-lined with bags to prevent double handling.</p> <p>If possible the large waste bins should have a lid which is operated by a foot pedal to reduce the amount of contact – if this isn't possible then the lid need to be regularly cleaned using an anti-viral cleaning wipe. The bins next to the processors do not need lids and will be emptied at the end of every session.</p> <p>Swabs/LFD test kits, PPE and cleaning cloths/wipes are to be treated as Health waste</p> <p>Where a Health waste contract is in place – this should be stored in a secure, safe location until it's collected by the assigned contractor who is authorised to handle and transport this category of waste. (Waste Transfer Notes must be completed and a copy kept on site for a minimum of 2 years)</p> | ✓ ✓ ✓ ✓ | SLT SLT SLT SLT | | | |
| <p>Cleaning staff exposed to Covid-19/other biological/chemical hazards</p> <p>Cleaning contaminated areas, handling biological and chemical waste</p> | <p>Testing Team members to undertake cleaning of their own areas and high touchpoint areas between each test.</p> <p>Cleaners only enter test area when the testing has finished and the area is clear of people (The only exception to this is when there is a spillage (vomit/blood etc) that requires cleaning – this will be done whilst the bay/immediate area is vacated.)</p> | ✓ ✓ | SLT SLT | | | |

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| Handling and using cleaning product. | <p>Cleaners are to wear IIR Masks, disposable impermeable gloves and disposable aprons whilst undertaking cleaning in non-covid secure areas (including the testing area and toilets/welfare facilities used by the testing team members and any areas where positive cases are asked to wait for transport home (inc. toilets)</p> <p>All potentially contaminated surfaces are cleaned and disinfected using single use cloths/wipes, paper roll or disposable mop heads. These are placed in the yellow/tiger waste bags/bins.</p> <p>Supplies of suitable cleaning materials are available to use</p> <p>PPE must be discarded in the Health waste receptacle after cleaning up a spillage.</p> | ✓ ✓ ✓ ✓ | SLT SLT SLT SLT | | | |
| <p>Lack of suitable emergency planning</p> <p>Delay in receiving first aid treatment if someone takes ill</p> <p>Fire risk assessment and evacuation procedures not modified to take account of testing area and storage of chemicals and hand sanitiser.</p> | <p>First aid support is available within the school whilst testing takes place (normal school opening hours)</p> <p>First aiders have been provided with information and suitable PPE to treat persons who may potentially have the Covid-19 virus.</p> <p>First aid notices are displayed in the testing area and any people unfamiliar with the school have received a site induction covering fire and first aid procedures.</p> <p>Fire evacuation notices are displayed within the area along with information on the Assembly Point location.</p> <p>The testing area layout and associated queuing areas do not obstruct fire escape routes and checks are made to ensure that fire exit doors aren't blocked and unlocked whilst the building is in use.</p> <p>In the event of an evacuation all samples that have been placed in the extraction solution or have not been labelled with a result will be abandoned and later, (when it is safe to re-enter the building) the results recorded as invalid. People whose tests are thus marked will need to be retested.</p> | ✓ ✓ ✓ ✓ ✓ | SLT SLT SLT SLT SLT | | | |
| Injury through poor manual handling of test kits and other ancillary equipment | Two person lifting to take place when moving furniture to set up testing area. (Trolleys and other manual handling aids can be used to assist with this activity) | ✓ | SLT | | | |

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| | <p>PPE and test kits are stored at in a location that is easily accessible, well lit and on the level, carrying distances should be minimised and handling aids (trolleys etc.) used where necessary to provide assistance. They should not be stacked at a high level as this can lead to instability and over reaching to access them.</p> <p>Persons with medical issues which affect their ability to handle loads safely shouldn't undertake this activity.</p> <p>Staff should follow safe handling principles and have received some information/instruction training in these techniques.</p> | ✓ ✓ ✓ | SLT SLT SLT | | | |
| Testing Team Members who are pregnant or who are categorised as clinically extremely vulnerable | Anyone who falls within these categories shouldn't undertake work within these roles. | ✓ | SLT | | | |