

General Risk Assessment Record Form **EXAMPLE FOR ADAPTATION BY SITE**

1. CHURNET VIEW MIDDLE SCHOOL

2. **Assessors(s)** S Fryer, S Burgess

- 2. Description of Task: Lateral Flow Testing LFT asymptomatic testing of Secondary Employees and Students.** Lateral Flow Antigen testing is used to estimate the incidence and prevalence of COVID19 in the school population. It involves the processing of human nasal swabs, throat swabs, or sputum samples with a Lateral Flow Device (LFD). The LFD test kit uses immunochromatography, which draws the sample along the device in a similar way to a home pregnancy test kit. LFDs are designed to be used outside a formal laboratory setting and can be used for frequent testing of large numbers of asymptomatic people. **It is important that this risk assessment is reviewed regularly by the school in line with any changes to the Standard Operating Procedure for Lateral Flow Testing applicable to your setting and/or SCC Management Arrangements.**

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Inappropriate premises identified for testing	Participants attending – failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing and cause harm from possible infection	Room chosen is: - large enough to set up one-way queuing system, registration area, multiple test stations, and separate area for processing and recording results - Allows for social distancing measures between all areas - has door(s) to outside (where possible) to facilitate one-way systems with external entry and exit - can be kept separate from all other activities - has internet access/mobile signal - is well lit - is clean, and easy to clean with non-porous flooring		<ul style="list-style-type: none"> TLC identified as suitable location for school test base. 		

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Inappropriate premises identified for testing	Staff and pupils attending – failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing and cause harm from possible infection	<ul style="list-style-type: none"> - where carpeted, it is covered with a material which can be easily cleaned - has good air flow (air is not recirculated) - is secure - has had unnecessary items removed other than the wipeable furniture required for testing layout - Has access to toilets/washing facilities nearby in Room 26 (or if not, with an increased cleaning regime) - Has an ambient temperature of 15-30C during testing - Has appropriate and secure storage for test equipment (2-30C) and PPE - Test site has been registered with the DfE to allow results to be recorded on-line -Testing site has suitable donning and doffing areas which are separate to allow staff to put on and take off their required PPE inline with the training and SOP. 				

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Pupils/staff cannot register for a test	Participants will not be able to be tested without registration	<ul style="list-style-type: none"> - Test subjects registered no longer than 24 hours after the test - School uses bulk upload for multiple registrations OR - Individuals Use the Lite Registration service to register the test kit and have: <ul style="list-style-type: none"> - a mobile “smart” phone with internet access/ability to scan - Are supported to scan the barcode with their phones - parents/guardians/school can support this registration process by using alternative devices. 				

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Inappropriate staff supporting testing	Failure to follow agreed Standard Operating Procedures (SOP) may jeopardise the validity of testing of staff and pupils and cause harm from possible infection	<p>Testing staff are:</p> <ul style="list-style-type: none"> - appropriately trained, DBS checked and/or supervised for the role. Training includes test preparation and test results, clinical swabbing, safe donning and doffing of PPE etc. - Training is regularly refreshed or as guidance is updated - Testing staff understand their duties and have appropriate time allocated for their role e.g.: Team Leader, queue co-ordination, registration; test assistant, test processor and recording results - Team leader ensures quality of testing and adherence to SOP and risk assessments 				

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Failure to obtain consent from those being tested	Staff and pupils attending – failure to follow agreed Standard Operating Procedures and breach of safeguarding protocols	<ul style="list-style-type: none"> - Participants are advised of how the test data will be used using the privacy notice - Written consent is obtained and recorded from each participant before the test is performed. - For those people unable to give informed consent due to age (<16) or mental capacity, written consent is obtained from parent /carer/guardian - the school stores a copy of consent forms as required by their information governance policy - Test register is used to record staff and pupil consent and the results 				

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Contact between persons increasing the risk of transmission of COVID19	Testing staff or participants may be harmed by transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> - Those to be tested are advised NOT to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 - Anyone with symptoms must attend for a PCR test through the national system - Those to be tested must NOT attend if have been advised to self-isolate with a household member/have ongoing contact with someone who has received a positive test - All staff regularly reminded of infection prevention & control guidance - Respiratory hygiene, hand washing, safe donning and doffing of PPE and social distancing guidance are regularly reinforced by Team Leader and monitored. - Test site has required PPE stocks - Testing staff wear IIR grade face masks and visors/goggles, disposable gloves and aprons as per role guidance in SOP and/or SCC Management Arrangements 				

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Contact between persons increasing the risk of transmission of COVID19	Testing staff or participants may be harmed by transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> - PPE is worn for sessional or individual use as required by the SOP and/or SCC Management Arrangements and changed if soiled/contaminated -School has timetabled testing to avoid overcrowding of test station and immediate vicinity - “Business as usual” school staff not to enter the testing site - Signage is displayed at entrance/exits to test area for: <ul style="list-style-type: none"> Wearing of face coverings Use of hand sanitiser Not to attend with symptoms -70% alcohol hand sanitiser (EN1500 standard) provided by entrance, exit and at each testing area and workstation - Use of sanitiser/wearing of face coverings/social distancing is enforced by queue monitor - Pupils/staff are tested from the same bubble - Face coverings to be worn at all times by those being tested except when lowered for swabbing purposes - Spare IIR face masks are available for participants if needed 				

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Contact between persons increasing the risk of transmission of COVID19	Testing staff or participants may be harmed by transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> - Tables and chairs and other equipment are easily cleaned and is cleaned in line with the SOP - All touch points are disinfected with anti-viral single use wipes between tests - No equipment is shared - No physical handling of documents to participants except barcodes/test kits - Perspex screens installed at registration and processing desks where possible (testing staff to wear IIR face masks/visors/goggles where these are not available) - Floor markings identify 2m social distance requirements in queue and testing areas - Pupils return to class immediately after testing and do not wait in vicinity for results - Staff supporting top up of supplies within test premises do so when no testing activity is taking place 				

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Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs	Testing staff or participants may be harmed by transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> - Only sealed swabs are given out - Any damaged swab/test packaging is not used, is treated as clinical waste and this non-use recorded - Participant to sanitise hands, use a tissue, and sanitise hands again before opening swab packet - Verbal explanations are provided of how to use the swab in throat and nose - Laminated posters explaining swabbing process are displayed - Participant advised to avoid touching swab on any surface within mouth other than tonsils - Freestanding mirror's provided in testing area - Disposable vomit bowls are provided for those with gag reflex and spillage guidelines followed - Alternative double mid-turbinate swabbing can be used - Test area/booths are thoroughly cleaned and disinfected before next use e.g: table, chair, mirror and laminated posters are wiped with disposable cloths and disinfectant effective against enveloped viruses 				

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Failure to manage samples and coding	Failure to follow agreed Standard Operating Procedures – participants may receive wrong results	<ul style="list-style-type: none"> - Registration staff ensures 2 identical barcodes are provided to participants (sets must not be shared) - Participants register their details to a unique ID barcode before conducting the test - Barcodes are attached by testing staff at sample collection desk - Barcodes are checked for a match at the analysis desk and attached to Lateral Flow Device - LFD is processed in accordance with SOP and manufacturers guidance - Samples are processed one at a time - Tube racks are used to avoid spillage - Extraction solution bottles are cleaned with anti-viral disinfectant wipes between samples - Test processor changes gloves between each test - The correct amount of extraction solution is used - Enough time is allowed for each sample to register the results (30 minutes) - Participant repeats test is result is invalid 				

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Failure to manage samples and coding	Failure to follow agreed Standard Operating Procedures - Test subject may receive wrong results	<ul style="list-style-type: none"> - Permanent black pen is used to record results - Testing process is supervised - Errors are reported and investigated - Results are monitored/validated as required by SOP - Clinical governance records are kept - Incidents concerning quality or safety of testing are reported to the DfE 				
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & “No Result” advice to test subject	<ul style="list-style-type: none"> - Where participants have not received a result on their phone by the end of the day, participants must notify the school and will be asked to take another test 				

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Use of test solutions when processing test kit. Contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	Testing staff could be harmed by inappropriate use of chemicals	<ul style="list-style-type: none"> - Chemical components are not classified as hazardous for use as designed. - COSHH assessment completed for testing solution and advice followed in case of spillage, inhalation, ingestion or absorption through the skin or disposal of surplus product - PPE (nitrile gloves/safety glasses with side shields/impervious clothing) is worn at all time when handling extraction solution - Tester will not use solution if use by date has expired - Training is provided in handling potentially biohazardous samples, chemicals and good lab practice. 				

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Test staff feeling unwell/ displaying COVID 19 symptoms	Testing staff and participants could be exposed to COVID19 virus	<ul style="list-style-type: none"> - Member of testing staff will isolate and remove themselves from the test centre immediately following safe travel guidance and request a test. - Any PPE worn by testing staff or those supporting them is treated as clinical waste - Their work area is thoroughly cleaned and disinfected before re-use - Spare staff capacity in place to replace their role 				

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Failure to manage those who test as Positive for COVID 19	Other occupants of the premises could be exposed to could be exposed to COVID19 virus	<ul style="list-style-type: none"> - Participant with positive LFD test will be taken out of class discreetly, advised of test results and taken to well ventilated isolation area for suspected Covid cases - Pupil/staff member will be advised to leave the site immediately, and to follow safe travel guidance - Pupil/staff member must follow national isolation guidance with their household - Isolation area not to be used again until cleaned and disinfected - School takes advice from Local Outbreak Control and isolate close contacts 		<p>Note: It is proposed in the future that a Pupil/staff member must take a confirmatory PCR test provided by the school. If test is negative the pupil/staff member can return to school).</p> <p>When in place this control measure should be recorded in the "What are you already doing" column.</p>		
Test participants displaying symptoms are advised to take the wrong type of test	School Community Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing	<ul style="list-style-type: none"> - SOP and/or SCC Management Arrangements guidance should be followed regarding the taking of a PCR test after a positive LFT - Lateral flow test should not be taken again until the end of the isolation period - Schools follows national SOP guidance and/or SCC Management Arrangements when considering repeat LFT tests after a positive PCR result. 				

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Unsafe manual handling	Testing staff could be harmed by musculo-skeletal injury	<ul style="list-style-type: none"> - safe handling principles are followed - PPE and test kits are stored appropriately to avoid reaching and stretching to access items - Two person lifts used (wearing PPE) where furniture needs to be moved to set up test site 				
Lack of planning for emergencies	All persons could be harmed by failure to provide first aid in case of injury or from exposure to fire and smoke or a test could be invalidated	<ul style="list-style-type: none"> - First aid support is available at all times that the test site is operating. - First aiders have the required PPE to support Covid-suspect cases - Fire evacuation notices are displayed in testing premises - All test staff are made aware of fire evacuation procedure - Fire exits from testing site are unlocked at all times during occupancy - Visitors supporting younger pupils (where tested) are made familiar with emergency procedures - In the event of an emergency, all samples that have been placed into the extraction buffer or have not been marked by pen with a result will be abandoned, and later recorded as invalid. 				

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Inappropriate storage and disposal of clinical waste	Others in the waste chain could be exposed to COVID19 virus	<ul style="list-style-type: none"> - Managers overseeing workplace testing follow the waste arrangements identified in the appropriate SOP - Any LFT waste generated in a non-health care setting i.e. school or business can now be disposed of via the general waste route, it DOES NOT need to be separately collected in yellow or tiger bags. 				

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Exposure of cleaning staff	Cleaning staff could be exposed to COVID19 virus	<ul style="list-style-type: none"> - Testing staff undertake cleaning of test areas and high touchpoint areas between each test - Cleaners only enter test area when testing activity has ended unless called to deal with a spillage - Type IIR masks, gloves and aprons are worn by cleaning staff in non-Covid secure areas - All potentially contaminated surfaces are cleaned and disinfected using single use cloths/wipes, paper roll or disposable mop heads - Supplies of suitable cleaning agents and disinfectants compliant with SOP are available i.e Chlorecclean® and Clinell® Universal Wipes - COSHH assessments for these products have been communicated with staff - PPE is discarded after cleaning up spillage - 				

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

		Potential severity of harm <i>(this may injury, loss or damage)</i>		
		Minor Harm 1	Moderate Harm 2	Serious Harm 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

Risk Rating	Action Priority
High (6-9)	Immediate action required
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must implemented.
Low (2)	Implement reasonable control measures and monitor.
Trivial (1)	No action required unless level of harm or likelihood changes.

6. Assessment**Signature of Assessor(s):** **S Burgess****Signature of Line Manager:** **S Fryer****Print Name:****Print Name:****Date Assessed:** **5/3/21****Review Date:** **5/3/22 or as required****7. Communication and Review**

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

Name	Signature	Name	Signature

8. Version changes

V1	Adapted from SCC V5