

# Risk Assessment – Introduction of Lateral Flow Testing

<b>School Name</b>	<b>Kettlethorpe High School</b>	<b>Completed by</b>	<b>HT and HR Manager</b>
<b>Shared with staff</b>	<b>13/01/2021</b>	<b>Date</b>	<b>11/01/2021</b>

Lateral flow tests will be offered to all staff working at the school and all pupils following receipt of formal consent. The test will also be offered to external professional who visit the school (e.g. EWOs, Educational Psychologists etc.) – they will be required to complete a consent form at arrival at the school.


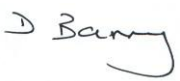
No	Hazards	Identified who may be harmed	Associated risks	Current Control/ Mitigation Measures
1	Contact between subjects increasing the risk of transmission of COVID19	Staff/pupil/volunteer	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• <b>Asymptomatic:</b> 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.</li> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>• Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by registration staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building..</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by registration staff.</li> <li>• <b>Social distancing:</b> 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 registration staff.</li> <li>• A one-way flow of subjects through the building is to be initiated and maintained at all times.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</li> </ul>

2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome &amp; registration</u>	Staff/pupil/volunteer	Transmission of the virus leading to ill health or potential death	<p><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by registration assistant.</p> <p>Limited contact: no physical handing of documents to subjects except barcodes PPE: Staff will wear PPE as required by their role. This will be donned/removed as per their training and will be changed between sessions</p>
3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Staff/pupil/volunteer	Transmission of the virus leading to ill health or potential death	<p><b>Hand hygiene:</b> All subjects to use hand sanitiser during the sampling process.</p> <p>Limited contact: no physical handing of any items between the sampler and the subject. The sampler will not physically assist with the testing – the subject will complete the test themselves with verbal assistance from the sampler.</p> <p>PPE: Staff will wear PPE as required by their role. This will be donned/removed as per their training and will be changed between sessions.</p>
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Staff/pupil/volunteer	Transmission of the virus leading to ill health or potential death	<p>Limited contact: set up of the room will allow the subject to place their test swab directly into the test tube – it will not need to be handled by a third party. The Test device will be passed between the sample tester and recorder within a tray minimising direct contact.</p> <p>PPE: Staff will wear PPE as required by their role. This will be donned/removed as per their training and will be changed between sessions. Waste: All waste will be placed in the appropriate type of bin and disposed of as per Health Waste regulations.</p>
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Staff/volunteer	Transmission of the virus leading to ill health or potential death	<p><b>PPE:</b> Staff will wear PPE as required by their role, including a face shield. This will be donned/removed as per their training and will be changed between sessions. Gloves are changed multiple times, immediately after the test, after cleaning the area and before processing the next sample.</p> <p><b>Training:</b> All Sample testers will have completed the appropriate training. This ensures limited contact: The sample tester will not directly touch the area of the swab that has collected the sample – they touch the other end of the swab and the untouched test tube. They then put a lid on the test tube before dropping the solution onto the flow test device. Once the sample is applied to the device, the device is placed in a tray and not physically touched again by the sample testers.</p> <p>Cleaning: The resting area is thoroughly cleaned between samples and ample cleaning material are available.</p>

6	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Staff/pupil/volunteer	Transmission of the virus leading to ill health or potential death	<p><b>Waste:</b> All waste will be placed in the appropriate type of bin and disposed of as per Health Waste regulations.</p> <p><b>Sample:</b> The sampler will leave the 'dropper lid' on the bottle when disposing of the sample – this will prevent spillage of or contact with the sample during waste disposal</p> <p><b>PPE:</b> Staff will wear PPE as required by their role. This will be donned/removed as per their training and will be changed between sessions</p>
7	Incorrect result communication	Staff/pupil	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to subject at check in</li> <li>• The subject registers their details to a unique ID barcode before conducting the test</li> <li>• Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 2 and applied to Lateral Flow Device at this station</li> </ul>
8	Damaged barcode, lost LFD, failed scan of barcode	Staff/pupil	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>• Rule based recall of subjects who have not received a result within x hrs of registration</li> <li>• Subjects are called for a retest</li> </ul>
9	Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)	Staff/pupil/volunteer	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>• <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>• <b>Environmental:</b> do not let product enter drains</li> <li>• <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>• Do not use if the solution has expired</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> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>
10	Occupational illness or injury	Staff/volunteer	Physical, mental and emotional injury or harm from accidents	<p>Immediate Response: Illness/ Injury: As per the school First Aid Risk Assessment, First Aid provision will be available on site.</p> <p>Follow established procedures for staff with long-term health issues and follow individual health-risk assessments for any staff with existing needs.</p>

11	Manual handling	Staff	General injuries such as muscle damage, cuts, trapped fingers and toes etc.	Staff to follow existing School Manual Handling Risk Assessment.
12	Unauthorised access by members of the public	Everybody	Theft of equipment	Testing is taking place within the secure school premises. The room to be locked at all times when not in use. All site visitors must contact reception to access site.
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Everybody	General injuries such as muscle damage, cuts, trapped fingers and toes etc.	No floor protection is required. The floor is non porous. The room has recently been refurbished and there are no uneven surfaces in the testing area.
14	Stairs to / from sample processing / registration area and welfare space	Everyone	General injuries such as muscle damage, cuts, bruising etc	There are no stairs within the testing area. For the stairs in the vicinity of the testing area – the School Use of School Corridors and Stairs Assessment can be referred to. This includes (not exclusively) <ul style="list-style-type: none"> <li>• Handrails provided on stairs</li> <li>• Lighting on stairs is adequate</li> <li>• Stair condition checked on daily basis</li> </ul>
15	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Staff/volunteer	Electric shock, burns, potential for death or serious injury	As per the existing School Premises Risk Assessment <ul style="list-style-type: none"> <li>• Annual PAT testing</li> <li>• 5 yearly fixed electrical installation/wiring check</li> <li>• Visual check of appliance before use – defects reported to Premises Manager and appliance taken out of use</li> <li>• Electrical equipment not introduced without permission of Premises Manager</li> </ul>
16	Use of shared equipment	Staff/pupil/volunteer	Inappropriate Sharing of Data.  Transmission of the virus leading to ill health or potential death.	Testing area to be cleaned between Testing Sessions. <b>PPE:</b> Staff will wear PPE as required by their role. This will be donned/removed as per their training and will be changed between sessions.  Computers should be kept locked when not in use in line with data protection policy.  Only School Staff will take the roles of Registration / Recording to ensure GDPR and Safeguarding Policy compliance.
17	Incorrect result communication	Staff/pupil/volunteer	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to subject at check in</li> <li>• The subject registers their details to a unique ID barcode before conducting the test</li> <li>• Barcodes are attached by trained staff at the sample collection bay</li> </ul>

				Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station
18	Damaged barcode, lost LFD, failed scan of barcode	Staff/pupil/volunteer	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>• Rule based recall of subjects who have not received a result within x hrs of registration</li> <li>• Subjects are called for a retest</li> </ul>
19	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)	Staff/pupil/volunteer	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>• <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>• <b>Environmental:</b> do not let product enter drains</li> <li>• <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>• Do not use if the solution has expired</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> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>

<b>Signed (Headteacher)</b>		<b>Date</b>	11/01/2021
<b>Signed (Chair of Governors)</b>		<b>Date</b>	11/01/2021