

EXHALL GRANGE SPECIALIST SCHOOL

LFT (Testing in schools) - Risk Assessment / Clinical Standard Operating Statement

Team Leaders: Chris Marshall, Helen Seickell, Kerry Bosworth and Jo Meaton

Coordinator: Jo Meaton

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

Hazard/ Activity	Risk	Current Control/ Mitigation measures in use	Risk Evaluation (post measures)			Further Action Required
			Probability	Severity	Risk	
Week 1-2 Initial Testing from week beginning 11 January 2021	Not competent to test	<p>Planning support and guidance for schools has been provided along with testing materials and PPE.</p> <p>The testing workforce will be made up of school staff and volunteers. Training and support will be provided to all staff/volunteers involved in the testing.</p> <p>The testing team will complete the on-line training modules.</p> <p>Team Leaders will ensure staff are competent in conducting their given roles by completing the checklist and observing the testing procedure.</p> <p>The Coordinator role will oversee the dry run and implement the Quality Management System including ensuring queues are managed or avoided.</p>	2	8	substantial	
Commencement of Testing Students and Staff for COVID 19	Risk of transmission of the virus.	Staff are trained in testing or assisting in testing of students as per the Government advice.	2	6	tolerable	

		<p>During the January 2021 lockdown there is reduced student attendance (circa 25% attendance).</p> <p>The testing staff will be available to assist with the setting up of the testing process. Teaching staff are working remotely unless they are on the rota for supervising vulnerable and key worker students. Staff and students on site will follow the measures as per the reviewed full risk assessment for measures during the pandemic. The testing centre sessions will be organised to ensure contact is reduced as much as is practicable.</p> <p>Team leaders will also ensure that all infection control precautions are followed in terms of handwashing, donning and doffing appropriate P.P.E, cleaning down work stations prior to, between and after each test, as well as at the end of a test session.</p> <p>All staff and pupils are advised to sanitise their hands on entry and exit and at several times before, during and after the testing procedure.</p> <p>Additional deep cleaning procedures have been implemented in line with Government guidance at the end of each testing session.</p>				
Carrying out tests	Risk of transmission of the virus.	<p>Testing will be carried out as instructed in the handbook and training received.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf</p> <p>All staff involved will receive full training and support prior to the testing going live.</p> <p>Team Leaders will ensure staff are competent in conducting their given roles by completing the checklist and observing the testing procedure</p>	2	6	tolerable	
Testing site set up	Risk of transmission of the virus.	<p>The York Building has been identified as the most suitable area for the testing to take place.</p> <p>The Flooring is non-porous and the test site can be easily cleaned with the required cleaning products</p> <p>The hall is well lit and has good airflow with no recirculation of air</p>	1	3	trivial	

		<p>Ambient temperature is within the recommended temperature of 15-30°C for the lateral flow devices to operate and 2-30°C for storing them as per the Government guidance.</p> <p>The heating timings have been adjusted to ensure that the testing kits are kept at the correct temperature overnight.</p> <p>The Registration desk is the first point where the individual being tested would enter the test site.</p> <p>There is a one-way direction of travel for students or staff being tested to keep the processing area and recording area separate.</p> <p>There are 3 individual swabbing bays set up for testing</p> <p>Each swabbing bay has a processing desk close by – no more than 1m away. A recording desk is located close by.</p> <p>Each bay has access to cleaning materials and PPE and further supplies are available if needed and stock levels are monitored.</p> <p>There is a clear division between the swabbing and the processing area which is marked out</p> <p>Waste disposal will be carried out following the latest Government guidance.</p>				
Information to Parents, staff and Stakeholders	Lack of information	<p>Parents/carers and Stakeholders are fully informed of the schools plans and procedures. Communication has been sent via letter and parents/carers are kept up to date with any changes as they are announced.</p> <p>Consent is required prior to testing of students and consent forms have been distributed to parents/carers.</p> <p>Staff have also been fully informed of the procedures in place and are required to complete consent forms prior to testing.</p> <p>The School website is also updated regularly with the latest updates and information.</p> <p>Additional detailed information given to parents as required to support their young person with consent and compliance.</p>	1	3	trivial	
Privacy notice	Data Breaches / Compliance with GDPR	<p>The privacy notice regarding data protection has been shared with Staff via e-mail on 12th January 2021.</p> <p>The privacy notice has been shared with parents and students via email on 12th January 2021</p>	2	6	tolerable	

Quality Lead/ Team Leader activities	Risk of transmission of the virus.	Responsible for the overall on-site operations at the test site, including day-to-day workforce management. Ensure quality assurance, incidents, risks mitigation across the testing service. Training has been completed by the staff member fulfilling the role to reduce risks as far as is possible through the use of social distancing measures, PPE, infection control precautions ,site layout. Observations and competency assessments have been completed of all roles during 'dry run' and during first Staff and first Pupil test sessions. Ongoing checks and clinical governance audits.	2	6	tolerable	
Test Assistant Role activities	Risk of transmission of the virus.	Provides guidance and supervision to subjects on swabbing as requested. Collects completed swabs and pass them to the Processor (or this is handed straight to processor by subject). Ensures cleaning of swabbing bays. Training has been completed by the staff member/volunteer fulfilling the role to reduce risks as far as is possible through the use of social distancing measures, PPE, infection control precautions, site layout	2	6	tolerable	
Processor activities	Risk of transmission of the virus.	Advises subject of how to do swab when needed and collects through the screen. Prepares test sample for analysis, conducts processing of LFD and interprets result. Provides results to Results Recorder. Ensures cleaning of processing bays and gets subject to clean their bay before leaving. Training has been completed by the staff member fulfilling the role to reduce risks as far as is possible through the use of social distancing measures, PPE, infection control precautions, site layout	2	6	tolerable	
COVID-19 Coordinator activities	Risk of transmission of the virus.	Signs off and schedules testing activities; ensuring communications and consents are actioned; management of positive cases as per school and college guidelines. Training has been completed by the staff member fulfilling the role to reduce risks as far as is possible through the use of social distancing measures, PPE, infection control precautions, site layout..	2	6	tolerable	
Registration Assistant activities	Risk of transmission of the virus.	Responsible for ensuring subjects have registered and distributing test kits on arrival. Ensures orderly entry of subjects onto the testing site.	1	3	trivial	

		Training has been completed by the staff member fulfilling the role to reduce risks as far as is possible through the use of social distancing measures, PPE, infection control precautions, site layout.				
Results Recorder	Risk of transmission of the virus.	Collates results from Processor and uploads to digital solution. Further details on the digital solution will be provided in the 'How to' Guide provided separately Training has been completed by the staff member fulfilling the role to reduce risks as far as is possible through the use of social distancing measures, PPE, infection control precautions, site layout	1	3	trivial	
Cleaner	Risk of transmission of the virus.	Cleans the testing bays, and ensures waste is correctly disposed of, including working with clinical waste provider to dispose of clinical waste. Training has been completed by the staff member fulfilling the role to reduce risks as far as is possible through the use of social distancing measures, PPE, site layout.	2	6	tolerable	
Students self-swabbing	Competency of carrying out the task / risk of vomiting Risk of transmission of the virus.	Test assistants will be able to supervise the swabbing to ensure the sample is taken correctly and will be on hand to assist any students who may have a gag reflex. The test team have received training for the actions to take if a test subject vomits. Test centre to be temporarily evacuated to enable appropriate cleaning in the event of a test person vomiting to reduce possible risk of transmission to staff or other test subjects.	3	9	substantial	
Students and Staff coming into close contact with person tested positive for COVID	Risk of transmission of the virus.	Students, and staff will be tested if they come into contact with a positive case. This new approach, known as 'serial contact testing', will allow those who are in close contact with someone who has tested positive for COVID-19 to return to school if they agree to be tested for 7 days* following last contact with a positive case. If they do not agree to be tested they must remain at home and self-isolate. They will be advised of the need to self-isolate over a weekend if necessary.	3	9	substantial	
Students receiving LFD Tests	Risk of transmission of the virus.	Students will be offered weekly Lateral Flow Device (LFD) rapid tests.	3	6	tolerable	

		<p>The LFDs provided are simple to use (students can swab themselves, with a trained person supervising them). They produce a result in around 30 minutes.</p> <p>Anyone with a positive result will need to leave school and follow the self-isolation guidelines (currently 10 days).</p> <p>Students and Staff who are in close contact with someone who has tested positive for COVID-19 will need to leave school and follow the self-isolation guidelines (currently 10 days)</p>				
Staff receiving LFD Tests	Risk of transmission of the virus.	<p>School staff will be offered one test in the first week and weekly thereafter as part of the longer-term routine testing programme.</p> <p>Anyone with a positive result will need to leave school and follow the self-isolation guidelines (currently 10 days).</p> <p>Students and Staff who are in close contact with someone who has tested positive for COVID-19 will also need to leave school and follow self-isolation guidelines (currently 10 days)</p>	3	6	tolerable	
Concerns or issues regarding testing and COVID	Complaints or concerns	<p>Schools and colleges in England can raise questions, concerns or report issues, via the DfE coronavirus helpline:08000 468687 or at RapidTesting.SCHOOLS@education.gov.uk.</p>	3	6	tolerable	
Contact between subjects increasing the risk of transmission of COVID19	Risk of transmission of the virus.	<p>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.</p> <p>Face masks: Prominent signage reminding attending subjects of the above is displayed at the entrance to the building.</p> <p>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</p> <p>Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / staff.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. If staff or pupils do not have a face covering/mask, they will be given one prior to entry into the test room.</p>	3	9	substantial	

		<p>Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by staff. A hand sanitiser dispenser is located close to the entrance and exit of the testing site. Hand sanitiser is also available in the testing area.</p> <p>Social distancing: Two metre social distancing to be maintained between subjects with the site layout ensuring compliance in addition to verbal reminders if necessary from staff, queue management (when needed) & sampling staff.</p> <p>A one-way flow of subjects through the test area is to be maintained at all times. Compliance with this is to be ensured by queue management staff.</p> <p>Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p>				
Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration	Risk of transmission of the virus.	<p>All staff will be wearing a face mask / shield while carrying out this task</p> <p>Hand sanitiser is available and used on a regular basis.</p> <p>The York building is large with high ceilings, good air flow and ventilation.</p>	2	6	tolerable	
Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Risk of transmission of the virus.	<p>All staff will be wearing a face mask / shield while carrying out this task</p> <p>Hand sanitiser is available and used on a regular basis.</p> <p>The York building is large with high ceilings, good air flow and ventilation.</p> <p>Where possible samples will be taken by person undertaking the test and not required by staff.</p> <p>If staff have to undertake sample they will have received training / guidance and wear the appropriate PPE which is disposed of after each test conducted by staff.</p>	2	6	tolerable	
Contact between sample and test centre runner increasing the transmission of COVID19: Sample	Risk of transmission of the virus.	<p>The test centre area is all in one location, the York Building</p> <p>All equipment and PPE is securely stored within the test centre area.</p>	1	3	trivial	

transport						
Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Risk of transmission of the virus.	Training and guidance will be adhered to at all times Staff must ensure full PPE is worn and cleaning of the area on a regular basis. Sensible footwear to be worn to reduce risk of slips and trips.	2	6	tolerable	
Incorrect result communication	Risk of transmission of the virus.	If in the event of an incorrect result communication the guidance must be followed and the person / parents will be contacted as quickly as possible. The government Lite Registration system and barcodes on registration cards is being used to match the tests to the correct person. The results recorder is maintaining an internal testing register that will allow the accurate maintenance of results. The QMS templates are being used to maintain the quality of the service.	1	3	trivial	
Damaged barcode, lost LFD, failed scan of barcode	Risk of transmission of the virus.	If any of the information is missing or damaged the test will be redone and the damaged testing equipment reported to the required agencies. This is unlikely to happen due to the site layout and communication flow between the processors and the results recorder	1	3	trivial	
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl	Risk of transmission of the virus.	All staff and others will ensure they are following all the guidelines and in the event of a spillage to follow procedures stated in guidance. Extraction solution is non-hazardous and comes in 10ml bottles only; maximum spillage 10mls. Contain spillage then clean with disinfectant wipe. Solution is non-hazardous under conditions of use as described in other product literature.	2	4	tolerable	

(Sodium Chloride)						
Unauthorised access by members of the public	Security breaches	The school building and perimeter is secured and no access will be permitted for unauthorised visitors.	1	4	tolerable	
Uneven surfaces (floor protection in the Testing and Welfare areas)	Slips Trips Falls	The testing area is deemed to be in a good condition and there are no obvious areas which can contribute to slips trips and falls.	1	4	tolerable	
Use of shared equipment	Contamination	Any equipment which is shared will be sanitised on a regular basis and between users.	1	4	tolerable	
Incorrect result communication	Wrong samples or miscoding of results	Identical barcodes will be issued to the subject at the registration desk. One barcode will be attached to the registration card. The registration assistant registers their details on the Lite Registration system using the issued unique ID barcode before conducting the test. Barcodes are then attached to the LFD by trained staff at the processing desk. The registration cards are passed to the results recorder to match to the LFD once the test has been processed.				
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	Subjects are called for a retest. Registration card system will identify who needs to be retested.	1	3	trivial	
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium	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,	PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses/face shields 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 lab's waste disposal procedures Do not use if the solution has expired	1	3	trivial	

phosphate monobasic), NaCl (Sodium Chloride)	inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	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 MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.				
Issues with media	Negative publicity	The school subscribe into the WCC media service and reputation service to deal with negative press. The Head teacher will liaise with the service to manage the publicity.	2	6	tolerable	

Declaration - if the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.

Persons involved in assessment	Chris Marshall, Helen Seickell, Kerry Bosworth and Jo Meaton		
Signature of Lead Assessor	Chris Marshall	Date : 14 January 2021	

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident.

Review Date	Comments	Reviewed by	Signature	Review Date	Comments	Reviewed By	Signature

Declaration by employees involved in the activity detailed above – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date