

## RISK ASSESSMENT - Onsite LFD Testing

**Premises:** SHIREBROOK ACADEMY

**Work Activity:** LFD testing for staff and students at Senior Academies

**Assessor(s):** M. Arthur/G. Shore

**Date:** 4<sup>th</sup> March 2021

**Review date:** Weekly by Estates/HR/ACET SLT

In order to aid the Government's plan to decrease the spread of COVID 19, ACET Senior Academies are planning to increase the onsite Lateral Flow Device testing of students for COVID 19 to three rapid tests on their return to school.

1. Factors to consider	2. Who might be harmed?	3. Control measures at present	4. Further action required (if any)
<b>The testing area</b>			
Students and staff attending the academy testing area.	Students and staff	<ul style="list-style-type: none"> <li>All people accessing the site must fully comply with the Academy COVID 19 risk assessment.</li> <li>Prior to testing taking place all participant over 16 must have completed the digital consent form (paper copies are available if participants have no IT access).</li> <li>Prior to testing place consent forms to be collected from the legal guardians of students who are 16 and under.</li> <li>All staff and students (including those aged 16 and under) reserve the right to not participate in the program at the point of testing.</li> <li>Site staff to ensure there is safe access to the testing area prior to each testing session.</li> <li>In inclement weather if appropriate paths and walkways are gritted by site staff and a check performed to ensure there are no trip hazards or obstructions on all routes to and from the testing area prior to access by the testing staff.</li> <li>Testing staff, staff and students advised prior to accessing the test site to wear appropriate attire for the current weather conditions, including appropriate footwear.</li> <li>Location of testing area is within academy grounds to prevent unauthorised access.</li> <li>All staff including agency/temporary and contracted staff are eligible for testing should they wish to partake in the program.</li> </ul>	<ul style="list-style-type: none"> <li>See latest Academy COVID 19 RA</li> <li>See staff/student consent form.</li> </ul>

Up-to-date information held by HR/Admin.	Students and staff	<ul style="list-style-type: none"> <li>• HR department to collect and update a database of those staff who have consented to participation in the lateral flow device testing program.</li> <li>• Admin department to collect and update a database of those students or their parents/carers who have consented to participation in the lateral flow device testing program.</li> <li>• Testing staff to be provided with data access so this can be checked at point of testing.</li> </ul>	
Staff or students displaying Covid- 19 symptoms awaiting collection.	Students and staff	<ul style="list-style-type: none"> <li>• Where a student or member of staff test positive of COVID-19 according to the Lateral Flow Device (LFD) test, the student/staff member must be sent home.</li> <li>• Members of staff can make their way off site as soon as possible.</li> <li>• If awaiting collection, the student will be isolated (with supervision) from any other students or staff. If the student cannot be isolated, they should be moved to an area at least 2 metres away from other people. Should the child need to use a bathroom while waiting to be collected, they should use a separate toilet area if possible. Parents/carers will be advised to collect students from the area detailed in the academy COVID 19 risk assessment and where possible avoid them entering the academy.</li> <li>• PPE (A disposable medical grade facemask, wipe-able face shield, disposable apron, disposable vinyl gloves) must be worn by the member of staff caring for the child.</li> <li>• Staff who have helped anyone displaying symptoms must wash their hands thoroughly for 20 seconds with soap and running water. They do not need to isolate unless they develop symptoms themselves.</li> <li>• Those persons showing symptoms and do not take part in the program must follow the processes within the current COVID 19 risk assessment.</li> <li>• Those persons testing positive on a LFD must isolate as normal in line with the current COVID 19 risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Student to access a different toilet area to other students if they need it.</li> </ul>

<p>Contact between subjects, staff and testing staff increasing the risk of transmission of COVID19.</p>	<p>Students, staff, Governors and Trustees</p>	<ul style="list-style-type: none"> <li>• 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>• Face coverings: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>• Face coverings 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 to be reminded to all subjects in advance at time of test booking.</li> <li>• Compliance with wearing of face covering of all subjects to be visually checked on arrival by testing site supervisors.</li> <li>• Compliance with wearing of face covering of all subjects to be visually checked by testing site supervisors.</li> <li>• Hand hygiene: All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> <li>• Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings where possible in place to ensure compliance in addition to verbal reminders if necessary from reception, supporting &amp; sampling staff.</li> <li>• Where possible one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by all testing staff.</li> <li>• Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Limited clutter; no physical handing of documents to subjects except barcodes.</li> <li>• Staggered testing slot per class/bubble, with the next class group being contacted and invited prior to them arriving at the testing area.</li> <li>• Next bubble not allowed to enter testing area, until all the previous group have exited.</li> <li>• Clearly demarcated route through the testing area.</li> <li>• Clearly defined waiting area for those participating in serial testing.</li> </ul>	
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Incorrect result communication	Students and staff	<ul style="list-style-type: none"> <li>• All testing and recording staff to complete the online training.</li> <li>• HR to check the certification of all testing and recording staff prior to testing commencing.</li> <li>• Testing completed following all the methods set out by the NHS/DfE/Government.</li> <li>• 2 identical barcodes are provided to subject at check in.</li> <li>• The administrator 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> <li>• Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station.</li> </ul>	
Damaged barcode, lost LFD, failed scan of barcode	Students and staff	<ul style="list-style-type: none"> <li>• Rule based recall of subjects who have not received a result within 1 hour of testing session ending.</li> <li>• Subjects called for a retest.</li> </ul>	
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)	Students and staff	<ul style="list-style-type: none"> <li>• PPE: 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>• Environmental: do not let product enter drains.</li> <li>• Spillages: 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>	The chemical 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.

Unauthorised access by members of the public	Students/staff and visitors	<ul style="list-style-type: none"> <li>• Test area is within the school boundary and inaccessible by the general public.</li> <li>• Consent forms are checked at reception and if no consent form is found the person will not be allowed further into the testing area.</li> <li>• Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures.</li> </ul>	Testing staff to alert SLT should unauthorised visitors be found to be on site.
Uneven surfaces (floor protection in the Testing and Welfare areas)	Students and staff	<ul style="list-style-type: none"> <li>• Appropriate room choice, with the test area having a solid, flat floor (no carpet).</li> <li>• Area checked for condition prior to commencement of testing programme.</li> <li>• Testing staff encouraged to report any defects with the fabric of the building to the Estates department in a timely manner.</li> </ul>	
Electrical safety / plant & equipment maintenance Defective electrical equipment	Students and staff	<ul style="list-style-type: none"> <li>• All electrical equipment to have a valid PAT sticker.</li> <li>• Equipment condition checked by IT prior to commencement of testing program.</li> <li>• Testing staff encouraged to report any defects or abnormal operation of any equipment being used to the Estates department in a timely manner.</li> </ul>	
Use of shared equipment	Students and staff	<ul style="list-style-type: none"> <li>• Where possible equipment is not shared by multiple members of the testing staff.</li> <li>• Spare equipment on hand should any equipment become no longer useable.</li> <li>• Testing staff to have their own work station per session.</li> <li>• All work stations and associated equipment cleaned with disinfectant wipes between sessions.</li> </ul>	
Test at home kits	Students and staff	<ul style="list-style-type: none"> <li>• Test at home kits to be issued with the instructional leaflet</li> <li>• A log of name test lot numbers and test results to be maintained by Admin department (students) / HR department (staff)</li> <li>• Staff and students to record their results on the Test and Trace system and to the academy</li> <li>• Small on-site test centre to be maintained should any staff or students prefer to be tested on site rather than at home</li> </ul>	

Inclement Weather	Students and Staff	<ul style="list-style-type: none"> <li>Staff and students reminded to wear appropriate clothing for the weather. There may be short intervals where staff/students could wait outside prior to being admitted to the testing centre.</li> </ul>	
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