

Lateral Flow Testing Risk Assessment

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators.

Assessment Date	11/01/21	Lead Assessor	Kathy Pacey and Chris Daniel		Assessment Number	1
Activity / Task						
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Teddington School					
Activities Involved	Testing staff and students					
Who might be affected	Staff	Volunteers	Contractors	Visitors	Pupils/students	
	✓	✓	✓	✓	✓	

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Additional controls
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • 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. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by COVID Coordinator. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided at testing stations & adherence to this enforced by COVID Testing Assistants. • Social distancing: 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 COVID Coordinator, queue management & sampling staff. 	<ul style="list-style-type: none"> • Testing team made clear through MS Teams channel as to rules and expectations • Letters and videos home to all students before mass testing begins • Marked resources points to reduce clutter and contamination • Cleaning team briefed on duties.

			<ul style="list-style-type: none"> • A 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 queue management staff/ COVID Coordinator. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter: chairs only on request: no physical handing of documents to subjects except barcodes • If students or staff are being tested because they are a close contact they will need to wait somewhere before being allowed to begin normal schools' activities until they receive a negative test result. 	
2	<p>Contact between subjects and staff increasing the risk of transmission of COVID19 :</p> <p>Welcome & registration</p>	<p>Transmission of the virus leading to ill health or potential death</p>	<p>All persons involved have successfully completed the training available:</p> <ul style="list-style-type: none"> • Testing process overview online video • Roles and responsibilities online information sheet • Online training relevant to the specific role being carried out • Group onsite run through of swabbing and processing procedure <ul style="list-style-type: none"> • All new or temporary staff and volunteers must have a school induction including on current Covid-19 procedures, safeguarding and general health and safety. <ul style="list-style-type: none"> • In general, all staff involved in testing must remember the best way of protecting themselves is always to practice good infection prevention and control, keep physical distance, wash hands, and wear appropriate PPE: see p23-26 'How to Guide'. Staff directly involved will need visors, disposable gloves, disposable plastic aprons, and surgical fluid resistant face masks. <ul style="list-style-type: none"> • At all times schools should ensure that the testing programme is managed in line with the system of controls currently in place. 	<p>Additional controls</p> <ul style="list-style-type: none"> • All testing centre staff have completed the required online training • All staff appropriately inducted • Clear floor markings for areas PPE must be worn • SLT to continually quality assure the site during their shift.

			<ul style="list-style-type: none"> • Clear role descriptions in place for all of the Testing Team • System for recording near misses in place 	
3	Contact between subject and Test Assistant increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All persons involved have successfully completed training as in 2 above: • In general, all staff involved in testing must remember the best way of protecting themselves is always to practice good infection prevention and control, keep physical distance, wash hands, and wear appropriate PPE. • At all times schools should ensure that the testing programme is managed in line with the system of controls currently in place. • Clear role descriptions in place for all of the Testing Team • Systems for recording near misses in place • Staff directly involved will need visors, disposable gloves, disposable plastic aprons, and surgical fluid resistant face masks, used and replaced as per instructions in 'Schools and Colleges: How to Guide' p23-26 • Staff and students to carry out self-swabbing as far as is reasonably practicable. • Ensure that there is suitable supervision and monitoring in place to ensure that all control measures and procedures are being followed. • Ensure that workflow is managed to reduce time pressure related issues. • Consider daily testing for staff and volunteers carrying out testing. • Clinically extremely vulnerable staff or volunteers to not be involved with testing. • Layout of testing space in line with DfE guidance and designed to reduce risk of transmission. • Area to regularly cleaned and disinfected. 	Additional controls

			<ul style="list-style-type: none"> Clinical compliance checklist as supplied by DfE with initial "Get started" PPE and test kits completed. <p>Refer to guidance in the latest version of the COVID-19 National Testing Programme: Schools & Colleges Handbook and supporting training materials.</p>	
4	Contact between sample and Test Assistant increasing the transmission of COVID19: Sample transport	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Test Assistant has completed all training Transfer of sample to Processor follows guidance on hygiene Good practice consistently in place - keep physical distance, wash hands, and wear appropriate PPE 	Additional controls
5	Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All persons involved have successfully the relevant training: All new or temporary staff and volunteers must have a school induction including on current Covid-19 procedures, safeguarding and general health and safety. In general all staff involved in testing must remember the best way of protecting themselves is always to practice good infection prevention and control, keep physical distance, wash hands, and wear appropriate PPE. At all times schools should ensure that the testing programme is managed in line with the system of controls currently in place. Clear role descriptions in place for all of the Testing Team Systems for recording near misses in place Staff directly involved will need visors, disposable gloves, disposable plastic aprons, and surgical fluid resistant face masks. 	Additional controls

			<ul style="list-style-type: none"> Refer to guidance in the latest version of the COVID-19 National Testing Programme: Schools & Colleges Handbook and supporting training materials. 	
6	Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All waste disposal will follow latest guidance : p16-17 'How to Guide' 'Healthcare' waste stored securely if waste disposal contractor lacks capacity to remove waste 	<p>Additional controls</p> <ul style="list-style-type: none"> 8/3/21 PHE update on waste disposal and new guidelines now adhered to and premises team aware.
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 3 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 	<p>Additional controls</p> <ul style="list-style-type: none"> Additional barcode is attached to a results sheet for cross-checking if required.
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & no result communicated to individual	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within 24 hrs of registration Subjects are called for a retest 	<p>Additional controls</p> <ul style="list-style-type: none"> Process agreed with testing and results recording staff for communicating such issues to SLT.
9	Extraction solution which comes with the lab test kit contains the following	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under	<ul style="list-style-type: none"> 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. 	<p>Additional controls</p>

	<p>components: NA₂HPO₄ (disodium hydrogen phosphate), NaH₂PO₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>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.</p>	<ul style="list-style-type: none"> • 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 • 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 Material Safety Data Sheet (MSDS) form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	
10	Occupational illness or injury	Lack of capacity to complete testing	<ul style="list-style-type: none"> • Ensure Testing Team understand one another's roles so there is not over-reliance on individuals • As much as possible build capacity in the team by training more people than needed 	<p>Additional controls</p> <ul style="list-style-type: none"> • During week 1 all trained staff to undertake both roles to be confident with either.
11	Manual handling	Increased chance of contamination	<ul style="list-style-type: none"> • All staff involved trained on correct protocol 	Additional controls
12	Unauthorised access by members of the public	Increased chance of contamination / disturbance to organisational process	<ul style="list-style-type: none"> • Clear signage with no entry signs and explanation of use of area • Clear communications with parents / carers regarding lack of entry to non-authorised personnel 	Additional controls
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Increased chance of contamination	<ul style="list-style-type: none"> • Test site flooring must be non-porous • Test site must be well lit and have good airflow • Registration desk at the first point where test subject would enter the Test site • One way direction of travel for test subjects. If not possible, enough room should be provided for test subjects to exit room whilst maintaining social distance 	Additional controls

			<ul style="list-style-type: none"> • Test subject chairs in the swabbing bay should be minimum of 2m apart • Each swabbing desk must have a processing desk close by no more than 1m away. Recording desk to be located close by. • Test subjects must not enter area processing area. This should be demarcated. • Clear division between swabbing and processing area. • Ensure that regular cleaning and disinfection of testing area is carried out including high touch / contact periods in line with the school's current procedures. • Ensure there are suitable arrangements in place to dispose of used test kits etc – see p17-18 of 'How to Guide' 	
14	Stairs to / from sample processing / registration area and welfare space	Increased chance of contamination	<ul style="list-style-type: none"> • Trip hazard • Possibility of spillage of reagents 	<p>Additional controls</p> <ul style="list-style-type: none"> • No stairs
15	Inclement weather	Risk of crowding / disorganisation	<ul style="list-style-type: none"> • Covered waiting areas to be used as much as possible • Guidance to still be followed re social distancing, cleaning, hygiene • Participants told to wear suitable clothing – uniform policy to be adjusted as required • Umbrellas provided if possible 	<p>Additional controls</p> <ul style="list-style-type: none"> • Sports Hall queuing area design to allow 30 waiting bays, so all those attending each session can be inside and still socially distanced.
16	Electrical safety / plant & equipment maintenance	Injury and damage	<ul style="list-style-type: none"> • All equipment, eg portable heaters, to be PAT tested and follow school's existing risk assessments / processes for electrical safety and maintenance • Extension leads must be taped securely to floor to prevent trip hazard 	<p>Additional controls</p> <ul style="list-style-type: none"> • Premises periodical checks that all tape is still adequate and sufficient.

	Defective electrical equipment			
17	Use of shared equipment	Increased chance of contamination	<ul style="list-style-type: none"> Equipment should not be shared if possible and if it is must be wiped down in line with the existing Coronavirus risk assessment / procedures , particularly keyboards/mice of registration PCs 	<p>Additional controls</p> <ul style="list-style-type: none"> Administration staff to wear gloves also for any in-testing centre work
18	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station Pre-information provided to groups at earliest opportunity on planned arrangements Raise awareness of testing activities and provide reassurance to all groups Provide remote Q&A sessions / FAQs on websites as required Provide updates to process as required Have processes in place to communicate and manage close contacts of positive cases Consider use of social media using standard materials Consider how any media interest will be handled Refer to guidance in the latest version of the COVID-19 National Testing Programme: Schools & Colleges Handbook and supporting training materials. The ambient temperature should be 15-30 °C for the lateral flow devices to operate and 2-30 °C for storing them 	<p>Additional controls</p>
21	Test given to participant without	Legal implications	<ul style="list-style-type: none"> Participation is voluntary for the programme and active consent is required either by staff, pupils, or parents /legal guardians, as appropriate – for pupils aged under 16 – see p28 ‘How to Guide’. Consent checked at Registration Desk 	<p>Additional controls</p> <ul style="list-style-type: none"> Three stage checking process before student arrives

	appropriate consent		<ul style="list-style-type: none"> • Consent needs to be for the weekly testing and for the serial testing component of the programme. • Careful recording mechanisms must be in place • As part of the serial testing process, participants' consent should include providing their confirmatory test results to the school • Refer to guidance in the latest version of the COVID-19 National Testing Programme: Schools & Colleges Handbook and supporting training materials. 	<ul style="list-style-type: none"> • If outstanding discrepancy, the student will not be tested and clarification sought, with the student able to be tested the next day.
22	Data not stored in line with GDPR regulations	Breach of GDPR regulations	<ul style="list-style-type: none"> • Use the BET privacy notice and data FAQs. • The privacy notice and data FAQs should included within initial communication on the testing programme and posted on school website • Data should be deleted by the school after 14 days – see p31 'How to Guide'. 	Additional controls

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all staff/volunteers/ contractors as part of induction	Covid Coordinator	11/01/21	11/01/21
2	Toolbox talks to be delivered to all staff/volunteers/ contractors on a regular basis including slips trips falls and complacency	Covid Coordinator	Ongoing and daily briefing	
3	Additional signage to give further clarity on the storage of resources to be introduced	Covid Coordinator	29/01/21	05/03/21

Additional Notes

Risk Evaluation

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	Kathy Pacey and Chris Daniel
Signature of Lead Assessor	KP, CD Date: 11.1.21

Reviews – this assessment should be reviewed at intervals no greater than 2 weeks 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
28.1.21	Review of practice, additional control measures listed.	CD	CD					
8.3.21	Review of operational practice for mass testing	CD	CD					

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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