

Summerhill School (Dudley MBC) Risk Assessment

COVID-19 Lateral Flow Testing in School

Description:	Covid-19 Lateral Flow Testing Risk Assessment	Assessment reviewed by Manager Name: Vicki Poole/Martyn Palfreyman
Name of Team/Service or Individual:	Summerhill School	
Date of Managers Assessment:	5 March 2021	

This is a draft copy of a generic Risk Assessment for Covid-19 Lateral Flow Testing in schools during the current Covid-19 pandemic. It is unlikely to cover all scenarios and each school and childcare settings should consider their own unique circumstances.

From the beginning of January, schools and colleges starting with secondary schools and FE colleges, including special schools and alternative provision will be provided with testing kit including PPE. They will be provided with comprehensive guidance and training materials and support to introduce a testing programme that works for staff and students/students.

For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges. In line with routine infection control practice, close contacts who decide not to be tested daily will need to self-isolate in line with the [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection.](#)

Task / Activity	Hazard	Who Might be Harmed and How?	Are your team carrying out this Task/Activity (COVID-19 only)	Existing Control Measures	Recommended Control Measures
Initial Preparations	COVID-19 Virus Biological Hazard	All persons involved in named activity. Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death	Yes	<ul style="list-style-type: none"> School Premises Covid-19 Risk Assessment formulated and actioned alongside the schools planning framework All schools and childcare settings to follow Government and Local Authority guidance Anyone showing symptoms of, coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, their 	<ul style="list-style-type: none"> Communicate the testing approach to all testing staff Read the NHS and DFE guidance and ensure all relevant staff take the NHS online training and onsite run through on the first day of testing Determine storage space for testing kits Plan out your testing area and workflow Ensure you have enough of the appropriate PPE for staff

				<p>normal sense of taste or smell - anosmia), or have someone in their household who is, will not be allowed in a school or childcare setting.</p> <ul style="list-style-type: none"> • Staff and families with COVID-19 symptoms to follow government guidance and self-isolate at home 	
Preparation of Testing Area	COVID-19 Virus Biological Hazard	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>	Yes	<ul style="list-style-type: none"> • Testing Site Identified. • Prepare consent forms to gain formal consent for testing and sharing results • Schedule staff and pupil testing • Cleaning the testing area between tests and following PPE contamination protocols 	<ul style="list-style-type: none"> • Test site flooring must be non-porous • Test site must be well lit and have good airflow and good ventilation • 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 • Test subject chair 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. This should be demarcated. Test subjects must not enter the processing area • Follow other key considerations include social distancing, disability access, and fire safety regulations • Follow the NHS Covid-19 National Testing Programme- Schools and Colleges Handbook

Training	COVID-19 Virus Biological Hazard	All persons involved in named activity. Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.	Yes	<ul style="list-style-type: none"> Testing staff identified and trained 	<ul style="list-style-type: none"> It is essential that all staff who will conduct LFD testing complete the online NHS Test and Trace training The school will ensure that testing staff have access to the training portal. Once access is granted, all staff members are required to watch the training videos and complete the online assessment. An onsite run through to be carried out on the first day of testing
Queueing of Students for Testing	Lack of Social Distancing and COVID-19 Transmission	All persons involved in named activity. Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death		<ul style="list-style-type: none"> Numbered and timed appointments made for all students in year group bubbles for LFD testing to be undertaken before students return to school. 	<ul style="list-style-type: none"> Manage situation with staff. Ensure social distancing is in place and adhered to. Masks to be worn whilst awaiting tests.
Testing	COVID-19 Virus Biological Hazard	All persons involved in named activity. Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.	Yes	<ul style="list-style-type: none"> Testing staff identified and trained, and appropriate PPE provided 	<ul style="list-style-type: none"> Have an agreed upon procedures set for invalid LFD tests and any staff or students who cannot or refuse to test Keeping any devices used for registration kept clean between each use and following contamination IPC measures carefully
Testing	COVID-19 Virus Biological Hazard	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	Yes	<ul style="list-style-type: none"> Testing staff identified and trained, and appropriate PPE provided 	<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. 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 appropriate waste disposal procedures Do not use if the solution has expired

					<ul style="list-style-type: none"> • Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.
Test Analysis	COVID-19 Virus Biological Hazard	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>	Yes	<ul style="list-style-type: none"> • A lateral flow test needs to be conducted 3 times within a 3-5 day period for all students returning to school. • All staff will have a lateral flow test before students return and then test themselves at home twice a week. • Staff and students who do not wish to be tested or are unable to be tested for any reason, must self-isolate in accordance with national guidance until 10 days after the person they are a contact of tested positive or if they have Covid-19 symptoms 	<p>Negative Lateral Flow Test Result</p> <ul style="list-style-type: none"> • Continue with your normal activities until your next test is due. <p>Positive Lateral Flow Test Result</p> <ul style="list-style-type: none"> • Follow the national guidance, and take a confirmatory PCR test, self-isolate until the result of the PCR test is available. <p>If the PCR test is positive</p> <ul style="list-style-type: none"> • Complete 10 days self-isolation. All other identified close contacts and household members of this positive case will now also follow the national guidance. <p>If the PCR test is negative</p> <ul style="list-style-type: none"> • Continue with your normal activities until your next test is due.
PPE Requirements	COVID-19 Virus Biological Hazard	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>	Yes	<p>All testing staff to wear appropriate PPE:</p> <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. Face shields which are tested and approved under appropriate government standards to be worn at all times 	<ul style="list-style-type: none"> • PPE to be supplied to schools alongside the testing kits

				<p>when handling the extraction solution.</p> <ul style="list-style-type: none"> • Impervious clothing/apron to be worn to protect the body from splashes or spillages. 	
Storage	COVID-19 Virus Biological Hazard	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>	Yes	<ul style="list-style-type: none"> • Secure Storage Facilities Identified 	<ul style="list-style-type: none"> • Kits can be stored at room temperature: • Store extraction solution at 2-30o C • Store the test cartridge at 2-30o C
Disposal of Used Test Equipment	COVID-19 Virus Biological Hazard	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death</p>		<ul style="list-style-type: none"> • Disposal via general waste procedures 	<ul style="list-style-type: none"> • Check with MITIE with regard to increase in general waste and any associated increase required in collection.

DFE Guidance documents:

[Workforce Planning tool](#)

Provides institutions with an indication of the number of testing desks, recommended staff numbers and approximate level of funding you'll be entitled to.

['How to Guide' – Rapid Testing in Schools and Colleges](#)

A practical step-by-step guide to support all those working in schools and colleges to carry out rapid asymptomatic testing.

['Training Guide' – Rapid Testing in Schools and Colleges](#)

A short guide to the online training available to support those involved in delivery of rapid testing in schools or colleges. This document also contains a link to the online training course.

[Sample Quality Checklist, Risk Assessment Template and Competency Checklist for Key Roles](#)

Embedded links within page 29 of the How to Guide

Further guidance

[Find out how to administer testing at your education setting](#) on gov.uk.

Gov guidance on PPE to be followed:

<https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

Additional guidance:

[Disposal of PPE- see Gov guidance \(cleaning\)](#)

General training for staff- toolbox talks, etc

[Personal hygiene- hand washing etc before and afterwards](#)- See HSE guidance

Expiry dates of PPE and checking these

<https://www.gov.uk/coronavirus/education-and-childcare>

There are also resources available for schools to talk to young people about COVID and mass testing at www.storicise.com with more planned to be ready for schools, parents and young people to access at start of Jan.