



Winchmore School

Risk Assessment for Lateral Flow Device Testing for Coronavirus (COVID-19)

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	01.03.21	Lead Assessor & Team Leader	Penny Basri	Team Leaders	Amit Nagrani Justine Marlowe Stella McCaul	Assessment Number	2021/04
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Winchmore School						
Activities Involved	Traversing the site on foot Testing school staff, students and contractors Providing safe waiting areas for test subjects pending results					Location	Laburnum Grove London N21 3HS
Arrangements for the reopening of school to all students and staff from 8th March 2021	<p>Staff are required to take a Lateral Flow Device (LFD) test in school on Thursday 4th or Friday 5th March before returning to school following a negative test result and twice weekly thereafter. Home testing kits will be provided and issued to all staff, available from the school office.</p> <p><i>(Note: if staff have tested positive within the past 90 days they will not be required to take a test in school but transition to home testing after 90 days has lapsed since their positive result).</i></p> <p>Students are required to take three Lateral Flow Device (LFD) tests within 3-5days apart. Following students' first negative test they may resume face to face lessons with follow-up tests</p>					Students and staff to enter via Laburnum	

on scheduled days whilst in school. A return to school programme and schedule of tests for all year groups is as below.

Students will receive appointed times of day to attend for their first test following which they will return home. If they test negative, they may return to school the following day and resume face to face lessons as per their timetable using their normal bubble entrance.

This testing is for students with no symptoms. If students develop symptoms at any time (including high temperature, a new continuous cough or a loss or change to their sense of smell or taste) they must immediately self-isolate and book a CRP test by calling 119 or visiting <https://www.gov.uk/get-oronavirus-test>

If your child has tested positive for Covid 19 within the last 90 days, they will be unable to take part in the testing programme in school until 90 days has lapsed since their positive result. They will then transition to home testing. Please advise school staff.

In order to register students on the NHS website they will need their address, the email address and mobile phone number of their parent/carer if under 16, to be informed of test results. Parental consent to be given before the test can be carried out.

Grove main entrance for first test in the hall

Year Group	1st Covid Test <i>Return home after test</i>	First Day in School	2nd Covid Test <i>Students in school. Test will be taken during the school day</i>	3rd Covid Test <i>Test will be taken during the school day</i>
Year 7	Wednesday 10 March	Thursday 11 March	Monday 15 March	Thursday 18 March
Year 8	Tuesday 16 March	Wednesday 17 March	Friday 19 March	Tuesday 23 March
Year 9	Monday 15 March	Tuesday 16 March	Thursday 18 March	Monday 22 March
Year 10	Friday 5 March	Monday 8 March	Tuesday 9 March	Friday 12 March
Year 11	Friday 5 March	Monday 8 March	Tuesday 9 March	Friday 12 March
Sixth Form	Thursday 4 March	Monday 8 March	Monday 8 March	Thursday 11 March

Who Might be affected	Staff	Students	Contractors	Visitor	Volunteers

			<p>sampling staff.</p> <ul style="list-style-type: none"> • A one-way flow of subjects through the testing areas is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter: chairs provided only in the results waiting area; no physical handing of documents to subjects except barcodes 	
2	<p>Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration</p>	<p>Transmission of the virus leading to ill health or potential death</p>	<p>All staff involved have successfully completed the training available: All Resources: (available on the secure digital platform) https://drive.google.com/drive/folders/1jYv0MjFyllbzigPn_1S10OuRgfrj_b5_P Read First https://drive.google.com/drive/folders/1jYv0MjFyllbzigPn_1S10OuRgfrj_b5_P Training Resources https://drive.google.com/drive/folders/1yy8gj4XU--t21geSx6NswBESJNrEUMBO</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 • 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 	<ul style="list-style-type: none"> • No volunteers or agency staff will be used during national lockdown. • Dedicated PPE Donning area set up at rear of hall • All staff will be reminded of proper PPE procedures by the Team Leader • Relevant signage in testing area. • No subjects with Covid symptoms allowed on site. • Near miss documentation will be completed by Covid Coordinator/Team Leader.

			<p>PPE: see p22-24 'How to Guide' on the GOV.UK secure digital platform.</p> <p>Schools How to Guide</p> <p>Staff directly involved will need necessary PPE - visors, disposable gloves, disposable plastic aprons, and surgical fluid resistant face masks.</p> <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. • Clear role descriptions in place for all of the Testing Team • System for recording near misses in place 	
3	Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	<p>All staff involved have successfully completed training as in 2 above:</p> <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. • 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. <i>Refer to guidance in the latest version of the COVID-19 National Testing Programme: Schools & Colleges Handbook and supporting training materials.</i> 	
4	Contact between sample and test Recorder increasing the transmission of COVID19:	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Test Processor and Test Recorder have completed all training • Transfer of sample from Processor to Recorder follows guidance on hygiene • Good practice consistently in place - keep physical distance, wash hands, and wear appropriate PPE 	<ul style="list-style-type: none"> • Signage for test Processor role in place

	<u>Sample transport</u>			
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All staff 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. • 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: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All waste disposal will follow latest guidance : p17 'How to Guide' Schools How to Guide 	<ul style="list-style-type: none"> • Waste bags will be removed securely tied at the end of each session and placed in an external dedicated covered waste bin for healthcare waste specialist collection.

7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • Three identical barcodes are provided to subject with registration card 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 discrepancies at the testing bay and applied to Lateral Flow Device at this station by Processor 	<ul style="list-style-type: none"> • barcodes are scanned using iPad devices to reduce risks associated with manual data entry • Staff will be trained and reminded of confidentiality requirements
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 	<ul style="list-style-type: none"> • I pads will be used for scanning bar codes
9	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)	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	<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 school'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. 	<ul style="list-style-type: none"> • All staff have completed the relevant training, will be adhering to all guidance and wearing appropriate PPE. • Requirements will be reminded to the testing team at the beginning of each session.

		exposure.		
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 staff than needed 	<ul style="list-style-type: none"> • At least three members of staff have completed training to equivalent of Team Leader and Covid Coordinator (PBA/JME/ANA) • Winchmore School staff have completed training to cover Reception; Test Assistant; Processor and Results Recorder (ANA, AAO, AKO, YYA, KSI) (APL,BGO,DTO,EPB,EMC,JME, PJE,SMC,PBA)
11	Manual handling	Increased chance of contamination Personal injury	<ul style="list-style-type: none"> • All staff involved trained on correct protocol • Clear pathways of trip hazards • An adequate and monitored supply of the required testing materials are provided at each testing station before start of each test cycle • Stocks of equipment stored securely 	
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 	<ul style="list-style-type: none"> • One Member of Leadership Team on duty every day as a minimum requirement to monitor reception and site • During national lockdown access restricted to pedestrian entrance in Laburnum Grove for students and visitors. • Secure access control system

				in operation at main entrance
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	<p>Increased chance of contamination</p> <p>Personal injury due to possible trips/falls</p>	<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. • Each swabbing bay must have a processing desk close by, no more than 1m away. Recording desk to be located close by, behind processing desk. • Subjects must not enter the processing area – a clear passage of entry and exit must exist • 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 and waste material – see p17 of 'How to Guide' Schools How to Guide 	
14	Stairs to / from sample processing / registration area and welfare space	<p>Increased chance of contamination</p>	<ul style="list-style-type: none"> • Trip hazard • Possibility of spillage 	<ul style="list-style-type: none"> • No stairs to entrance • No stairs in testing areas
15	Inclement weather	<p>Risk of crowding / disorganisation</p>	<ul style="list-style-type: none"> • Covered waiting areas to be used as much as possible with alternative areas identified for increased testing subjects • Guidance to still be followed re social distancing, cleaning, hygiene • Participants told to wear suitable clothing – uniform policy to be adjusted as required 	<ul style="list-style-type: none"> • Staggered arrival times for staff and student testing during lockdown • Sports Hall to be used as an internal waiting area, socially distanced

16	<p>Electrical safety / plant & equipment maintenance</p> <p>Defective electrical equipment</p>	Injury and damage	<ul style="list-style-type: none"> • All equipment 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 	
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 registration and recording devices 	<ul style="list-style-type: none"> • No shared equipment during each session, all equipment will be cleaned at beginning and end of each session
18	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • Barcodes are checked for discrepancies at the testing bay before being applied to Lateral Flow Device at this station • Staff at reception advise subjects to keep barcodes secure whilst waiting for tests • Use of smartphone by participants to scan barcode to reduce inaccurate manual data entry • 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"> • Processor only processes one test at a time, relevant to the person in the bay • Staff will self register on test site • Students will self register only when supervised by reception staff • Reception staff to register those subjects without personal smart phones by ipad or smartphone
19	Test given to participant without appropriate consent	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 p26 'How to Guide' • Careful recording mechanisms must be in place • Parents/guardians are sent consent form for completion prior to 	<ul style="list-style-type: none"> • Only staff and students who have provided consent will be invited for testing during lockdown • Register of students who are able to attend school is taken

			<p>students arriving on site.</p> <ul style="list-style-type: none"> • School reserves the right to decline entry to staff/contractors/visitors who do not consent to testing for the safety and protection of students and staff on site. 	<p>daily to ensure no student who has not been given consent is on site.</p>
20	Data not stored in line with GDPR regulations	Breach of GDPR regulations	<ul style="list-style-type: none"> • The privacy notice and FAQs should be included within initial communication on the testing programme and posted on the school website • Data to be deleted after 14 days – see p29 ‘How to Guide’ 	<ul style="list-style-type: none"> • Daily records will be kept to ensure ease of deletion of data following 14 day period • Only limited Winchmore testing staff will have access to files
21	Test self-administered inaccurately	Too many tests are inaccurate / void	<ul style="list-style-type: none"> • Use of clear signage, mirrors, phone torches etc to ensure participants are clear on where to swab • Test Assistant supervises subject whilst swabbing • Revisit training and processes regularly to ensure standards do not slip over time 	<ul style="list-style-type: none"> •
22	Trauma of testing reduces rates of participation	Numbers of participants reduces so infection rates rise in school/ attendance reduces as students and staff prefer to self-isolate	<ul style="list-style-type: none"> • Train testing team on how to prepare and reassure participants • Remind participants of the bigger picture and the purposes of participation • Use the holding bay to reassure/comfort participants appropriately 	<ul style="list-style-type: none"> • Test assistants to provide calm reassurance • Classical/smoothing music or as appropriate to be played in the background to create calming environment

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 as part of induction	Covid Coordinator/Team Leaders	On induction of new testing team member	Ongoing
2	Toolbox talks to be delivered to all staff and volunteers on a regular basis including slips trips falls and complacency	Covid Coordinator	Daily/ Weekly/ Monthly as appropriate	Ongoing

Additional Notes

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	Penny Basri / Amit Nagrani / Justine Marlowe
Signature of Lead Assessor	Penny Basri Date 02 February 2021

