

APPENDIX C: St Peter's Catholic School's Risk Assessment for use of the lateral flow devices at the testing station

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

Version 1 – January and February (testing of staff and critical workers)

This risk assessment will be reviewed when Year 11 and/or Year 13 return to school in March/April

Assessment Date	Jan 2021	Team Leader	C Clinton		
Activity / Task					
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at St Peter's Catholic School				
Activities Involved	Traversing the site on foot Testing School staff and pupils			Location	Sports Hall
Who Might be affected	Member of staff ✓	Pupil ✓	Contractor ✓	Visitor ✓	Volunteer ✓

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	Action No
<p>Frequency of testings at St Peter’s Catholic School will be outlined below</p> <ol style="list-style-type: none"> 1. Staff will be tested twice a week - there will be a minimum of a two-day gap between the tests. 2. Pupils will be tested twice in total. There will be a minimum of a two-day gap between the tests, but this is dependent on how frequently the pupils attend school 3. One change that has been made since the inception of this risk assessment is daily testing for close contacts of a confirmed case: close contacts will no longer be tested daily for 7 school days, asking the individual to self-isolate at the weekend. All close contacts will self-isolate for 10 days. 							
<p>The testing process at St Peter’s Catholic School will be outlined below</p> <ol style="list-style-type: none"> 1. Test subjects will be pre-registered in the School Office either the day before or the morning of their test. Therefore, contact between the registration assistant and test subjects will be kept to a minimum. 2. Testing will take place in the Sports Hall. This site has been selected due to its size. This allows social distancing to be maintained and the fact it has good ventilation. 3. Lateral Flow Devices (LFD) including cartridges and solution will be kept in a warm locked room which is above 2 degrees (thermometers are monitored on a daily basis). They are transported into the sports hall for the duration of the testings. This also allows stock levels to be monitored and for security reasons. 4. The Sports Hall will be warmed by heaters from 7am to achieve a minimum temperature of 15 degrees. 5. Registration cards with barcodes will be laid out on exam desks before test subjects enter the sports hall so there will be minimal contact between testing team and test subjects. 6. EVERYONE (test subjects and testing team) will ensure good hand hygiene by washing hands with soap at the testing stations that are situated at entrance of sports hall. 7. EVERYONE (test subjects and testing team) will wear a face covering at all times, apart from the short time when the test is being self-administered. 8. Test subjects will be socially distanced due to being seated at exam desks. 9. All of the testing team (test assistant and processors) will wear full PPE (face covering, visor, gloves and apron). 10. A one-way system will be maintained at all times. 11. An introductory informative email will be sent to test subjects the day before the test (this will include logistics, timing and instructions how to administer the test.) This will build on previous communication including photos and an invitation to visit the testing site during any afternoon (children will be supervised). This will help visualisation and decrease anxiety. 12. An introductory informative talk will be given to test subjects as they sit in their seats before they self-administer their first test in the booth. 							

<p>13. St Peter's have had eight testing booths installed. In each of these booths (see photos at the end of this risk assessment) there is a hand sanitiser, tissues, a sick bowl, a bin, a mirror and Perspex window that will divide the test subject and test assistant (as well as safety, this will also allow communication and allow the test assistant to monitor and give assistance to the test subject).</p> <p>14. There is a gap at the bottom of the Perspex screen where the swab and testing tubes can be passed between the test subject and test assistant.</p> <p>15. Test subjects will be invited up the booths four at a time. A one-way system will be maintained.</p> <p>16. Test assistants will greet and reassure the test subject and explain how to administer the test through the Perspex window. Therefore, droplet transmission (aerosols) extremely unlikely to take place between test subjects and test assistants. This cannot take place from the swab or the test cartridge due to the extensive PPE worn by test assistants or processors.</p> <p>17. Test subjects will leave the booth and turn left, maintaining a one-way system and return to their desk.</p> <p>18. Booths will be cleaned between test subjects. The cleaners will move the tissues to the centre of the Perspex screen so test assistant are confident that the booth has been cleaned if they did not receive visual confirmation.</p> <p>19. Test assistants/processors will clean their working area between tests and change their gloves.</p> <p>20. Cartridges will be moved to the end of the testing area called the 'waiting area'. Tests will be monitored at regular intervals by the results assistant for up to 30 minutes.</p> <p>21. Timers will be used so the result can be entered at 30 minutes.</p> <p>22. Processors will transfer the cartridges to the results assistant who will scan each cartridge, before the results are imputed by the results recorder.</p> <p>23. Test subjects will be notified discreetly of their results and will leave in single file, maintaining social distancing and the one-way system. They will wash hands as they exit using the wash stations.</p>				
1	Contact between test 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"> • Symptomatic: 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). • Asymptomatic: 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. • Face covering: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Face coverings to be worn by subjects at all times while in communal areas and especially in the sports hall except for brief lowering at time of swabbing. Requirement to wear face coverings to be reminded to all subjects in advance at time of test booking. Compliance with wearing of face covering of all subjects to be visually checked on arrival by receptionists and school staff (lead tutor, senior leadership team). Compliance with wearing of face covering of all subjects to be visually checked through building by all other staff. • Hand hygiene: Test subjects (pupils) to use soap provided on arrival to school at wash stations & adherence to this is enforced by duty team. Test subjects will also wash their hands again upon entry to the sports hall. They will sanitise their hands before they open the swab. Site to check supplies on a daily basis. 	<p>Likelihood: Unlikely</p> <p>Severity: Moderate</p> <p>Risk control strategies: Tolerable</p> <p>Final risk evaluation out of 25: 6</p>

			<ul style="list-style-type: none"> • 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 lead tutor, senior staff and team leader. Test subjects will sit at exam desks where there is at least a 2 metre distance. • One-way system - A one-way flow of subjects through the sports hall is to be initiated and maintained at all times. Compliance with this is to be ensured by lead tutor, senior staff and team leader. • Cleaning: Booths will be cleaned after every test. Areas will be wiped down. Regular cleaning of the sports hall including wipe down of all potential touchpoints in accordance with PHE guidance between a new group of test subjects arriving. 	
2	Contact between test subjects and testing team increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Registration: registration will take place in advance. Registration Assistant will be based in main office, well away from test subjects. • Face covering: Test subjects will wear a face covering. They will only remove them when they safely in the testing booths. Test team will wear face covering and visor. A thick Perspex screen will divide test subjects and test team drastically reduce the risk of aerosol transmission. • Hand hygiene: Test subjects will wash hands with soap for 20 seconds at handwashing stations upon entry to sports hall. Test subject will sanitise their hands before touching the swab packet. Testing team will wear gloves (and change them between tests) • Social distancing: Due to the testing booths, social distancing will not be an issue • Cleaning: Booths will be cleaned after every test. Areas will be wiped down. Regular cleaning of the sports hall including wipe down of all potential touchpoints, as well as using the foggers in accordance with PHE guidance between a new group of test subjects arriving. 	<p>Likelihood: Rare</p> <p>Severity: Moderate</p> <p>Risk control strategies: Tolerable</p> <p>Final risk evaluation out of 25: 3</p>
3	Contact between samples and processors increasing the transmission of COVID19:	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • PPE: Processors will wear full PPE (gloves, apron, face covering and visor). They have an area that is used exclusively by them. The processor will use a black tray per test. They will be undisturbed while they process the test. They will change gloves before conducting a new test. • Cleaning: The processing area will be cleaned in between tests. Swab will be disposed of in separate bin. Extraction tubes will be sealed and stored on black tray next to cartridge. • Recording of results: Processors will collect cartridges and transport them to a waiting area for results to be monitored. Results assistant, wearing gloves, will 	<p>Likelihood: Unlikely</p> <p>Severity: Moderate</p> <p>Risk control strategies: Tolerable</p> <p>Final risk evaluation out of 25: 6</p>

			scan each cartridge and dispose of in correct bin. Results recorder will not touch cartridges.	
4	Contact between vulnerable test subjects and testing team increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Vulnerable pupils (anxious pupils, pupils with SEN) may need further support to administer tests. In this case, St Peter's trained and qualified school nurse will administer the test. Social distancing: Social distancing will not be able to be maintained as the school nurse will enter the testing booth Face covering: Test subjects will remove their face covering for the minimum time needed – between 20 and a maximum 60 seconds. Hand hygiene: Test subjects will wash hands with soap for 20 seconds at handwashing stations upon entry to sports hall. Test subject will sanitise their hands before touching the swab packet and removing their mask. PPE: The school nurse will wear full PPE (gloves, apron, face covering and visor). Apart from communicating to the test subject, they will be undisturbed while they process the test. They will change all PPE before conducting a new test. 	<p>Likelihood: Possible</p> <p>Severity: Moderate</p> <p>Risk control strategies: Tolerable</p> <p>Final risk evaluation out of 25: 9</p>
5	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> Registration assistant pre-registers all test subjects and affixes barcodes to named cards. The card with barcodes is placed on exam desk before test subjects enters the sports hall. The test subject hands the card and barcode to the test assistant before the test commences The test assistant affixes the barcodes to the cartridge and passes the card back to the test subject before the test commences. The test subject will sanitise hands after handling the card. The results assistant will scan the barcode The results recorder will cross reference the barcode to the internal spreadsheet. 	<p>Likelihood: Unlikely</p> <p>Severity: Minor</p> <p>Risk control strategies: Substantial</p> <p>Final risk evaluation out of 25: 4</p>
6	Data breach	Wrong samples or miscoding of results	<ul style="list-style-type: none"> If there is a data breach, the office manager will be informed, and an impact assessment will be made. Affected individuals will be informed. 	<p>Likelihood: Unlikely</p> <p>Severity: Minor</p> <p>Risk control strategies: Substantial</p> <p>Final risk evaluation out of 25: 4</p>
7	Damaged barcode, lost LFD,	Orphaned record on registration portal & No result	<ul style="list-style-type: none"> Barcode scanners have been purchased to scan barcodes. Barcodes will be affixed to cartridge at the time of the test. 	<p>Likelihood: Unlikely</p>

	failed scan of barcode	communicated to individual	<ul style="list-style-type: none"> Registration assistant pre-registers all test subjects and affixes barcodes to named cards. Cartridges will be arranged in chronological order in waiting area. Results recorder will notify team leader if there are missing results. Team leader will check waiting area. Barcodes will be entered manually if they do not scan Subjects are called for a retest if their test is void. Second barcode will be retained in case of a void test, to allow for the remaining sample to be used on a second cartridge. 	<p>Severity: Minor</p> <p>Risk control strategies: Substantial</p> <p>Final risk evaluation out of 25: 4</p>
8	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 (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 exposure.	<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 vizor 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 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. 	<p>Likelihood: Unlikely</p> <p>Severity: Minor</p> <p>Risk control strategies: Tolerable</p> <p>Final risk evaluation out of 25: 4</p>
9	Occupational illness or injury		<ul style="list-style-type: none"> As per whole school risk assessment. 	<p>Likelihood: Rare</p> <p>Severity: Moderate</p> <p>Risk control strategies: Tolerable</p> <p>Final risk evaluation out of 25: 3</p>

10	Manual handling		<ul style="list-style-type: none"> As per whole school risk assessment. 	<p>Likelihood: Rare Severity: Moderate Risk control strategies: Substantial Final risk evaluation out of 25: 3</p>
11	Unauthorized access by members of the public		<ul style="list-style-type: none"> As per whole school health & safety risk assessment. 	<p>Likelihood: Rare Severity: Moderate Risk control strategies: Substantial Final risk evaluation out of 25: 3</p>
12	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> Sports Hall floor is level and non-porous. 	<p>Likelihood: Rare Severity: Moderate Risk control strategies: Tolerable Final risk evaluation out of 25: 3</p>
13	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> Processing and results area is all on one level. 	<p>Likelihood: Rare Severity: Moderate Risk control strategies: Tolerable Final risk evaluation out of 25: 3</p>
14	Inclement weather		<ul style="list-style-type: none"> The Sports Hall will be warmed by heaters from 7am to achieve a minimum temperature of 15 degrees. 	<p>Likelihood: Rare Severity: Moderate Risk control strategies: Tolerable</p>

				Final risk evaluation out of 25: 3
15	Electrical safety / plant & equipment maintenance Defective electrical equipment		<ul style="list-style-type: none"> All equipment is PAT tested and is up to date. 	<p>Likelihood: Rare Severity: Moderate Risk control strategies: Tolerable Final risk evaluation out of 25: 3</p>
16	Use of shared equipment		<ul style="list-style-type: none"> PPE: PPE is stored hygienically at entrance to testing area. Testing team wears own PPE and disposes of it at the end of the session. Hand hygiene: Test assistant/processor will dispose of gloves between tests Social distancing: Test assistant/processor has two booths each and two tables each. The four members of staff have ample space to work. They have their own equipment (pens, timers, trays, spare gloves) and they do not share equipment. Cleaning: Booths will be cleaned after every test. Areas will be wiped down. Regular cleaning of the sports hall including wipe down of all potential touchpoints in accordance with PHE guidance between a new group of test subjects arriving. 	<p>Likelihood: Unlikely Severity: Moderate Risk control strategies: Tolerable Final risk evaluation out of 25: 6</p>
17	Symptoms exhibited by member of the testing team		<ul style="list-style-type: none"> Poster displayed in Main Hall with symptoms. Anyone displaying symptoms will be removed and isolated before being sent home, on the advice of getting a PCR test. The area cleaned as detailed above. 	<p>Likelihood: Possible Severity: Moderate Risk control strategies: Substantial Final risk evaluation out of 25: 9</p>
18	Symptoms exhibited by test subject		<ul style="list-style-type: none"> All test subjects are asked if they are exhibiting symptoms before entering the area. Poster displayed in Main Hall with symptoms. Anyone displaying symptoms will be removed and isolated before being sent home, on the advice of getting a PCR test. 	<p>Likelihood: Possible Severity: Moderate Risk control strategies: Substantial Final risk evaluation out of 25: 9</p>

			<ul style="list-style-type: none"> The area cleaned as detailed above. 	
19	Member of the testing team has a positive test		<ul style="list-style-type: none"> Close contacts would be traced and would self-isolate for ten days in case they are asymptomatic. If they develop symptoms, test subjects should book a PCR. In this case, self-isolation should begin from the day symptoms began. 	<p>Likelihood: Possible</p> <p>Severity: Moderate</p> <p>Risk control strategies: Substantial</p> <p>Final risk evaluation out of 25: 9</p>
20	Test subject (member of staff) tests positive for Covid 19		<ul style="list-style-type: none"> When informing any member of staff of their results, they will be asked to bring their belongings to the exit. They will then be informed of the positive result discreetly (whilst maintaining a 2 metre distance). As is standard practice, they will be asked to leave site. School will then begin the paperwork for a positive case. 	<p>Likelihood: Possible</p> <p>Severity: Moderate</p> <p>Risk control strategies: Substantial</p> <p>Final risk evaluation out of 25: 9</p>
21	Test subject (pupil) tests positive for Covid 19		<ul style="list-style-type: none"> Anyone who has tested positive will be removed and isolated before being sent home School will then begin the paperwork for a positive case. 	<p>Likelihood: Possible</p> <p>Severity: Moderate</p> <p>Risk control strategies: Substantial</p> <p>Final risk evaluation out of 25: 9</p>

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be shared with all stakeholders	Covid Coordinator		

Additional Notes

Risk Evaluation

		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

Likelihood

- Rare**, will probably never happen/recur
- Unlikely**, do not expect it to happen, but is possible
- Possible**, Might happen
- Likely**, will probably happen
- Almost Certain**, will undoubtedly happen

Severity

- Negligible
- Minor
- Moderate
- Major
- Critical

Risk control strategies

- Intolerable** – stop activity, take immediate action to reduce the risk
- Substantial** - Take action within an agreed period
- Tolerable** – monitor the situation
- Trivial** – No action required

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	C Clinton
Signature of Team Leader	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> </div> <div style="text-align: right;"> <p>Date 29th January 2021</p> </div> </div>

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

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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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

The 8 booths.



The booths - Below is what inside a booth looks like. There is a mirror, instructions how to conduct the test, a bin, hand sanitiser and wipes. The pupil or member of staff (the 'test subject') will enter the booth, blow their nose, have a drink of water and sanitise their hands. They will then hand in their barcode to the test assistant through the small hatch. The test assistant will pass a swab through the hatch. The test subject will then swab their tonsils and one nostril and place the swab in the extraction tube.



Testing area behind the booths - This area is for the test assistant and processor. This is where the test assistant will give advice and reassurance to the test subject. It is also where the processor will process the tests.

Test subjects should try not to be intimidated by the appearance of the staff that work in this area. It is essential that these members of staff wear full PPE.

Sensitive test subjects should be aware that staff that work here will be wearing face covering, face shield, apron and gloves.

