

Lateral Flow Test

RISK ASSESSMENT

Part A

School/Premises	Immanuel College
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Assessor/ Person(s) assisting with the assessment	Ellen Doherty/ Sean Pickles	DATE	8 th January 2021
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TASK / ACTIVITY (Include duration and frequency of task activity)	LFT Weekly and Serial Testing of Staff and Pupils in School
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Likelihood of Occurrence	Severity of Outcome					Persons / groups at risk			
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	A		E	
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)	B	Employees	F	General Public / Pupils
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)	C	New Employees	G	Visitors
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)	D	Contractors / Sub-Contractors	H	Volunteers
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)	Likelihood of occurrence X Severity of outcome = Risk Rating Example: Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)			
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)				

Notes: Persons in the 'extremely critically vulnerable' category must not work in the testing station. This risk assessment should be read in conjunction with the Revised Opening of Schools RA 2021.

The Trust understands and is engaged with NHS Test and Trace process and are aware of how to contact their local Public Health England health protection team. Staff members and parents and carers will understand that they will need to be ready and willing to:

- book a test if they display symptoms - staff and pupils must not come into the setting if they have symptoms, and must be sent home to self-isolate if they develop them when at the setting
- provide details of anyone they have been in close contact with, if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. Undergo testing at the school testing station if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus or self-isolate in line with Govt. guidance where they do not consent to being tested at school.

Training and Instruction:

The content of this risk assessment must be communicated with all staff expected to be working in the testing station and toolbox talks should be regularly delivered to ensure that staff are regularly refreshed on the procedures in place to keep themselves and others as safe as reasonably practicable.

Staff working in the testing station will receive suitable and sufficient training for them to undertake the duties expected of them. They will also receive training on how to support staff/students taking tests, be briefed on the correct PPE required, and the correct way to put on and remove their PPE safely. They will receive instruction on how to record test results and how to dispose of

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used tests safely.

Reference Documents:

- https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges?utm_source=23%20December%2020
- <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>
- <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>
- <https://www.gov.uk/coronavirus>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>
- <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>

Management of Health and Safety Regulations 1999
 The Workplace Health, Safety and Welfare Regulations 1992
 The Health and Safety at Work Act 1974
 WHO: Getting your workplace ready for COVID-19
 PHE: Advice on the Coronavirus for places of Education
 GOV.UK: Guidance to Educational Settings about COVID-19.

Part B

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk	Residual risk rating (refer to chart)
<p>Coronavirus (Covid-19) being accidentally brought onto the site. Infection of others.</p> <p>Cross contamination from testing site.</p>	<p>All</p>	<p>Staff and pupils with underlying health issues advised to follow government guidelines around shielding.</p> <p>Staff and pupils showing signs of a high temperature above 37.8C or a persistent cough or a change in their sense of smell or taste should not attend the school.</p> <p>Hand sanitiser on entry and at various points around school. Hand washing facilities in place.</p> <p>Social distancing 2 metre in place and must be</p>	<p>H15</p>	<p>Reminder to be issued to all parents and staff of current government guidelines and expectations of LFT testing, along with obtaining and recording consent for LFT testing.</p> <p>School to issue instructions for self – testing and post guidance on website.</p>	<p>M9</p>

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		<p>adhered to.</p> <p>Wearing of facemasks or visors required when moving around the school site.</p> <p>Cleaning frequently touched surfaces e.g. equipment, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as household detergents.</p> <p>Brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>Hand sanitiser available in all areas</p> <p>Please see the Revised Opening of Schools Risk Assessment 2021 on the school's website.</p> <p>No equipment to be shared with other staff members.</p> <p>Doors to remain open using fire stop guard or (wedged open only whilst occupied) to enable free flow and limiting touch points.</p> <p>Staff to maintain a 2-metre distance from students at all times.</p> <p>Staff to remain in designated areas, no walking amongst students in test area.</p>		<p>Staff must keep contact with other staff to the minimum where possible and will observe social distancing, sanitising hands and wearing a mask.</p> <p>Relevant PPE to be available, used, removed, and disposed of in accordance with guidelines.</p> <p>All individuals involved must receive appropriate training before test sessions commence. Testing staff training is Mandatory. A record of training to be maintained in main office to show compliance.</p> <p>Clinical compliance checklist to be completed and shared with staff involved with testing.</p> <p>At all test stations there will be sanitiser, tissues and wipes available for use in the area of work.</p> <p>Test area to be fully cleaned</p>	

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				<p>down between testers and waste materials disposed of safely.</p> <p>Doors and windows will be kept open where possible in the testing area to ensure ventilation.</p> <p>Separate areas with social distancing rules applied for consent forms, registration and testing to avoid overcrowding.</p> <p>Anyone who arrives late will need to report to the main reception and follow existing school covid protocols.</p> <p>Pupils to move to designated base following testing to wait for results – masks must remain in use until results received.</p> <p>Pupils will not leave the school site until they have a confirmed test result. If a positive result is recorded, parents will be informed by school before the child leaves the site. Parents will be advised of next steps</p>	

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				<p>including that they and the rest of their household should follow current government guidance until the results of the students PCR test is known.</p> <p>An inconclusive result will require a retest. The individual will need to remain in the designated area until second result is received if currently in school. Masks must remain in use at all times, regardless of result.</p> <p>Staff who test positive will be given or asked to book a PCR test and reminded of current government guidance before they leave the school site. Staff will leave the building directly and they will be advised that the rest of their household should follow current government guidance until the results of the staff members PCR tests are known.</p> <p>Individuals not in agreement to LFT testing to follow existing control measure as identified in Revised Opening</p>	

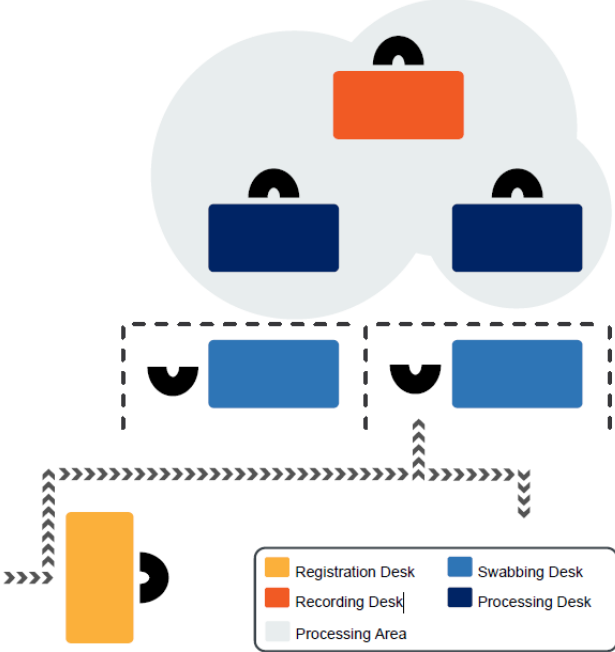
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				<p>of schools Risk Assessment 2021.</p> <p>The testing area will be deep cleaned at the end of each session. Cleaning staff will wear PPE.</p>	
<p>Lack of resources, limited availability or accessibility, storage issues. Inability to deliver programme of testing.</p>	<p>All</p>	<p>Government delivery of PPE planned for 04/01/2021.</p> <p>PPE available in school for use to deliver testing.</p> <p>Additional government deliveries of PPE due week commencing 04/01/2021.</p> <p>Tests to be received and store in accordance with Government guidelines.</p>	<p>M9</p>	<p>Ensure staff available to receive planned 8am delivery on 04/01/2021 along with additional deliveries during the week.</p> <p>Deliveries to be stored in designated area ready for use.</p> <p>Assess current PPE capacity in school and place orders to ensure sufficient stocks available to carry out testing in accordance with government guidelines as required.</p> <p>Designated location to be identified for storage of tests and stock levels to be monitored and maintained in line with testing regime. Staff weekly and staff & pupils 7</p>	<p>L6</p>

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				<p>day daily testing of individuals identified as a close contact of a positive case (Serial contact testing) on receipt of the confirmatory test result. Tests to be stored in an area maintained between 2-30 degrees C</p> <p>Record of all individuals to be tested and frequency of tests to be recorded along with test dates and results in a secure GDPR compliant format.</p> <p>Requirements, if necessary, for additional test kits to be reviewed daily to ensure sufficient time to access supplies and ensure stock levels sufficient to maintain testing programme.</p>	
<p>Limitations of area designated for test site, layout and procedures. Contamination of area and test process.</p>	<p>All</p>	<p>Government guidelines to be adhered to in setting up test area. See diagram below. Any space used will be in accordance with this layout ensuring a one-way system is followed and clear demarcation between areas to undertake the process safely.</p>	<p>H12</p>	<p>Doors and windows will be kept open where possible in the testing area to ensure ventilation.</p> <p>Separate areas for consent forms, registration and testing to avoid overcrowding and maintain social distancing.</p>	<p>L4</p>

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		<p>Testing sites can be set up in spaces of varying sizes provided they meet some key layout requirements</p>  <p>Test site flooring is non-porous Test site area is well lit with good airflow and no recirculation of air. The ambient temperature should be between 15-30 degrees C in test area. Storage of LFD to be between 2-30 degrees C Registration desk at entry point to test area. One way direction of travel for pupils and staff being tested.</p>		<p>One way direction of travel for individual being tested - appropriate signage used.</p> <p>Queues managed to maintain social distancing.</p> <p>Additional staff as necessary to be positioned to ensure individuals being tested do not enter the processing area and maintain social distancing at all times.</p> <p>Waste disposal will be managed in accordance with government guidelines .</p> <p>Staff coordinating the setting up of the test site have participated in the Government webinars on 'How to set up your testing area'</p> <p>Staff have designated test area and determined the number of testing bays achievable within the space (5), and have evaluated</p>	

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		<p>Test subject chairs in the swabbing bay to be minimum of 2m apart.</p> <p>Each swabbing desk must have a processing desk close by – no more than 1m away. Recording desk to be close by.</p> <p>Clear division between swabbing and processing area. This should be clearly set out. Individuals being tested must not enter the processing area.</p>		<p>numbers of staff available to support this safely, whilst also maintaining staff safety.</p> <p>Staff involved have used the workforce planning tool (Schools/Colleges Portal)</p> <p>Testing staff <u>have completed</u> the Government online training package. A central record of compliance is located with the Head's PA.</p> <p>A designated cleaning station is in the area for testing should the need arise to clean the area following any contamination. Bleach based products used.</p> <p>All staff involved with the LFT testing aware of their role(s) in the programme and a clear list of roles and responsibilities to be available at all times in the test area. – Quality Lead/Team Leader, Test Assistance, Processor, COVID-19 Coordinator,</p>	


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				<p>Registration Assistance, Results Recorder and Cleaner.</p> <p>Test area to be cleaned between use and waste materials to be disposed of in accordance with guidance. Laminated test instructions, further guidance, mirrors, tissues, disinfectant wipes and hand sanitiser to be located in each test bay.</p> <p>All testing apparatus provided on trays to reduce surface contamination.</p> <p>Staff to maintain social distancing at all times, whilst on the school site and when they leave.</p>	
<p>Effect on wellbeing. Mitigating anxiety amongst staff and pupils,</p>	<p>All</p>	<p>The school have wellbeing teams currently in place to support both staff and pupils. These include the chaplaincy, pastoral teams and members of SLT.</p>	<p>H12</p>	<p>In order to manage and reduce anxiety due to the proposed LFT testing the school will provide guidance of the process and methodology in advance of returning to school.</p> <p>Known staff will be present in</p>	<p>M8</p>

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				<p>the test area to assist and reassure staff/pupils to mitigate anxiety levels.</p> <p>Informing of positive or inconclusive test results, will be undertaken by a familiar member of staff, in a supportive way before the result is sent via T+T.</p>	

Part C

Links to other risk assessments and or safe working instructions - please state		Please see the Revised Opening of Schools Risk Assessment 2021 on the schools website in conjunction with this risk assessment.	
Name / Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented			Date
			08/01/2021
<p>Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?</p> <p>Please record any changes required and or action taken, then date and sign</p>			
Reviewer Name & Date	27.01.21 Liz Storey	Notes	From 27th January Individuals who receive a positive LFD test result will not need a confirmatory PCR test in accordance with current government advice. They must self-isolate for 10 days along with their household and support bubble.

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			<p>In accordance with the recent recommendation from PHE and government guidance the following amendments have now been put in place in school.</p> <ul style="list-style-type: none"> • We are offering regular twice weekly testing to fulltime staff. • This testing is for staff who are on-site. • Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school or college in person, although participation in testing is strongly encouraged. • Daily contact testing (Serial testing) has been paused • Self-isolation procedures for contacts will be applied as before.
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	