

RISK ASSESSMENT Coronavirus (COVID-19) Lateral Flow Testing

ACTIVITY: Coronavirus (COVID-19) Lateral flow testing of COVID-19 (Page 1 of 8)		DATE OF ASSESSMENT 18.01.2021
ESTABLISHMENT/SCHOOL Jarrow School Field Terrace Jarrow NE32 5PR 0191 428 3200 info@jarrowschool.com	SITE Assembly hall	
WHO MIGHT BE HARMED? Employees/trainees Supply staff Students STMB Catering staff OCS Premises Staff		
Agencies consulted <ul style="list-style-type: none"> • NHS • Public Health England • DfE 		

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HAZARD	ASSOCIATED RISKS	CURRENT CONTROL MEASURES	RISK OF EVALUATION (Post measures)			Additional control needed? Yes/No
			PROBABILITY	SEVERITY	RISK	
Contact between individuals increasing risk of transmission COVID-19	Transmission of the virus leading to ill health or potential death.	<p>Asymptomatic ALL individual to be advised in advance not to attend if they have: -</p> <ul style="list-style-type: none"> Any COVID-19 symptoms. Live with someone who is showing signs of COVID-19 (<i>this includes a fever and or a new persistent cough, loss of taste/smell</i>). If they have returned within 14 days from a part of the world affected by the virus. Have had close contact with someone who is displaying symptoms. 	1	4	4	
		<p>Face masks</p> <ul style="list-style-type: none"> Posters to be displayed on entry to building and around school. Face covering to be worn by ALL at all times whilst on the premises in open communal areas. Only exemption would be those who have been identified as “exempt” and when lowering face covering at time of swabbing. Staff to ensure compliance with wearing a face covering/mask. Compliance to be checked by Reception staff on entering building. 	1	4	4	

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Contact between individuals increasing risk of transmission COVID-19	Transmission of the virus leading to ill health or potential death.	Social distancing <ul style="list-style-type: none"> Guidance for staff to observe 2 metre social distancing. There is no social distancing between students. Posters to be displayed on entry to building and around school. ALL staff to ensure compliance and if necessary verbal reminders to students who breach (staff) 2 metre distancing guidance. One-way system is in place when moving around the building and in test site. ALL staff to ensure this is observed. 	1	4	4	
		Cleaning <ul style="list-style-type: none"> Regular site cleaning taking place, all touch points to be wiped down in accordance with Public Health England. 	1	4	4	
		Clinical waste <ul style="list-style-type: none"> Service agreement has been amended with OCS to now include an additional 6 bag of clinical waste per week. Clinical waste bins located at each operating area will be placed into the large clinical bin by cleaning team at the end of the session/day. 	1	3	3	
		Confidential waste <ul style="list-style-type: none"> Registration cards which hold personal data will be placed into a clear bag and knotted at the end of the session/day and placed in the confidential waste at Reception. 	1	3	3	

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Contact between individuals increasing risk of transmission COVID-19	Transmission of the virus leading to ill health or potential death.	REGISTRATION DESK School staff who are in close proximity of test subjects will wear: - <ul style="list-style-type: none"> • Surgical gloves • Face mask • Visor • Apron 	1	4	4	
Contact between individuals and sample increasing risk of transmission COVID-19	Transmission of the virus leading to ill health or potential death.	SWABBING DESK School staff who are in close proximity of test subjects will wear: - <ul style="list-style-type: none"> • Surgical gloves • Face mask • Visor • Apron 	1	4	4	
Contact between individuals increasing risk of transmission COVID-19	Transmission of the virus leading to ill health or potential death.	PROCESSING DESK School staff who are in close proximity of test subjects will wear: - <ul style="list-style-type: none"> • Surgical gloves • Face mask • Visor • Apron 	1	4	4	
Contact between individuals increasing risk of transmission COVID-19	Transmission of the virus leading to ill health or potential death	RECORDING DESK School staff who are in close proximity of test subjects will wear: - <ul style="list-style-type: none"> • Surgical gloves • Face mask • Visor • Apron 	1	4	4	

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<p>Extraction solution which comes with the lab test kit contains the following components:</p> <p>Na₂HPO₄ (disodium hydrogen phosphate)</p> <p>NaH₂PO₄ (sodium phosphate monobasic)</p> <p>NaCl (Sodium Chloride)</p>	<p>These components do not have any hazard labels associated with them, and the manufacturer states that there are not hazards anticipated under conditions of use as described in other product literature. This is in the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</p>	<p>PPE</p> <ul style="list-style-type: none"> Nitrile gloves which meet the Regulations (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields (face visor provided by DfE) 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. (<i>aprons provided</i>) Do not use if the solution has expired. Training 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 manufacturer to avoid inhalation, skin contact or ingestion of these chemicals. <p>Environmental</p> <ul style="list-style-type: none"> Do not let product enter drains. <p>Spillages</p> <ul style="list-style-type: none"> Wipe surfaces which the solution has been spilt and dispose of cleaning material in line with the NHS advised waste disposal procedures. 	1	4	4	

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Occupational illness or injury	Staff exhibiting/feeling effects that may indicate COVID-19 is present.	<ul style="list-style-type: none"> Staff training and information provided Staff to isolate and remove themselves from the test centre immediately and request a test. 	1	4	4	
Manual handling	<p>Injury caused by incorrect manual handling techniques.</p> <p>Attempting to lift beyond their capacity.</p>	<ul style="list-style-type: none"> All supplied materials will be divided into small light weight packages, and where appropriate display weight (kg) OCS will move any packages required, request to be logged with help desk. devans@jarrowschool.com (ext. 102) or headspa@jarrowschool.com (ext. 202) 	1	4	4	
Unauthorised access by students/visitors/member of public	Those unfamiliar with the environment	<ul style="list-style-type: none"> Only authorised persons to enter building. Reception manned at all times. Staff ID badges, visitors to be signed in by reception staff and OCS to control contractors. Where necessary ID to be provided. 	1	4	4	
Uneven surfaces (<i>floor protection in testing area and welfare areas</i>)	Trip hazards	<ul style="list-style-type: none"> Testing centre floor has been recently resurfaced and showing no signs of uneven/wear which would cause trip hazards. 	1	3	3	

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Electrical safety and maintenance. Defective electrical equipment.	Failure of equipment due to poor maintenance. Electric shock from faulty equipment.	<ul style="list-style-type: none"> All equipment in testing area is either within 12 months of purchase or is displaying an in-date PAT test label. Senior staff (team leaders) to be responsible for the maintenance and charging of the iPads used for recording/reporting. 	1	4	4	
Test subjects unfamiliar with surroundings.	Test subjects crossing into sterile area.	<ul style="list-style-type: none"> Poster on the floor plan. Posters around test centre. Direction posters around test centre. Explanation of process to take place. Individual guidance to be given by test centre staff. 	1	4	4	

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Fire alarm activation	Persons unfamiliar with the “actions in the event of fire”	<p>In the event of a building evacuation.</p> <ul style="list-style-type: none"> • Staff to advise those waiting to enter the test area to follow their supervising staff to the assembly point. • Staff to advise those in the swabbing area to STOP their swabbing. • Place their test in the grey tray. • Replace their face covering. • Sanitise their hands and follow the normal evacuation plan. • Staff in testing area to remove all PPE, following guidance. • Put on a new clean face covering and follow normal evacuation plan. • SMT test centre supervisor/team leader to be the last person to leave and the FIRST person to enter the building when safe. • Test to be marked as VOID and those involved restart the testing process. 	1	4	4	
Welfare	Area for testing staff to consume food/drink.	<p>Head teacher will implement a rota for staff which includes rest breaks.</p> <p>Allocated areas for consuming food/drinks: -</p> <ul style="list-style-type: none"> • Staff room a (<i>located in Post 11</i>) • Dining area (<i>located on ground floor</i>) 	1	4	4	

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DBS checked staff	Staff who have not undergone an enhanced DBS check coming into contact with persons under the age of 16	<ul style="list-style-type: none"> ALL staff have undergone an enhanced DBS check with a satisfactory outcome for the purpose of working with young people. Evidence of satisfactory check to be provided to, and checked by school. 	1	4	4	

Personal Protective Equipment to be used <i>(supplied by NHS)</i>			
 Wear face mask	 Protective apron must be worn	 Wear face shield	 Protective gloves must be worn
Face mask	Apron	Face visor	Gloves
✓	✓	✓	✓

Risk Evaluation

Likelihood of event occurring (Probability)		Negligible	Minor	Moderate	Major	Critical
	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		
1	Rare	Will probably never happen
2	Unlikely	Do not expect to happen, but possible
3	Possibly	Might happen
4	Likely	Will probably happen
5	Almost certain	Will undoubtedly happen

Severity	
1	Negligible
2	Minor
3	Moderate
4	Major
5	Critical

Risk control strategies		
1	intolerable	Stop activity, take immediate action to reduce risk
2	Substantial	Take action within an agreed period
3	Tolerable	Monitor the situation
4	Trivial	No action required

Declaration – If the above control measures are implemented the risks posed by the tasks / environment / environmental assessed will be controlled to as low as is reasonably practicable.

Head Teacher		
Miss J Gillies	SIGNED: <i>J. Gillies</i>	DATE: 19/01/2021

REGISTRATION DESK

Class teacher will escort students to testing area.

Students to line up along white assembly wall.

Class teacher to supervise students and control entry to the registration desk.

Registration desk to request:-

- Student name
- Check in receipt of consent form, tick off spreadsheet
- Confirm no CV-19 symptoms
- Write students name on the registration card ①
- Put 1 barcode on registration card ②
- Scan QR code
- Log details
- Hand card and other barcodes to student and request they wait in the waiting area until requested to a swabbing bay.



SWABBING DESK

Welcome candidate to swabbing area and advise them of the following:-



- Check no COVID-19 symptoms
- Name
- Going to ask you to do the following:-
- Blow your nose.
- Put the tissue in the YELLOW Bagged bin to your left.
- Sanitise hands
- Remove face covering
- Use the mirror on desk to locate your tonsils (*these are not the dangling bits at back of throat*)
- Remove the swab from packaging (DO NOT TOUCH THE BUD end of swab)
- Follow the instruction leaflet in front of you.
- Put your hand up once completed the swab (*to indicate you have finished*)
- Place the swab in the small test tube bud end in.
- Sanitise your hands PROCESSING DESK TO TAKE GREY TRAY
- Replace face covering
- Follow exit signs

Next stages for swabbing staff:-

- Clean down ready for next test candidate
- Call next candidate to swabbing bay

PROCESSING DESK

Once candidate has their HANDS UP collect grey tray with sample for processing .

Next stages for staff:-

- Once the swab bud has been placed in the extraction fluid for 10 seconds
- Push the bud to the inside of the test tube to encourage release.
- Remove swab and place IMMEDIATELY in YELLOW bin.
- Place cap on test tube and put the grey tray in centre of desk for PROCCESING TEAM to collect
- Clean down ready for next test candidate

Collect grey tray with sample from swabbing desk.

Apply 1 barcode on LFD

Note the time on LFD using a BLACK MARKER

Start timer (setting to 30 mins)

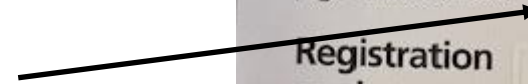
Check the LFD sample has been absorbed into the cartridge

Monitor the results around 20-30 mins (as per training)

Record results on the REGISTRATION CARD ①

Pass the card to the large tray behind your desk for the RECORDING staff to collect.

①



HM Government 

Registration card

(lateral flow test)

 LFX49920013

Important: make sure you register online before your test or you will not get your results.
You'll need to enter the **test site ID** (see the posters or ask staff). It takes about 5 to 10 minutes to register.
Please keep this card as a record of your test.

1 Your name
Anne Sample

2 Register your barcode online
Either scan the **QR code** or go to gov.uk/enter-lateral-flow-test
If you need any help, please ask a member of staff.

 QR code

TC1564

Reading the results

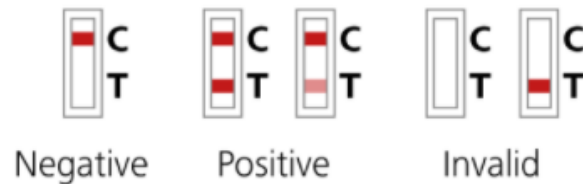
Here's a recap of how to read the test results.

There are three possible results: Negative, Positive, Invalid. They will appear as follows:

Negative: Only line **C** is showing colour

Positive: Both **C** and **T** lines are showing colour

Invalid: Only line **T** is showing colour OR there is **no colour** at all



RECORDING DESK

Collect REGISTRATION CARD from the large grey trays behind the PROCESSING DESK

Record result as indicated at the top of the registration card ① via the NHS Track & Trace and the school COVID-19 register.

HM Government NHS

Registration card
(lateral flow test)

LFX49920013

①

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QR code

TC1564

Cards to be put into the bin located at recording desk.

This has a CLEAR plastic bin bag int it.

At the end of the session this bag is to be removed, squeeze air out of bag, knot it and placed in confidential waste.