

Coronavirus (COVID-19) Rapid Testing – January 2021		<u>Hartlepool Aspire Trust</u>			Ref No	LFTRA/001
					Date	03/01/2021
Task Description	Rapid testing (via a Lateral Flow Test) in schools/colleges for COVID-19	Location: Catcote Academy, Catcote Futures	All Areas		Date of Review	Ongoing (weekly in conjunction with weekly QA of test sites) and also in light of any new guidance
Persons Affected Individuals or Groups	Employees, students, parents/carers, contractors, visitors and members of the public		Risk Assessment			
Hazards / Consequences	Existing Control Measures		L	S	R	Further Control Measures /Notes

COVID19 Infection whilst travelling to, from or being on site.	Overall COVID 19 risk assessment in place with hazards and controls communicated to all affected individuals. Senior Leadership Team to monitor adherence and to review regularly.	2	4	M	
Contact between subjects increasing the risk of transmission of COVID19. Transmission of the virus leading to ill health or potential death. Including:	Asymptomatic: 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) or 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.	2	4	M	Induction in place for individuals included in LFT process. All test operatives have completed module training and received certificates. All staff (5.1.20) received training on how to swab themselves safely. Clear communications (including the risk assessment, where appropriate) shared with all individuals impacted.

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<ul style="list-style-type: none"> On arrival and in reception Welcome and registration Contact between subject and sampler Contact between sample and test centre runner Contact between sample and sample testers (during processing, analysis, disposal and waste disposal) 	<p>Face masks:</p> <p>Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</p> <p>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</p> <p>Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually</p>				
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	<p>checked through building by queue managers and all other staff.</p> <p>Hand hygiene:</p> <p>All subjects to use hand sanitiser provided on arrival/departure & adherence to this enforced by reception staff.</p> <p>Social distancing:</p> <p>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 reception, queue management & sampling staff.</p> <p>A one-way flow of subjects through the building is to be initiated and maintained at all times.</p>					
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	<p>Compliance with this is to be ensured by queue management staff.</p> <p>Cleaning:</p> <p>Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes</p> <p>Suitable supervision in place to marshal staff</p>				
<p>Incorrect result communication</p> <p>Wrong samples or miscoding of results</p>	<p>2 identical barcodes are provided to subject at check in.</p> <p>The subject registers their details to a unique ID barcode before conducting the test.</p>	2	4	M	

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	<p>Barcodes are attached by trained staff at the sample collection bay.</p> <p>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station.</p>				
<p>Damaged barcode, lost LFD, failed scan of barcode</p> <p>Orphaned record on registration portal & No result communicated to individual</p>	<p>Rule based recall of subjects who have not received a result within 1 hour of registration.</p> <p>Subjects are called for a retest.</p>	2	4	M	
<p>Extraction solution which comes with the lab test kit contains the following components: NA₂HPO₄ (disodium hydrogen phosphate), NaH₂PO₄ (sodium phosphate</p>	<p>PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</p> <p>Safety glasses with side shields which are tested and approved under appropriate</p>	2	4	M	

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<p>monobasic), NaCl (Sodium Chloride)</p> <p>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.</p>	<p>government standards to be worn at all times when handling the extraction solution.</p> <p>Disposable aprons/Impervious clothing to be worn to protect the body from splashes or spillages.</p> <p>Environmental: Do not let product enter drains</p> <p>Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures.</p> <p>Do not use if the solution has expired.</p> <p>Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these</p>				
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	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.				
Occupational illness or injury	Discussion in place with all LFT volunteers and staff to make sure all are suitable regarding health and wellbeing to undertake the task.	2	4	M	
Manual handling	All individual who will need to make significant items (in the terms of weight or size) to be provided with suitable training. Suitable PPE or safety wear provided where potentially contaminated items may need to be moved.	2	4	M	
Unauthorised access by members of the public	Individuals on hand to marshal staff and students. School secured in line with normal protocols.	1	4	L	

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Uneven surfaces (floor protection in the Testing and Welfare areas)	Site regularly inspected with any faults rectified.	1	4	L	
Stairs to / from sample processing / registration area and welfare space	Area for testing to be agreed to allow suitable access and egress with limited movement of any potentially contaminated materials outside of the testing area.	1	4	L	
Inclement weather	Dynamic risk assessment made to decide whether school is safe to open. Normal gritting regime in place to allow safe access/egress. Suitable and sufficient heating in place to allow for adequate ventilation.	1	4	L	
Electrical safety / plant & equipment maintenance Defective electrical equipment	Individuals trained/coached on the safe use of any equipment. Equipment tested in line with school policy. Faulty equipment taken out of service.	2	4	M	

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Use of shared equipment	Cleaning regime in place to cover touch surfaces. Allocated roles to avoid wherever possible the sharing of equipment. Readily available access to hand washing or sanitising station.	2	4	M	
Incorrect result communication Wrong samples or miscoding of results	2 identical barcodes are provided to subject 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 congruence at the analysis station 1 and applied to Lateral Flow Device at this station.	2	4	M	

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Damaged barcode, lost LFD, failed scan of barcode Orphaned record on registration portal & No result communicated to individual	Rule based recall of subjects who have not received a result within 1 hrs of registration. Subjects are called for a retest.	2	4	M	
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Task Description	Rapid testing (via a Lateral Flow Test) in schools for COVID-19	Location Catcote Academy Catcote Futures	All Areas		Date of Review	Ongoing (weekly in conjunction with weekly QA of test sites) and also in light of any new guidance
Persons Affected Individuals or Groups	Employees, students, parents/carers, contractors, visitors and members of the public		Risk Assessment			Revised Risk Assessment with Further Control Measures
Hazards / Consequences	Existing Control Measures		L	S	R	Further Control Measures Whole School
						Modified L S R

Risk Assessment Notes:


There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist the testing process.

****Throughout the re-opening process there will be incidents that require a dynamic risk assessment – an assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

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			Modified			
			L	S	R	

Declaration of Competent Person	Print Name: Mr.M Slimmings (H&S Site Manager)	Head Teacher	Print Name: Mrs L Greig
	Signed: M SLIMMINGS <i>I am satisfied that the controls within this risk assessment are sufficient to mitigate identified risks.</i>		 Signed: <i>I undertake to impliment the control measures identified in this risk assessment and to review the assessment on a dynamic basis.</i>

Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid consists of 6 rows and 6 columns of cells. The cells are colored as follows: Row 1 (Severity 1) is entirely green. Row 2 (Severity 2) has the first two columns green and the last four yellow. Row 3 (Severity 3) has the first column green, the next two yellow, and the last three red. Row 4 (Severity 4) has the first column green, the next two yellow, and the last three red. Row 5 (Severity 5) has the first column green, the next two yellow, and the last three red. Row 6 (Severity 6) has the first column green, the next two yellow, and the last three red. The labels 'LOW', 'MEDIUM', and 'HIGH' are placed in the center of the grid: 'LOW' is in the center of the green area (rows 1-2, columns 1-2), 'MEDIUM' is in the center of the yellow area (rows 2-3, columns 3-4), and 'HIGH' is in the center of the red area (rows 3-6, columns 5-6).</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

LATERAL FLOW TESTING JANUARY 2021

Catcote Academy

Role	Person/s Identified	Training Required	Training Completion Date
Team Leader	L. Greig	All modules	4.1.21
Assistant Team Leader	M Slimmings	All modules	4.1.21
Test Assistant 1	A Hird	All modules	4.1.21
Test Assistant 2	L Younger	All modules	4.1.21
Processor 1	C Robinson	All modules	4.1.21
Processor 2	L Morley	All modules	4.1.21
Processor 3	E Mccarte	All modules	4.1.21
Covid-19 Test Co-ordinator	C Robinson	All modules	4.1.21
Registration Assistant	A Hird L Younger	All modules	4.1.21
Results Recorder	K Beddow	All modules	4.1.21
Cleaner	All the above for their own desks and night time cleaner	All modules	4.1.21

Catcote Futures

Role	Person/s Identified	Training Required	Training Completion Date
Team Leader	B. Currell	All modules	4.1.21
Test Assistant 1	Claire Landreth	All modules	5.1.21
Test Assistant 2	Amanda Bullock	All modules	8.1.21
Processor 1	Kelly Gooding	All modules	6.1.21
Processor 2	Lisa Relton	All modules	7.1.21
Processor 3	Claire Landreth	All modules	5.1.21
Covid-19 Test Co-ordinator	Claire Landreth	All modules	5.1.21
Registration Assistant	Alison Foster Sharon Teasdale	All modules All modules	6.1.21 6.1.21
Results Recorder	Carla McNeilly Jodie Crosby	All modules All modules	6.1.21 6.1.21
Cleaner	All the above for their own desks and night time cleaner	All modules	4.1.21

*Flow should be one way, with 2 metres distancing in place

Location	Purpose	Guidance
Registration desk	Issue barcodes (Consent will need to be provided)	Area will need to be big enough to allow distancing, cleaned regularly and have a hard floor that can be regularly cleaned. Suitable ventilation will need to be in place avoiding recirculated air. Facemask required.

Swabbing area (2 Testing Bays) (only one testing bay being used at Futures)	Individuals given space to complete swabbing.	As above Staff required to assist staff will need to have a mask, gloves, disposable plastic apron and eye protection. (Gloves will be single use and disposed of each time)
Processing area	Processors given space to complete tests and dispose of used kits	As per swabbing area
Recording area	Area where computer will be located to upload test results.	As registration area.
Storage area/Disposal	Area should be secure and allow access to supplies. A secondary waste disposal area should be identified where contaminated waste can be collected from.	Area located close to testing area. Secure area when used kits can be stored safely (72 hours) until correctly disposed of.