

# DAT COVID- 19 RISK ASSESSMENT FOR RAPID CORONAVIRUS TESTING



Academy	
Activity / Procedure	Rapid Testing – COVID19 (version 1.0)
Assessment Date	04/01/2021 – to be reviewed and updated regularly

Identify People at Risk	YES or NO
Employees	YES
Learners	YES
Visitors	YES
Contractors	YES

In accordance with Public Health England (PHE) and the Health and Safety Executive (HSE) this document outlines the approach of Dudley Academies Trust to ensure end to end health, safety and infection control risks for mass lateral flow testing of learners and staff are identified, pre-assessed, managed and monitored regularly by site owners and testing operators.

The content of this risk assessment must be communicated with all staff as part of induction. The assessment will be reviewed regularly and will be amended, as appropriate, in the context of any changes to government and/or public health guidance.

**IMPORTANT: No personal items should be brought to the test site. Disposable water cups/bottles may be provided in a dedicated area to support hydration during long testing sessions but should only be undertaken after removing PPE and proper handwashing. All cups/bottles should be discarded before leaving the testing areas.**

Hazard	Associated Risk	Rating	Success Criteria	Actions
<p>Testing site does not meet key requirements.</p>	<p>Increased risk of cross contamination and serious injury.</p> <p>Transmission of the virus leading to ill health or potential death.</p>	<p>Low</p>	<p>All testing sites are set up in accordance with the <a href="#">NHS Test and Trace Testing Handbook</a>.</p>	<p>Secure storage facilities to be identified.</p> <p>Kits can be stored at room temperature.</p> <p>Store extraction solution at 2-30 degrees Celsius.</p> <p>Store the test cartridge at 2-30 degrees Celsius.</p> <p><b>Key layout requirements:</b></p> <ul style="list-style-type: none"> <li>– Flooring must be <b>non-porous</b></li> <li>– Test areas to be well lit and have good airflow.</li> <li>– Registration desk to be at the first point of entering test site.</li> <li>– If possible one-way direction of travel. If not possible, ensure enough room to ensure social distancing.</li> <li>– Test subject chairs in swabbing bay to be a minimum of 2m apart.</li> <li>– Each swabbing desk to have a processing desk close by (no more than 1m away). Recording desk to be located close by.</li> </ul>

				<ul style="list-style-type: none"> <li>– Ensure clear division between swabbing area and processing area.</li> </ul>
Training	Transmission of the virus leading to ill health or potential death.	Low	Testing staff identified and trained.	<p>It is essential that all staff who will conduct LFD testing complete the online NHS Test and Trace training</p> <p>Each academy to ensure that testing staff have access to the training portal. Once access is granted, all staff members are required to watch the training videos and complete the online assessment.</p> <p>An onsite run through to be carried out on the first day of testing.</p>
PPE Requirements	Transmission of the virus leading to ill health or potential death.	Low	<p>All testing staff to wear appropriate PPE:</p> <ul style="list-style-type: none"> <li>– Disposable gloves</li> <li>– Disposable plastic apron</li> <li>– Surgical, fluid resistant face mask</li> </ul>	PPE to be supplied to schools alongside the testing kits
Equality, Diversity and Inclusion(EDI)considerations: academies do not have due regard for health and safety and equalities duties.	Materials and processes are inaccessible to all and barriers to participation are created.	Low	<p>All academies acknowledge their legal obligation and responsibility to ensure materials and processes are accessible to all and are mindful of potential barriers to participation. Some guiding principles include:</p> <ul style="list-style-type: none"> <li>– Communication</li> <li>– Engagement</li> <li>– Representation and language appropriateness</li> </ul>	<p>Following the steps in this risk assessment will mitigate the risks of coronavirus (COVID-19) to learners and staff and help academies to meet their legal duties to protect staff and others from harm.</p> <p>Health and Safety Executive published guidance on <a href="#">first aid</a> during coronavirus (COVID-19) which</p>

- Site accessibility/User guidance
- Data
- Isolation Support

supports the Trust risk assessment and provides guidance for first aiders.

Treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.

Communication formats to be accessible to everybody including those who have disabilities, those who are digitally excluded or face language barriers? E.g. font size, clearly visible text on paper.

Engagement with all stakeholders whose co-operation and support can mitigate concerns of those who have limited trust or confidence in the Government.

Ensure visual images and language used in communications is appropriate, representative and inclusive.

Testing site and guidance include reasonable provisions for those with both visible and non-visible disabilities and SEND.

				<p>Privacy notice to be provided to all learners, parents/carers and staff to clearly explain what data is collected, why it is being collected and how it will be used.</p> <p>Consider potential barriers for vulnerable groups required to self-isolate and adequately communicate what resources are available from the Government, local communities and the academy/the Trust.</p>
The academy fails to obtain consent/permission, as appropriate, to take part in testing.	Where an academy fails to obtain consent from a learner or member of staff, they may be responsible for any negative outcomes that arise from the testing process, regardless of whether they were negligent or made an error during the testing itself.	Low	<p>Informed consent obtained via MS Forms covers testing, use of personal information to register learners and staff, and visibility/communication of positive results to learners.</p> <p>If any learner or staff member does not wish to consent to take part in testing, they will still be able to attend the academy in accordance with current guidance, unless they develop <a href="#">COVID-19 symptoms</a>.</p>	<p>Participation is voluntary – informed consent is required either by staff or parents/carers, as appropriate.</p> <p>Individuals who decline to participate in serial contact testing to follow the usual <a href="#">national guidelines</a> and are legally obliged to self-isolate according to the advice given to them by the <a href="#">NHS Test &amp; Trace service</a>.</p> <p>Learners 11-15 years old may self-swab (swab their own nose/throat) with supervision of an appropriate member of staff, if they have the consent of their parent/carer.</p>
Managing anxiety of learners		High	Academies know the learners in their settings well and have put in place an approach that helps to reduce any anxiety as much as possible.	Consider whether there are reasonable adjustments that need to be made to the context in which the tests are conducted for disabled learners/learners with SEND while

				<p>maintain the integrity of the testing process:</p> <ul style="list-style-type: none"> <li>– What methods of communication work best?</li> <li>– How can parent/carers help their child understand what testing will involve?</li> <li>– Consider having a member of staff who has a good relationship with the learner present during testing (by exception for a parent/carer, with appropriate measures in place to manage infection, to accompany learner).</li> <li>– Consider familiarising learner with testing site set up prior to testing.</li> <li>– Ensure testing site is made as calm an environment as possible.</li> </ul>
Learner or staff member tests positive for COVID-19 on a Lateral Flow Device (LFD)	Transmission of the virus leading to ill health or potential death	High	<p>All staff are aware of what action to take when they become aware that someone has tested positive for COVID-19.</p> <p>Serial contact testing/daily testing has been developed to help find more asymptomatic cases. This will allow those who are in close contact with someone who has tested positive for COVID-19 to return to the academy. If they agree to be tested for</p>	<ul style="list-style-type: none"> <li>– Any details of the learner/staff member to be recorded securely to protect their privacy. <ul style="list-style-type: none"> <li>– Positive case to undertake a confirmatory Polymerase Chain Reaction (PCR) test and</li> </ul> </li> </ul>

			7 days following their last contact with a positive case.	<p>follow the <a href="#">self-isolation guidelines</a>.</p> <ul style="list-style-type: none"> <li>– Contact parent/carers and arrange for the learner to be collected if needed. <ul style="list-style-type: none"> <li>– Find a quiet space to talk with the learner ensuring the need for social distancing/PPE.</li> <li>– Reassure learner symptoms will last up to 10 days and be mild and support is available for their parents/carers.</li> </ul> </li> <li>– Ensure they follow <a href="#">the national guidance</a> and self-isolate for 10 days from the PCR test.</li> <li>– Ensure learners can access remote learning at home.</li> <li>– Remind learner, parent/carer to inform the academy about the result of the PCR test (they will be told via text/email).</li> </ul> <p><b>IMPORTANT:</b> If at any point a learner, pupil or staff member begins displaying symptoms they must <a href="#">follow government guidelines</a>, order a PCR test and self-isolate.</p>
Contact between subjects increasing the risk of transmission of COVID19	Ineffective social distancing creating further spread and infection of the virus.	Low	<ul style="list-style-type: none"> <li>– Academy sites Covid-19 Risk Assessment formulated and actioned alongside the academy’s planning framework.</li> </ul>	<p><b>Asymptomatic:</b> All learners and staff to be advised in advance not to attend if they have any <a href="#">symptoms of COVID-19</a>, or live with someone who is</p>

Transmission of the virus leading to ill health or potential death

- All academies are following Government and Local Authority guidance which can be found on
- Anyone showing symptoms of, coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, their normal sense of taste or smell - anosmia), or have someone in their household who is, not allowed in the academy.
- Staff and families with COVID-19 symptoms to follow [government guidance](#) and self-isolate at home

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.

- **Face masks:** Ensure prominent signage reminding attending learners and staff of the above to be displayed at the entrance to the testing site.
- **Face coverings/masks to be worn by learners and staff at all times** whilst on the testing site except for brief lowering at time of swabbing.
- Requirement to wear face covering/mask to be reminded to all learners and staff in advance at time of test booking.
- Compliance with wearing of face covering/mask of all learners and staff to be visually checked on arrival by the designated Registration Assistant.
- Compliance with wearing of face covering/mask of all subjects to be visually checked throughout the testing site by



designated testing workforce managers and all other staff.

**Hand hygiene:** All learners and staff to use hand sanitiser provided on arrival and adherence to this enforced by staff.

**Social distancing:** Two metre social distancing to be maintained between learners and staff with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from queue management and sampling staff.

- A one-way flow of learners and staff through the testing site 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 testing site including wipe down of all potential touchpoints in accordance with [PHE guidance](#).

- Ensure limited furniture-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits.

				<p>Testing site staff who are in close proximity of test subjects will wear Surgical gloves, Face mask and apron.</p> <p>Testing site workforce who are in close proximity of test subjects will wear surgical gloves, face mask and apron.</p> <p>Test site runner will wear surgical gloves, face mask and apron.</p> <p>Quality Lead/Team Leader will wear surgical gloves, face mask and apron.</p> <p>Test Assistants will wear surgical gloves, face mask and apron.</p>
Sample disposal and waste disposal	Transmission of the virus leading to ill health or potential death.	Low	Further information on waste disposal will be provided.	<p>Kit used during the testing process to be disposed of as follows:</p> <ul style="list-style-type: none"> <li>– <b>Black general waste bag</b> - all LFD packaging and general waste.</li> <li>– <b>Unmarked yellow/clear bag</b> – swabs tissues and cartridges.</li> <li>– <b>Tiger bag</b> - PPE, mop heads and cloths.</li> </ul>
Incorrect result communication	Wrong samples or miscoding of results	Low	Barcodes checked for congruence at the analysis station and applied to Lateral Flow Device at this station.	<ul style="list-style-type: none"> <li>– 2 identical barcodes are provided to subject at check in</li> <li>– The subject registers their details to a unique ID barcode before conducting the test.</li> </ul>

				<ul style="list-style-type: none"> <li>– Barcodes are attached by trained staff at the sample collection bay.</li> </ul>
Damaged barcode or failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	Low		<ul style="list-style-type: none"> <li>– Rule based recall of subjects who have not received a result within 1 hour of registration</li> <li>– Subjects are called for a retest</li> </ul>
Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (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"> <li>– <b>PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Appropriate safety eye shields which are tested and approved under appropriate government standards to be worn <b>at all times</b> when handling the extraction solution. Apron to be worn to protect clothing/body from splashes or spillages.</li> <li>– <b>Environmental:</b> do not let product enter drains.</li> <li>– <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with waste disposal procedures.</li> <li>– Do not use if the solution has expired.</li> </ul>

				<ul style="list-style-type: none"> <li>– 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.</li> </ul>
Occupational illness or injury	Staff exhibiting / feeling effects that may indicate COVID-19 is present.	High	Staff training and information provided.	Staff to isolate and remove themselves from the test centre immediately and request a PCR test.
Manual handling	Injury caused by incorrect manual handling techniques. Attempting to lift beyond capability.	Low		All materials to be divided in to small light weight packages.
Unauthorised access by learners and staff	Learners or staff unfamiliar with the environment.	Low	Only authorised access permitted to the testing areas.	Registration desk must be manned at all times.
Uneven surfaces (floor protection in the Testing and Welfare areas)	Trips and falls hazard	Low		The testing site is in a dedicated area which has been checked for uneven surfaces and other trip hazards.
Use of shared equipment.	Cross contamination of equipment increasing the possibility of COVID-19 transference.	Low	There is to be no shared equipment.	<p>Where tables/chairs etc. have been used by other persons, they are to be disinfected between users.</p> <p>Signage that can be laminated and cleaned, including instructions on swabbing and processing for each bay.</p>
Test subjects unfamiliar with surroundings	Test subjects crossing in to sterile areas.	Low	Floor signage to provide direction.	Individual guidance to be provided by test station staff.

Fire alarm activation	Persons unfamiliar with “Actions in the event of fire”			Briefing on “Actions in event of fire” to be provided.
Lack of welfare facilities	Nowhere for staff to consume food/drink.			Welfare space provided for staff, separate from testing areas.
Test site cleaning	Transmission of the virus leading to ill health or potential death.	Low	Strict cleaning regimes are in place for each site ensuring facilities are cleaned multiple times to ensure very high standards of hygiene. Waste is removed on a regular basis.	<p><b>Sample collection station</b></p> <ul style="list-style-type: none"> <li>– Clean between each subject:</li> <li>– Self-swabbing –subject responsible for cleaning bays following test, using disinfectant wipes / disposable cloth &amp; spray provided.</li> </ul> <p><b>Processing areas</b></p> <ul style="list-style-type: none"> <li>– Clean between each test being processed using disinfectant wipes / disposable cloth &amp; spray provided.</li> </ul> <p><b>Guidelines</b></p> <ul style="list-style-type: none"> <li>– All surfaces that the subject has come into contact with must be cleaned and disinfected.</li> <li>– This includes all potentially contaminated and frequently touched areas such as in the collection bays (e.g. table, chair, mirror), and also surfaces that the subject may have had contact with.</li> </ul>

				<ul style="list-style-type: none"> <li>– Use disposable wipes / cloths or paper roll / disposable mop heads with disinfectant spray to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</li> <li>– Any wipes, cloths, roll and disposable mop heads used for cleaning must be disposed of and should be placed into the appropriate waste disposal bags.</li> </ul> <p><b>Cleaning spillages</b></p> <p>A spillage could be anything from vomit to body fluids, and may happen on a testing site. It is important that the <b>surrounding area is evacuated and cleaned immediately.</b></p>
Trust reputation		Low	Strategic marketing plan to be in place to proactively communicate to staff, parents/carers and learner’s health and safety measures and safeguarding that is being implemented Trust wide for the safety of all.	<p>Privacy Notice developed in order to meet data protection guidance and to be shared with staff, parents/carers and learners.</p> <p>Educate and raise awareness of testing activities.</p> <p>Provide reassurance (e.g. staff meetings, parental communications, assemblies, form group discussions) and use resources available to support</p>

				<p>learners to explore, learn discuss testing and impact of COVID-19.</p> <p>Q&amp;A sessions to clarify/address concerns. A list of FAQ's to be available via websites.</p> <p>Regular communications via briefings, social media updates, letters and websites.</p> <p>Principal to share risk assessment with all staff.</p> <p>Parents/carers notified of risk assessment plan and shared with parents/carers via website.</p> <p>Information sheet distributed to all parent/carers outlining what to do if their child develops symptoms, together with COVID-19 related quick reference absence guide for parents/carers and staff.</p> <p>Provide opportunities for parent's/carers to feedback any remaining concerns/anxieties they may have regarding LFD testing.</p> <p>Compliance updates issued to all staff to include wearing of cloth face masks, face shields and social distancing.</p>
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Declaration by staff 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.

Staff Name	Signature	Line Managers Name	Date	Staff Name	Signature	Line Managers Name	Date