

## COVID-19 Lateral flow testing risk assessment in schools

<b>Description:</b>	Covid-19 Lateral flow testing risk assessment	<b>Assessment reviewed by manager name: Mr J Kulyk</b>
<b>Name of team/service or individual:</b>	HALESBURY SCHOOL	<b>STAFF, PUPILS and VISITORS</b>
<b>Date of managers assessment:</b>	14.12.2021	<b>Version: 6</b>

From the beginning of January 2021, Halesbury has been provided with LFD testing kits including PPE. Staff have been provided with comprehensive guidance and training materials and support to introduce a testing programme that works for staff and students/pupils.

For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within our school.

Task / Activity	Hazard	Who might be harmed and how?	Are your team carrying out this Task/Activity (COVID-19 only)	Existing control measures	Recommended control measures
<b>Initial Preparations</b>	<b>COVID-19 Virus Biological Hazard</b>	<p>All persons involved in named activity.</p> <p>Respiratory symptoms including persistent cough, fever of 37.8 degrees C or above, loss or change of taste or smell, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>	<b>Yes</b>	<p>Managers to write what is being done now and then refer to Recommended controls:</p> <ul style="list-style-type: none"> <li>School Premises Covid-19 Risk Assessment formulated and actioned alongside the schools planning framework.</li> <li>Halesbury will follow Government and Local guidance for special schools which can be found <a href="#">here</a>.</li> <li>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), will not be admitted onto the school site.</li> <li>Staff, pupils and visitors with COVID-19 symptoms will be required to follow <a href="#">government guidance</a> and self-isolate at home.</li> </ul>	<p>Manager's to move Recommended Controls into Existing Controls once they are implemented:</p> <ul style="list-style-type: none"> <li>Ensure you have enough of the appropriate PPE for staff.</li> </ul>

				<ul style="list-style-type: none"> <li>• Testing staff have read the NHS and DFE guidance and ensure all relevant staff take the NHS online training.</li> <li>• Designated storage space for testing kits</li> <li>• Planned out testing area and workflow.</li> <li>• Testing approach is communicated to all testing staff which includes an onsite run through.</li> </ul>	
Preparation of Testing Area	<b>COVID-19 Virus Biological Hazard</b>	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>	<b>Yes</b>	<ul style="list-style-type: none"> <li>• Suitable testing site has been identified.</li> <li>• Consent forms are completed to gain formal consent for testing and sharing results.</li> <li>• Testing order has been written and shared with staff.</li> <li>• Testing area is cleaned between tests and PPE contamination protocols are followed.</li> <li>• Test site flooring is <b>non-porous</b></li> <li>• Test site is <b>well lit</b> and has <b>good airflow</b>.</li> <li>• <b>Registration desk</b> is at the first point where test subject enters the Test site.</li> <li>• <b>One-way direction of travel</b> for test subjects.</li> <li>• One test subject at a time only in swabbing bay</li> <li>• <b>Swabbing desk has a processing desk</b> close by – no more than 1m away.</li> <li>• <b>Recording desk</b> located close by in separate booth.</li> </ul>	One-way direction of travel for test subjects changed to one person at a time in the test centre when needed for environmental reasons.

				<ul style="list-style-type: none"> <li>• Test subjects <b>must not enter processing area</b>. This is demarcated.</li> <li>• <b>Clear division between swabbing and processing area</b>. This is demarcated. Test subjects must not enter the processing area.</li> <li>• Key considerations have been considered include social distancing, disability access, and fire safety regulations.</li> <li>• School is following the NHS Covid-19 National Testing Programme- Schools and Colleges Handbook.</li> </ul>	
Training	<b>COVID-19 Virus Biological Hazard</b>	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>	<b>Yes</b>	<ul style="list-style-type: none"> <li>• Testing staff identified and trained for Innova and Orient Gene LFDs</li> <li>• All staff who will conduct LFD testing have completed the online NHS Test and Trace training.</li> <li>• All school testing staff have access to the training portal and have watched the training videos relating to their role as well as infection control training.</li> <li>• All staff have face to face practical testing training either at Saltwells EDC or on site before commencing testing.</li> </ul>	
Testing	<b>COVID-19 Virus Biological Hazard</b>	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute</p>		<ul style="list-style-type: none"> <li>• Testing staff identified and trained, and appropriate PPE provided.</li> <li>• Testing is optional, and anybody who no longer wishes to be tested will not be required to continue. Parents will be informed where</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping any devices used for registration clean between each use and following contamination IPC measures carefully.</li> </ul>

		respiratory syndrome, even death.		applicable. The school COVID-19 risk assessment will be followed.	
Maintain testing frequency	<b>COVID-19 Virus Biological Hazard</b>	All persons involved in named activity.  Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.	<b>Yes</b>	<ul style="list-style-type: none"> <li>Lateral flow tests are provided in our ATS twice weekly for secondary pupils, staff and regular visitors who wish to test on site and have given consent.</li> <li>Home test kits are provided for secondary pupils, staff and frequent visitors who are able/prefer to test at home.</li> <li>Ad hoc visitors will be offered a lateral flow test on site.</li> <li><b>7 day lateral flow testing is available on site, on school days only, after being identified by NHS Test and Trace as a close contact of a positive case.</b></li> </ul>	
Test analysis and resulting actions	<b>COVID-19 Virus Biological Hazard</b>	All persons involved in named activity.  Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.	<b>Yes</b>	<p><b>Negative Lateral Flow Test Result</b></p> <p>Participants will continue with their normal activities until their next test is due. Continue to follow all guidance and risk mitigations as per the school risk assessment and government guidance.</p> <p><b>Positive Lateral Flow Test Result</b></p> <p>Participants will follow government guidance for self-isolation. The positive case should self-isolate immediately. A confirmatory PCR test should be arranged within 2 days of a positive LFD test taken at home or in the school test centre.</p>	

				<p><u>Negative confirmatory PCR result:</u></p> <ul style="list-style-type: none"><li>• If the confirmatory PCR test is negative, then the individual can stop isolating.</li></ul> <p><u>Positive confirmatory PCR result:</u></p> <ul style="list-style-type: none"><li>• If the confirmatory PCR is positive, and the test is taken within two days, the isolation date continues from the original LFD test date.</li><li>• If the confirmatory PCR is positive, and the test is taken more than two days after the positive LFD Test, the isolation date will be reset to the positive PCR test date.</li></ul> <p><b>Void Lateral Flow Test Result</b></p> <p>The test subject will be asked to test again.</p> <p><b>7 Day Lateral Flow Testing for Close Contacts</b></p> <p>Those identified as a close contact of a positive case by NHS Test and Trace will be strongly advised to LFD test for 7 days.</p> <p>A record of test results will be kept by the school.</p> <p>ATS testing will be offered for those who are unable to test at home.</p> <p>The above processes will be followed for negative or positive LFD test results.</p>	
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Home testing	<b>COVID-19 Virus Biological Hazard</b>	<p>All persons.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>	<b>Yes</b>	<p>Pupils, staff and regular visitors who are home testing are required to report any positive test results to the school and NOT attend the school site.</p> <p>Positive results are managed in accordance with guidance as stated above.</p> <p>Participants are reminded that all home test results must be uploaded to NHS Test and trace, whether negative, positive or void.</p> <p>We ask that all results are sent to the school at the following email address: <a href="mailto:covidtestresults@halesbury.dudley.sch.uk">covidtestresults@halesbury.dudley.sch.uk</a></p>	
Incorrect result communication	<b>COVID-19 Virus Biological Hazard</b> <b>Breach of sensitive data</b>	<p>All persons on site.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p> <p>GDPR breach of sensitive information for those testing</p>	<b>Yes</b>	<p>2 identical barcodes and registration card with barcode are provided to participant at check in. Participant details are written on their registration card and checked by processing desk for congruence. Details are checked again at recording desk before uploading results.</p>	

		on site		<p>Bulk upload registration sheet is checked twice before uploading.</p> <p>All ATS results are retained by the school for a period of 2 – 4 weeks.</p>	
PPE Requirements	<b>COVID-19 Virus Biological Hazard</b>	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>	<b>Yes</b>	<p>All testing staff to wear appropriate PPE:</p> <ul style="list-style-type: none"> <li>• disposable gloves</li> <li>• disposable plastic apron (depending on role)</li> <li>• surgical, fluid resistant face mask</li> <li>• Visor (depending on role)</li> <li>• PPE has been supplied to schools alongside the testing kits</li> </ul>	<ul style="list-style-type: none"> <li>• PPE to be re-ordered as needed</li> </ul>
Storage	<b>COVID-19 Virus Biological Hazard</b>	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>	<b>Yes</b>	<ul style="list-style-type: none"> <li>• Secure storage facilities identified</li> <li>• Locks on both doors in storage area accessible to staff only.</li> <li>• Kits are stored at room temperature:</li> <li>• Extraction solution stored at 2-30 °C</li> <li>• Test cartridge stored at 2-30 °C</li> </ul>	

Follow [guidance on PPE](#) (GOV.UK).

General training for staff- toolbox talks, etc

[Personal hygiene- hand washing etc before and afterwards](#)- See HSE guidance