



Sacred Heart High School  
**ON SITE LATERAL FLOW TEST CENTRE  
OPERATIONAL RISK ASSESSMENT**

11 January 2020    Review, weekly

**Headteacher:** Marian Doyle  
**Chair of Governors:** John Sills  
**On behalf of Trustees:** Sr. Cath Lloyd

**TESTING PLAN – No testing to be carried out without consent.** Pupils over the age of 16 may grant their own consent. Consent from a parent or guardian is required for those under 16.

**Stage 1, Mass Testing:** All pupils to be tested twice, no less than 3 days apart. Staff to be tested once. For the time being this will only relate to the limited staff and pupils on site. Later it will be extended to the whole school community with subjects ideally attending school for the tests before school reopens but this will depend on sufficient notice being given by DfE of a reopening date.

**Stage 2, Serial Testing:** Staff to be tested once a week. Pupils only to be retested if they are identified as a close contact of someone from within the school community who has tested positive in a PCR test. In this case the pupil to be offered daily testing on arrival at school for 7 days and they can continue to attend lessons in school so long as the tests remain negative. Alternative is self-isolation for 10 days and remote learning.

#### **ASSESSMENT OF RISK**

**Likelihood** (1= low 5= high) x **Impact** (1= low 5= high) = **Inherent Risk**

Then risk is assessed a second time, within the context of stated safeguarding measures.

**Likelihood** (1= low 5= high) x **Impact** (1= low 5= high) = **Residual Risk**

#### **Inherent and Residual Risk Scores**

1-5	Very Low Risk
6-10	Low Risk
11-15	Medium Risk
16-20	High Risk
21-25	Very High Risk

**This Covid Test Centre Operational Risk Assessment should be read in conjunction with the school's overall Covid Management Risk Assessment**

RISK	Description of Risk	INHERENT Risk			CURRENT CONTROLS	RESIDUAL Risk		
		Likelihood 1= low 5= high	Impact 1= low 5= high	Total Inherent Risk		Likelihood 1= low 5= high	Impact 1= low 5= high	Residual Risk
1. Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	4	5	20	<p><b>Asymptomatic:</b> 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 outside school who is displaying symptoms.</p> <p><b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to (and inside) the Old Gym test centre. Face coverings to be worn by everyone inside the Old Gym test centre except for brief lowering at time of swabbing. Requirement to wear face covering to be reminded to all subjects in advance at time of test booking.</p> <p>Compliance with wearing of face covering of all subjects to be visually checked on arrival by reception staff. Compliance with wearing of face covering of all subjects to be visually checked through building by queue managers and all other staff.</p> <p><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by Test Centre reception staff.</p> <p><b>Social distancing:</b> 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 &amp; sampling staff.</p> <p><b>Ventilation:</b> The test centre is to be kept well ventilated at all times, keeping doors and or windows open to ensure a through draft. Care to be taken to ensure the centre remains at an appropriate temperate for storage of the lateral flow devices (room temp 15-30 degrees).</p> <p><b>A one-way flow</b> of subjects through the Test Centre is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</p> <p><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p><b>Limited clutter</b>-chairs only on request (but provided for the registration assistant, processors and data recorder).</p>	2	5	10

					<p><b>Limited handling of documents etc:</b> No physical handing of documents to subjects except registration cards, barcodes and swabs. Consent forms being handed in should be placed by the test subject, into the box. Registration assistant shouldn't need to touch them. Likewise, the spare copies are on the table and subjects can be directed to pick them up themselves.</p>				
<p><b>2. Welcome &amp; registration</b></p> <p>Contact between subjects and staff increasing the risk of transmission of COVID19</p>	<p><b>Transmission of the virus</b> leading to ill health or potential death</p>	4	5	20	<p>Appointment times to be set up to limit the number of people arriving at the same time.</p> <p><b>Social Distancing in Queue outside:</b> Registration Assistants to ensure that social distancing is enforced as tutor groups line up outside to be registered.</p> <p><b>Asymptomatic:</b> Registration Assistants to ask those arriving (before they enter the old Gym Testing Centre) to confirm that they are feeling well and have no Covid Symptoms. If anyone suggests otherwise this should be reported to the school office and the pupil accompanied to the isolation room (Meeting Room 2) prior to returning home.</p> <p><b>Register one at a time:</b> Welcome and queue organisers to ensure that subjects only approach the registration desk one at a time. 2 m distance marker in place in front of the desk. Protection for Registration Assistant to be further reviewed after the first week of very limited testing.</p> <p><b>Registration process.</b> Lead Registration Assistant (at the Registration desk to hand the subject a registration card with a barcode on it and hands the Test Assistant (who has come to collect the subject) the third bar code. Registration assistant to regularly sanitise hands.</p> <p><b>PPE:</b> Training video (dealing with adults not in a school) suggested that welcome team and registration assistants need only face masks but gloves, aprons and visors will be provided to all testing team members as greater interaction may be necessary to assist younger subjects to register, etc.</p> <p><b>Hand washing /sanitiser</b> (70% alcohol) for the welcome and registration assistants the start of every session, regularly thereafter and on removal of face mask.</p>	2	5	10	

<p><b>3. Test Assistants</b></p> <p>Contact between subject and test assistant increasing the transmission of COVID19</p>	<p><b>Transmission of the virus</b> leading to ill health or potential death</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Each Test Station to include a table for the subject to use and desk for the linked processor. Test Assistants meet the subject at the registration desk and receive the third bar code and accompany the subject to the test station, handing the barcode to the processor.</p> <p>On arrival at the test station, Test Assistants guide the pupils to hand their bar code to the linked processor.</p> <p>Test Assistants to instruct the subject to first blow their nose and dispose of tissue. And then sanitise their hands</p> <p>Test Assistants to guide the pupils on how to use the swab.</p> <p><b>Test Assistant not touching anything:</b> Table for the subject will include sanitiser (and separate sanitising wipes) and tissues and a bin to dispose of swab packet and tissues. Hand held mirrors available on the table. (Phone torch if available may be used by subject to locate tonsils, if needed).</p> <p><b>Social Distance:</b> Test Assistants to maintain social distance from the subject, pointing to the instruction poster and tonsils image. Test assistants to suggest the use of the mirror and a phone torch but must not touch either. Test Assistants must not touch the swab.</p> <p><b>No Physical Assistance:</b> If the subject is wholly unable to complete the throat swap, the test assistant does not do it for them but can rely instead on the nose swab both nostrils.</p> <p><b>PPE:</b> Training video (dealing with adults not in a school) suggested that Testing Assistants need only face masks but they were dealing with adults and behind Perspex screen. However unlike in the training videos, schools have no Perspex partitions and in this context we require all test assistants to wear full PPE –apron, gloves, visor and mask. All PPE to be replaced between testing sessions (say at lunchtime) but within a session gloves are to be replaced after each individual subject is assisted. Protection for Test Assistant to be further reviewed after the first week of very limited testing.</p> <p><b>Completion:</b> Test Assistant will carefully take the swab from the subject, without touching the end and will place this directly into the test tube with testing liquid on the adjacent processors desk.</p> <p><b>Cleaning:</b> Test Assistant instructs the pupil to use the sanitiser wipes to wipe down the mirror and any other touched surfaces and then to sanitise their hands</p>	<p>2</p>	<p>5</p>	<p>10</p>	
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<p><b>4. Sample processing &amp; analysis</b></p> <p>Contact between samples and sample testers increasing the transmission of COVID19</p>	<p><b>Transmission of the virus</b> leading to ill health or potential death</p>	4	5	20	<p><b>PPE:</b> Sample processors to wear full PPE, apron, gloves, eye protection (visor or goggles) and mask. All PPE to be replaced between testing sessions (say at lunchtime) but within a session gloves are to be replaced after each individual test is processed.</p>	2	5	10	
<p><b>5. Sample transport</b></p> <p>Contact between sample and test centre runner increasing the transmission of COVID19</p>	<p><b>Transmission of the virus</b> leading to ill health or potential death</p>	4	5	20	<p>Care to be taken by Test Assistants to avoid the swab tip from touching anything when they take it from the subject and place it into the test tube. Test tube with liquid to remain on the processing desk to avoid risk of spillage.</p> <p>Completed and marked lateral flow tests to be placed in a numbered tray with upturned sides to avoid it dropping. To be passed by the processor to the data recorder who sits immediately behind them.</p> <p>The results recorder to wear a mask and gloves which must be replaced after touching any individual LF device. After result recorded, LF device to be placed in the clear bag.</p>	2	5	10	
<p><b>6. Sample disposal and waste disposal</b></p> <p>Contact between samples and sample testers increasing the transmission of COVID19</p>	<p>Transmission of the virus leading to ill health or potential death</p>	4	5	20	<p>We have been provided with clear bin bags (similar to plain yellow in the diagram on poster in the test centre) and the tiger medical waste bin bags. Both relate to medical waste. The used lateral flow tests; tissues from blowing noses before the swab, the swab and the lidded extraction tube should all be placed in the clear bags. PPE to be disposed of in the tiger bags.</p> <p>Normal black bags are suitable for paper covering of swab and paper covering of LF device. All the bins to be open.</p> <p>Arrangements to be made for collection of the clear and tiger medical waste bags. Secure storage area to be arranged to store medical waste bags prior to regular collection but storage time to be kept to an absolute minimum.</p>	2	5	10	
<p><b>7. Incorrect result communication</b></p>	<p>Wrong samples or miscoding of results</p>	3	5	15	<p>Testing team members to be trained using online videos and discussion on site.</p> <p><b>MEASURES TO ENSURE ACCURACY IN LINKING RECORDS</b></p> <p>Lead Registration Assistant (at the Registration desk) to select a bar code pack (3 identical bar codes) for each subject as they arrive. Registration Assistant checks that the bar codes are indeed identical. One bar code to be affixed adjacent to the subject's name on the hard copy register held at the registration desk.</p>	2	5	10	

The second bar code to be affixed to a registration card handed to the test subject to keep. Subject scans the QR code on the registration card (using their smart phone or the school ipad provided) to access account set up/registration portal and the subject self-registers with assistance as necessary.

The Test assistant meets the subject at the registration desk and checks the registration is complete and receives the third bar code to hand to the test processor. The processor affixes the third bar code to the back of the LF device.

The results recorder receives the LF device with its bar code and scans this twice to enter the PHE results site and manually enters the result.

The results recorder then visually checks the bar code against the hard copy registration sheet to identify the pupil name. Result to be marked up on the hard copy registration sheet and added to the online master spreadsheet. Bar code numbers only to be entered online, for positive tests.

In the case of any positive tests, the Testing Coordinator to be notified and SLT to action.

#### **MEASURES TO ENSURE ACCURACY OF THE TEST**

The Test Processor checks that the lateral flow device is within its expiry date. Test Processor to avoid contamination by holding the LF device at the sides to avoid any contact with the well.

Test Assistant to ensure that the subject fully understands how and where to swab and the importance of avoiding contamination from cheeks and tongue.

Test Processor to ensure that the testing liquid dispenser does not touch the sides of the test tube when filling the tube. A test tube rack to be used to keep the tube steady.

Test Processor to take care to try to avoid air bubbles when dispensing test liquid into the well.

Processor to ensure a clear desk and suitable timing equipment available. Processor to write the time when liquid put into the well on each device to act as reminder to avoid running over 30 mins which could cause a false positive. Processor to use fresh gloves for testing each subject.

Once the result is known, the processors to mark the device clearly as -, + or V for void. Devices then passed to results recorder.

					<p>Results recorder to scan result to PHE site but also to records the result on the hard copy registration sheet and later on the internal school spreadsheet against the correct name. Barcodes to be included in the online spreadsheet for positive tests. Registration sheet for each session to be passed to the data recorder to enable her to link a bar code on the device to a name.</p> <p><b>Reminder posters</b> adjacent to each processing desk to remind processors of how to mark the time on each device, the importance of timing; how to read the results and how to mark the test devices -, + or V.</p> <p><b>COMMUNICATING A POSITIVE RESULT</b></p> <p>For the initial 2 pupil tests, pupils to leave site to return home immediately after testing. Later if a pupil undergoes serial testing for 7 days as a close contact they are required to isolate for the 30 minutes while the test results are obtained.</p> <p>Staff to be tested on arrival in the morning and can enter school after this but would be notified immediately of any positive result.</p> <p>Any positive result is immediately highlighted to the Team Leader present at the test centre. This information is then passed to the Headteacher or Associate Headteacher who contacts the parents or staff member. Letter to be pre-prepared for issue in such an event advising the subject that they need to book a PCR rest for the same day –the school to provide these as required.</p>				
<b>8. Damaged barcode, lost LFD, failed scan of barcode</b>	Orphaned record on registration portal & No result communicated to individual	3	5	15	<p>If a problem arises with the bar code or the LF device or a failed scan of the result, then the subject is to be recalled to repeat the test again on the same or next school day.</p> <p>Similarly if the subject does not receive the result from PHE within 24 hours of the test, they will need to notify the school and return for another test at a specific time.</p>	2	5	10	
<b>9. Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen</b>	<p>Potentially biohazardous after contact with used swab.</p> <p>The solution components on their own do not have any</p>	3	5	15	<p>While the solution itself has no hazard labels associated with it, after contact with a used swab the solution is to be treated as a potential biohazard.</p> <p><b>PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution.</p>	2	5	10	

<p><b>phosphate), NaH<sub>2</sub>PO<sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)</b></p>	<p>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><b>Impervious clothing</b> (apron, gloves and visor) to be worn to protect the body from splashes or spillages.</p> <p><b>Environmental:</b> do not let product enter drains.</p> <p><b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the school's medical waste disposal procedures</p> <p><b>Do not use</b> if the solution has expired</p> <p><b>Training to be provided</b> in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</p> <p><b>Follow procedures on the MSDS form</b> provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals</p>				
<p><b>10. Occupational illness or injury</b></p>	<p>Illness or Injury</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>If any member of the testing team or subjects fall ill while at the test centre, or are injured, the standard school protocols would apply and any incident would be reported to DFE in line with requirements set out in the training.</p> <p>If a subject vomited (even if not unwell) then the area would be secured and in the first instance paper towels would be placed over any spillage. Disinfectant and detergent would be used to clean the area and towels placed in the medical waste.</p>	<p>2</p>	<p>4</p>	<p>8</p>	
<p><b>11. Manual handling</b></p>	<p>Risk of injury handling heavy equipment/ furniture</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>The moving of any heavy furniture in the set-up of the testing centre, to be conducted by site staff following school standard safety protocols for manual handling.</p>	<p>2</p>	<p>4</p>	<p>8</p>	
<p><b>12. Unauthorised access by members of the public</b></p>	<p>Risk of infection, risk of disruption</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Unauthorised access to the site is controlled by gates which will all be closed (as is normally the case) while the test centre is operating.</p> <p>In the remote possibility that unauthorised access is achieved (perhaps by a parent) and generally in any event, the Reception Assistants will be required to see a school ID badge lanyard before admitting subjects to the test centre.</p>	<p>2</p>	<p>5</p>	<p>10</p>	

					The only exception to this would be to allow a parent to accompany a child who was unable to self-administer the swab as a result of a known medical condition.				
<b>13. Uneven surfaces (floor protection in the Testing and Welfare areas)</b>	Uneven surfaces could lead to trips or spillages	3	4	12	Floor protection not needed in Old Gym with wooden floor. Care is to be taken to ensure that tables used in the test centre are completely stable –particularly those used for processing the tests. The Test Team will be asked to report any wobbly tables to the site team for rectification.	2	4	8	
<b>14. Steps into the Old Gym</b>	Trips or falls	3	4	12	Registration Assistants will be on hand at the entrance steps to minimise any risk of falls by carefully controlling access to the test centre and ensuring timeslots are set up to avoid over-crowding.	2	4	8	
<b>15. Inclement weather</b>	Discomfort to those queuing; wet masks reduces their efficacy	3	5	15	If it's raining, then pupils will line up in the cloisters, moving across to the test centre in socially distanced 2s or 3s. Care must be taken to keep face coverings dry.	2	5	10	
<b>16. Electrical safety / plant &amp; equipment maintenance or Defective electrical equipment</b>	Risk of fire Risk of computers not working	3	5	15	Electrical equipment used by the test team to be school equipment only (not a home laptop for example) to ensure all such equipment is subject to standard routine school testing.	2	5	10	
<b>17. Use of shared equipment</b>	Risk of transmission of virus	3	5	15	Any equipment within the test centre which is used by more than one person (for example mirrors) are to be cleaned with a sanitising wipe between each use.	2	5	10	
<b>18. Failure to communicate</b>		3	5	15	Content of the risk assessment to be communicated with all workers as part of induction and this to be confirmed with a signature	2	5	10	

**Declaration by Covid Testing Team 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.**

Testing Team Member Name	Date Training completed	Signature	Date
