

## St. Nicholas' School

<b>Department:</b>	<b>Lateral Flow Testing</b>	<b>People at Risk:</b>	<b>Staff, pupils, visitors (contractors)</b>	
<b>Assessment carried out by:</b>	M Axton	<b>Date:</b>	29/1/21	<b>Date of Review:</b> ongoing

Please note this is a 'live' document and will be amended depending on Government guidance.

Hazards: Potential to cause harm	Consider how a person may be hurt	severity	probability	Risk score	Existing Controls	Further action	Target Date & By Whom
Location of testing Junior lab	Accurate testing of workforce once a week at school- risk of infection	4	2	8	The room temperature is within the permitted range for accurate test results. The room is big enough for social distancing to take place. The room is big enough for testing to take place as instructed by NHS Test and Trace and the Department of Education. The room allows for a one-way system to operate comfortably. There is a nonporous floor and wipe clean surfaces.	ongoing	
Contact between staff	Risk of infection spreading	4	2	8	All staff who are in school will wear a face mask in communal areas. Facemasks should always be worn in the testing room apart from when staff are swabbed. Staff are urged to limit contact with others whilst in school. No gathering of staff in any numbers. Staff are given an individual time for their test and are requested to be punctual for it.	ongoing	
Testing of staff	Risk of infection	4	2	8	Staff are tested once a week and include any teachers, support staff, maintenance and cleaners. Any contractors on site for any protracted length of time may be tested. Staff who carry out the testing will have completed the relevant training. Test kits will be supplied to the school along with enough PPE by the government. Contact serial testing will not take place because of new government guidance. <span style="color: red;">From the 25<sup>th</sup> January staff will be tested twice a week. Staff who only come in rarely will be tested once a week.</span>	ongoing	
Staff carrying out the testing	Risk of Infection	4	2	8	Trained following the NHS Test and Trace training modules which they must have successfully passed. Staff conducting the testing must do a test themselves before testing others. A positive test for a tester will result in them having to leave school, and self-isolate Following of strict protocol to ensure aseptic work area. New gloves worn by the tester before testing each sample. New set of PPE worn per testing session. Sufficient time allowed between each test. The registration process is time consuming.	ongoing	
Swabbing of throat and nose	Risk of infection	4	2	8	Clear instructions are given to staff on how to swab the tonsils and nose. Sterile swab used for each member of staff which is provided by the Department of Education. Swabbing of the tonsils can result in the person gagging. The throat is swabbed first followed by the nostrils. Disposable cardboard sick bowls are available. Any vomit will be cleared up according to the protocol and the area will	ongoing	

<b>Hazards:</b> Potential to cause harm	Consider how a person may be hurt	severity	probability	Risk score	Existing Controls	Further action	Target Date & By Whom
Clinical issues- nosebleeds, broken swabs, allergic reactions					be sterilised after. Staff are encouraged to blow their nose into a paper tissue before testing to remove any mucous. This is put in the yellow bag. The swab is put into the plastic tube for analysis. This is then thrown away into the yellow bag (contaminated waste). These bags will be collected by an outside contractor. If someone has had a recent nosebleed then get them to swab from the other nostril. Very rarely the swab may break in the mouth. Dispose of swab in contaminated waste and offer another new swab. An allergic reaction may take place very rarely. Medical attention will be sought if this occurs.		
Process of testing	Risk of Infection	4	2	8	The tester has successfully passed the NHS Test and Trace training. The contaminated swab will be put into the plastic tube containing the extraction fluid. After the swab has been squeezed against the tube wall and rotated for 10 seconds, it is disposed of in the yellow contaminated waste bag. 2 drops of this fluid are dropped into the test well on the Lateral Flow Device. The results will appear after 30 minutes. The results will give either a positive result, a negative result or a void result. A void result means that the test will have to be repeated for that person. Two void tests mean that a PCR test must be booked. The test result is logged and recorded on the official government website. The staff member will receive a text to their mobile phone with the test result. The used Lateral Flow devices and PPE are put into the yellow contaminated waste bags for disposal.	ongoing	
Spills- extraction fluid	Risk of infection	4	2	8	Any spills will be cleared up immediately. The scene will be assessed first and cleaned up sterilising the area. Any materials used to clear away the spill will be disposed of in the yellow contaminated waste bag.	ongoing	
Transport of boxes of equipment- test kits, PPE	Manual handling- back pain, bruising, straining muscles	2	2	4	The test kits and all the equipment are delivered in large cardboard boxes. Care should be taken when moving them to different areas of the school. Use of a sack barrow if required. Careful lifting of the boxes making sure that there is clear vision and that the box is not too heavy. If a box is too heavy then the maintenance team will carry it. Care is taken not to drop boxes. Any trip hazards are removed from the route before boxes are carried.	Ongoing	
Storage of data					All test results are scanned and a result is sent to the member of staff via their mobile phone. Manual addition of all data onto a school database. GDPR compliant.	ongoing	

<b>Severity X</b>		<b>Probable frequency</b>	
1	Negligible	1	Improbable
2	Minor injury	2	Possible
3	Major injury	3	Occasional
4	Single death	4	Fairly frequent
5	Multiple death	5	Frequent