



Kingswood House School
LATERAL FLOW TEST RISK ASSESSMENT in the COVID-19 ENVIRONMENT

Risk Assessment for COVID-19 Test and Trace Process

	Hazard	Control Measures	Responsibility	Remarks / Re-assessment
1	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Letter and explanatory leaflet has been sent to all parents and staff via Parentmail by Head.	Head	Maintain communication as necessary
2	No school "COVID-19 Testing Privacy statement".	Privacy statement completed and on website 3/1/2021.	SW	Update as required
3	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Privacy statement sent to all staff and parents on 3/1/21 and to governors on 4/1/21	KH / SW	Maintain current procedures
4.	Separate school register not kept of those tested to inform next test date, ordering test kits, etc.	Separate excel register kept of all those tested.	DS	Maintain register
5.	T&T data not recorded securely and kept until further guidance is given to delete the information.	All T&T data to be stored securely on school server on excel and will be deleted when further guidance is received.	SW	Maintain current procedures
6.	Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) not recorded by the school.	All multiple repeat void tests, unclear results, leaking or damaged tubes are clearly recorded by the school and reported to DfE Helpline.	SW/DS	Maintain current procedures
7.	Those that have had "close contact" with someone tested positive for COVID-19 do not know they must self-isolate.	All those that have had close contact with someone who has tested positive will be informed	SW	Maintain current procedures

		that they must self-isolate for 10 days. This is also written up in our Plans and Procedures and all staff are aware.		
8.	Age-appropriate consent statement for testing (under / over 16) not properly completed.	Consent forms have been sent to all parents, pupils and staff and checked that they have been completed correctly, signed and recorded.	SW / KH	KH to file all consent and registration forms
9.	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	All personnel involved in testing have been sent all relevant booklets, online training link, posters and had a day in school going through planning, FAQ and setting up the room. The testing room has been set up with appropriate signage and posters.	SW	SW to record and file all training certificates
10.	Tests not supervised or conducted by trained staff.	Only those staff that have completed all training will be involved in testing. SW to check and file all certificates. Quality assurance forms completed for each person testing.	SW	Maintain current procedures
11.	Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors.	Signage on door indicating that no one will be allowed in unless accompanied by a member of staff. Only one person will be allowed into the room at one time. Consent lists sent to all staff and timetable in place for days of testing. Registration desk on entrance to ensure only those who have consented are allowed to enter. Staff in place to assist with testing and behaviour management.	All testing staff	Maintain current procedures
12.	Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	Testing will take place in the meeting room which has access to a sink opposite. Windows will be kept open to ensure adequate ventilation.	All trainees and testers	SW and RI to assist with setting up site to ensure 2m SD is maintained, windows

		Desks are set up to ensure SD of 2m between each. Everyone will wash their hands and use sanitiser to main good hand hygiene.		are open and everyone is maintaining good hand hygiene
13.	Social distancing advice between testing staff and those being tested including distances between desks, chairs, etc. not being observed and supervised.	All staff are aware of SD advice and know to keep 2m from those being tested. Processor separated from those being tested by a screen. Registration person, timers, team leader and recorder all 2m distanced from each other. Staff to remind pupils to maintain SD.	All in testing room	Maintain current procedures
14.	Staff assisting with taking and processing swabs not wearing appropriate PPE.	All staff to ensure that they wear the appropriate PPE for their particular position and in particular for taking and processing swabs. Posters will be on display to remind people how to put on and take off PPE and bags will be available for waste and dirty PPE.	All testers	SW supervising to ensure PPE is worn
15.	Process of swabbing not following training and / or updated guidance.	SW supervising to ensure that swabbing process is correct and everyone is following training. Updated guidance to be shared with everyone when received. Competency Assessment completed on each staff member each testing day.	SW / RI	Monitor testing site to ensure everyone is swabbing correctly and maintain current procedures
16.	Tested sample incorrectly handled safely during the process including disposal.	SW to supervise processor to ensure sample is handled correctly including disposal. Bins in place with yellow bags by each processor desk. Competency Assessment completed on each processor for each testing day.	SW / RI	Maintain current procedures
17.	Process for informing parents / pupils / staff not understood and implemented.	Pupils, Parents and staff have been informed that they will be contacted if their test is positive.	SW / KH	Maintain current procedure and inform pupils, parents

		Office staff to handle all calls via telephone in the first instance once confirmation received from SW.		and staff as soon as test shows positive.
18.	The process of bar coding, recording and communicating test results is not accurate and supervised.	Bar coding, recording and communicating results is understood by all. Testing will be supervised by SW throughout the day to ensure accuracy. Training has been completed by all testers. Competency Assessment completed on recorder on each testing day.	SW /RI	Maintain current procedures
19.	Inadequate supervision/checking to ensure equipment handled correctly and not shared.	All testers have received training to ensure they handle equipment correctly and not shared. SW to supervise throughout testing day to ensure protocols are being correctly followed.	SW / Testers	Maintain current procedures
20.	Process of lost LFD, failed scans or damaged bar codes not understood or properly implemented.	Process of lost LFD, failed scans or damaged bar codes understood by all testers.	All testers	Ensure testers understand process and update as changes arise.
21.	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	All processors aware of how to handle, store and dispose of extraction solution correctly. All processors have completed training on how to handle, store and dispose of extraction solution. Competency assessment to be completed on each test day.	Processors SW	Maintain current procedures
22.	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	All testers have completed all training and are aware of the hazards identified with testing. All testers will complete their own cleaning of their stations. Swab assistants aware how to deal with vomit and know how to dispose of it safely – to be covered with paper towels, wiped up and then cleaned using disinfectant spray. PPE to be worn.	Testers	Maintain current procedures
23.	Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation	All pupils and staff testing positive will be informed and kept isolated at school until arrangements can be made to send them home. Everyone testing	SW	Maintain current procedures

	test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive.	positive will be sent home with a PCR test to complete at home.		
24.	Key layout requirements including staff (see next grid below) not being fully met.	Testing area in hall fully laid out according to training. All signage in place and receipt of all testing equipment and PPE on 4/1/21	SW Testers	Maintain current procedures

Risk Assessment for COVID-19 Test Sites

	Hazard	Control Measures	Responsibility	Remarks / Re-assessment
25.	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	Sufficient staff trained and in place to operate 1 swab and processing station during school closure: Team Leader SW Swab assistants SW, RI Processors DS Timers/Coordinators S.Wilson Recorder RI Registration RI 8 additional trained staff to assist if required.	SW	Maintain current procedures After lockdown consideration to be given to using the hall with more processing stations in place.
26.	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	All testers have completed the training and had a day in school for Q&A and to set up testing site. All certificates printed and given to SW for filing.	Testers SW	Maintain current procedures
27.	Consent forms are not available and properly completed?	All consent forms sent to parents, pupils and staff. KH has chased, reminded, recorded, checked they are completed accurately and filed all consent forms.	KH	Maintain current procedures and KH to follow up late forms
28.	Test site not kept separate from other activities.	Test room is not used for any other activities	SW	Maintain current site

29.	Test site is not well lit with a good airflow	The meeting room, where testing site is set up, is well ventilated with many windows and two doors and well lit.	SW	Maintain current site
30.	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	Registration, Waiting area, swabbing, recording and processing all one way system and clearly marked with signage to ensure pupils/staff do not go into test staff only area.	SW	Maintain current procedures and renew signage when necessary
31.	Test chair in the swabbing bay not a minimum of 2m apart.	All chairs in swabbing bays are 2m apart.	SW	Maintain current procedures
32.	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	Processing desk opposite swabbing desk and not more than 1m apart. Recording desk located near by at end of hall.	SW / testers	Maintain current procedures
33.	No clear division and demarcation between swabbing and processing area.	Clear demarcation between swabbing desk and processing desk with clear plastic screens and signage on floor.	SW / testers	Maintain current procedures
34.	Non authorised people and test subjects able to enter the processing area	Non authorised people and test subjects are not to enter processing area and there is clear signage to say '1 staff only beyond this point'. Supervised throughout the day by team leader.	SW / DS	Maintain current procedures
35.	Inadequate evidence of quality assurance, guidance and supervision.	Quality assurance assessment completed for each day of testing and securely stored and filed. Team Leader to provide reassurance, guidance and continued supervision throughout testing process.	Team Leaders	Maintain current procedures and continue to assess of each testing day
36.	Processing bays not properly cleaned and waste (including clinical waste) is not properly disposed.	All clinical waste bags in place and by each processing bay and for PPE. Signs in place to ensure staff aware of which bag to use for different types of waste. Contract signed with current washroom provider to remove waste.	SW	Ensure all staff aware of how to bag and store waste

37.	Disorderly entry, processing, social distancing and exit movement.	Staff to supervise all pupils on entry to testing room to maintain SD. Swab assistant to ensure orderly exit following tests and clear signage in place.	Swab assistants and staff	Maintain current procedures and maintain order
38.	Manual handling of testing kits, palettes, boxes, packages and waste not considered in terms of bulk, weight and access.	Boxes arrived in boxes and so no heavy palettes to deal with. All boxes quite light and easily moved to testing site.	Testing staff	Ensure future deliveries not too heavy to move
39.	Testing kits not stored at 2-30 degrees C and tests not given in the appropriate ambient temperature of 15-30 degrees C.	Room temperature assessed on 4/1 and at 15 degrees C. Boiler to be left on continuously in cold weather to ensure ambient room temperature of 15-30.	Maintenance	Maintain current procedures and ensure room kept at ambient temperature.
40.	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	Quiet space next to testing room in Elsa office with room to SD if pupil requires need of talking and preparation.	All testing staff	Staff to remain mindful of pupils' needs.

Risk Assessment for COVID-19 Self-Testing

	Hazard	Control Measures	Responsibility	Remarks / Re-assessment
41	LFD kits not supplied and distributed in time or safely	All LFD kits checked on arrival and stored in testing room.	SW	Re order as required.
42	Test kit not stored at room temperature (2-30 degrees) or in a cool dry place.	All test kits stored in testing room inside and temperature maintained at 2-30 degrees.	SW	Maintain current procedures
43	LDF kits not properly managed and tracked.	All test kits checked on arrival and batch numbers noted on spreadsheet.	SW, DS	Maintain current procedures
44	Test kit not kept away from children until needed.	All test kits kept in testing room with no entry to children unless accompanied by an adult.	SW, DS, RI	Maintain current procedures

45	Self-testing not conducted in accordance with guidelines and supervised where required.	All staff trained to undertake testing and aware of how to supervise pupils who are self-testing. Mirrors provided and pictures to indicate who to swab. Instruction booklets given to staff.	SW, DS	Ensure new staff aware of our procedures and trained to supervise Pupils.
46	Positive results not reported.	All staff aware that they must report positive results online and to the school immediately. All tests completed in school are reported on completion.	RI, SW	Maintain current procedures and remind staff
47	Those utilising LFD unaware that PCR test may be taken within 2 days of the positive LFD and overrides LFD test.	All parents and staff informed that if a LFT is positive they must arrange for a PCR test within two days which overrides the LFT. The Bursar is told of all positive results and she will remind the pupil or member of staff to take a PCR test.	SW	Maintain current procedures and remind staff and parents at the start of every term.
48	All results not reported, collated and recorded by the individual and the school.	Staff and parents to be informed to report and record all results. Staff to complete the log of tests at the back of their booklet and return to school. All tests completed at school reported immediately on completion via iPad and recorded on a spreadsheet.	SW,RI	Remind staff and parents to record and report all tests
49	Incidents not reported to school or reported to DfE / DHSS (to help identify emerging issues)	All incidents are to be reported to DfE/DHSS to help identify emerging issues.	SW	Remind staff to report incidents
50	Incident protocols and feedback loop not understood and / or implemented	SW to ensure all staff and parents aware of how and what to report to whom.	SW	Maintain current procedures
51	Where appropriate, test and report on children under 12 not tested by confident adult.	All parents to be made aware that they must complete the test and report on all children under 12. School staff to be made aware.	SW	Maintain current procedures
52	Are those unable to self-swab given additional support and reasonable adjustments?	All persons unable to self-swab with will offered support from supervising staff / parents.	SW	Ensure enough staff present to supervise.
53	Are there measures in place to reduce anxiety over testing and coping with a positive result.	All pupils and staff have been made aware of procedures required and SW has encouraged staff and parents to ask her about any	SW	Maintain current procedures

		concerns. Everyone is aware that positive results will require being sent home to self-isolate and get a confirmatory PCR.		
54	Clinical incident which has potential to harm not reported to https://coronavirusyellowcard.mhra.gov.uk	Information to be sent to parent/staffs prior to sending home test kits home. School testing team aware they must report all clinical incidents.	SW / Team	Maintain current procedures And inform parents/staff
55	Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.	All parents/staff to be informed to report clinical incidents to 111 or 99 if they require medical care and then report to the school.	SW / Team	Maintain current procedures and inform parents/staff
56	Non-clinical incidents occurring at home not reported to 119 (something damaged, or missing or difficult to use in the kit, unable to log result, etc.)	Parents/staff will be informed that non-clinical incidents at home should be report to 119.	SW	Inform parents/staff
57	Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	All people being tested will be informed that they should not eat or drink for 30 minutes prior to test.	SW	Inform all being tested
58	Video on how to take the swab test not referred to before testing.	https://www.gov.uk/guidance/covid-19-self-test-help#video-how-to-self-test All parents and staff sent the attached link to inform them how to take a swab.	SW	Send out link via email
59	Surface and hands not cleaned before test or after test (if more than one used)	Everyone to be reminded to clean hands prior and after test	SW/Team	Maintain current procedures
60	Test kit not checked for damage or expiry date.	All test kits checked for damage and expiry and Lot codes recorded	SW/DS	Maintain current procedures
61	Testing process not followed correctly for self/child including rubbing fabric tip of swab 4 x over both tonsils and then 10 complete circles of one nostril.	All persons informed to follow instructions in home test kit accurately. Staff supervised at school are fully training and supervised pupils.	SW	Maintain current procedures
62	Not waiting 30 minutes, recording the result correctly with NHS and then taking the appropriate action if positive.	All tests at school carefully monitored with timer and recorded once 30 minutes complete and reported on an iPad correctly. All persons taking home test kits told to follow instructions accurately.	SW	Maintain current procedures

63	Soft, fabric tip of swab and fabric strip touches hands.	All informed of care to be taken to prevent tip of swab touching hands. Swab to be repeated if this accidentally happens.	SW/Supervisor Parents	Maintain current procedures
64	Test kit not properly disposed of in waste bag provide and placed in general household waste.	All informed to follow instructions in kit accurately and dispose of waste in bag with general household waste.	SW	Maintain current procedures
65	Test on children under 12 continued despite child feeling pain.	The link below to be sent to all parents/staff to inform them how to test a child. All testing in school aware to stop if child has pain.	SW	Send link and maintain current procedures
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/934735/coronavirus_test_guide_how_to_test_on_a_child.pdf				
66	Test kit and each item in the test kit used more than once. (Do not reuse items. Each person's result must be reported)	All informed that each item in kit to be used only once.	SW/all	Maintain current procedures
67	Problems with hands or vision. (May need someone to assist with the swabbing and testing process.)	Staff / parents aware that supervision/assistance might be need to people with hand or vision problems.	All	Maintain current procedures
68	No alternative measure if nose piercing (swab the other nostril or if both pierced, remove one piercing before swabbing.)	Parents/staff aware that if nose piercing, then swab the other nostril unless two, in which case the piercing must be removed.	All	Maintain current procedures
69	Nosebleed within the last 24 hours (swab other nostril or wait 24 hours.)	Staff /parents aware that if there has been a nose bleed within 24 hours, swab the other nostril or wait 24 hours.	All	Maintain current procedures
70	Unable to take a throat swab. (Swab both nostrils)	Staff / parents aware that if unable to take a throat swab, swab both nostrils instead.	All	Maintain current procedures