

WMG ACADEMY

## Coronavirus (COVID-19): Lateral Flow Testing Risk Assessment

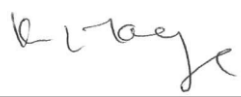
This is an ongoing risk assessment in operation for every session of testing offered. The Team Leader will take responsibility for ensuring all testing sessions are compliant with this document each time a new session begins. A session is any period of time where the test centre is open.

Hazards	Associated risks	Current Control/ Mitigation Measures	Assigned to:
Over reliance on testing	Active cases of COVID-19 remain in circulation despite serial testing	<ul style="list-style-type: none"> <li>No serial testing will be offered in line with DfE guidance issued on 20<sup>th</sup> January 2021. All close contacts of any confirmed cases will be told to self-isolate in line with current isolation regulations.</li> <li>Positive Lateral Flow Tests do not need to be confirmed with a PCR test <b>if carried out at the onsite testing centre. Where lateral flow tests are used at home and a positive result received, this should be confirmed with a PCR test.</b></li> <li>Close contacts will be isolated immediately following any positive result.</li> <li>All staff will be offered 2 asymptomatic tests per week <b>using NHS provided home test kits.</b> These tests remain optional. Staff seen as close contacts of a confirmed case will be told to self-isolate.</li> <li>Testing centre workforce will be offered testing at each shift.</li> <li>Students will be offered testing upon their return to onsite learning with <b>three</b> lateral flow tests taken between 3 and 5 days apart</li> <li>Guidance on the need to self-isolate will be shared and reiterated to staff and students, including the need to isolate when having been in close contact to another confirmed case or where another member of the household has developed symptoms.</li> </ul>	Team Leader and COVID Coordinator
Contact between subjects and test centre workforce increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li><b>Insurance:</b> Assurances have been sought from RPA (Academy's insurer) who have confirmed that the policy covers the facilitation of onsite testing. See question 12 of the RPA COVID-19 FAQ's page, available here: <a href="https://www.rpaclaimforms.co.uk/">https://www.rpaclaimforms.co.uk/</a></li> <li><b>PPE:</b> all workforce to be provided with full PPE when on shift. This includes face visor, surgical mask, disposable aprons and gloves. Cleaning and changing areas available for workforce to prepare. This, along with the mitigations and directions to test subjects below, will protect the workforce.</li> <li><b>Asymptomatic:</b> only those who are asymptomatic (do not have symptoms) can access testing. 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 who is displaying symptoms.</li> <li><b>Face masks:</b> Prominent signage reminding test subjects and test centre workforce of the need to wear a face mask at the entrance to the testing centre.</li> <li>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> </ul>	Team Leader when test site in operation


		<ul style="list-style-type: none"> <li>Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</li> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception/security staff.</li> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li><b>Hand hygiene:</b> All subjects to use hand sanitiser (minimum alcohol content 70%) provided on arrival &amp; adherence to this enforced by reception staff.</li> <li><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.</li> <li>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</li> <li><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Cleaning will take place of all testing bays and processing areas between every test subject, including desks, chairs and other equipment. All frequent touch points, including registration desks and entry and exit points will be cleaned at least hourly.</li> <li>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes.</li> <li>All soft furnishing removed from the test area.</li> </ul>	
Incorrect result communication	Wrong samples or miscoding of results or other extenuating circumstances including previously testing positive for COVID-19	<ul style="list-style-type: none"> <li>2 identical barcodes are provided to subject at check in and central records updated</li> <li>The subject's details are registered to a unique ID barcode before conducting the test</li> <li>Barcodes are attached by trained staff at the sample collection bay</li> <li>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> <li>In line with advice from the Department for Education, it has been confirmed that a previous positive result and confirmed infection of COVID-19 within 90 days does not affect a subject's ability to access asymptomatic testing</li> </ul>	<p>Team Leader when test site in operation</p> <p>Registration and Results Recorder</p>
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>Rule based recall of subjects who have not received a result within 24 hrs of registration</li> <li>Subjects are called for a retest</li> <li>Subjects will be told at the point of registration to return to the test centre if they have not received a result via text/email. The WMG Academy testing log can be checked to confirm the outcome of the result.</li> </ul>	<p>Team Leader when test site in operation</p> <p>Registration and Results Recorder</p>
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), 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,	<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. 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. Impervious clothing to be worn to protect the 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 the lab's waste disposal procedures</li> <li>Do not use if the solution has expired</li> <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>	<p>Team Leader when test site in operation</p> <p>Testing and Processing Assistants</p>

	and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	
Occupational illness or injury	Exposure to the virus may cause inflammation or irritation of symptoms of some underlying health conditions.	<ul style="list-style-type: none"> <li>Health and wellbeing questionnaires carried out with all workforce to ensure team leaders are aware of underlying health conditions which could result in increased vulnerability to COVID-19.</li> <li>Workforce must not be vulnerable or clinically extremely vulnerable as defined by the UK Chief Medical Officer.</li> <li>Workforce must not have been advised against taking part in running of an asymptomatic test centre by a medical professional.</li> <li>Reassurances have been sought from agencies supplying workforce that appropriate checks will have been carried out prior to a candidate taking on any work.</li> </ul>	<p>Team Leaders will not include any workforce with underlying health conditions on the rotas.</p> <p>Team leaders will check with all workforce that their health situation hasn't changed each time the test site is in operation</p>
Unauthorised access by members of the public	Exposure to the virus which could result in ill health or potential death or cross contamination jeopardising success of tests	<ul style="list-style-type: none"> <li>Existing building access control measures in place, including the requirement for all staff and students to have ID lanyards and all adults onsite to be admitted in line with safeguarding procedures.</li> <li>Clear signage to indicate no access areas.</li> <li>Clear signage to indicate what PPE is required in what areas of the test centre.</li> <li>Training provided to workforce to ensure correct PPE is worn and non-compliance is challenged.</li> <li>Briefing to all staff prior to testing becoming operational with access protocols, restrictions and staff responsibilities sent by email for point of reference</li> <li>Briefings to all subjects in Pastoral time/staff briefings prior to testing becoming operational and information sheets sent to students and parents and staff prior to testing to clarify access protocols and restrictions</li> <li>Testing centres and all equipment will be locked away when not in use with access limited to those trained to run the test centres with the explicit permission of the Team Leaders.</li> </ul>	Team Leader when test site in operation
Electrical safety / plant & equipment maintenance  Defective electrical equipment	Faulty or defective equipment could result in injury or potential electrocution.	<ul style="list-style-type: none"> <li>All equipment checked by Team Leader before each shift to ensure it is in correct working order.</li> <li>All electrical equipment to be PAT tested in line with usual Health and Safety protocols.</li> <li>Workforce trained on correct reporting procedures to highlight defective equipment.</li> <li>Workforce trained on safe working practices for using electrical equipment, including avoiding contact with live parts, using electrical items in distinct zones away from water and other sources of moisture and using only one device for each socket and not using extension leads or multiple-plug adapters.</li> </ul>	<p>Team Leader when test site in operation</p> <p>IT and Facilities Manager</p>
Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li><b>Hand hygiene:</b> All subjects to use hand sanitiser (minimum alcohol content 70%) provided on arrival &amp; adherence to this enforced by reception staff.</li> <li><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.</li> <li>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</li> </ul>	Team Leader when test site in operation

		<ul style="list-style-type: none"> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Cleaning will take place of all testing bays and processing areas between every test subject, including desks, chairs and other equipment. All frequent touch points, including registration desks and entry and exit points will be cleaned at least hourly. Workforce reminded to clean any equipment used before and after use.</li> <li>• <b>PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling equipment and changed regularly.</li> </ul>	
Misuse of test kits	Injury or illness	<ul style="list-style-type: none"> <li>• Workforce appropriately trained using the online and NHS provided training modules to ensure subjects are supervised and supported during test process.</li> <li>• First aid kits available in the event of injury.</li> <li>• Emesis bowls and spillage kits available in the event of illness.</li> </ul>	<p>Team Leader when test site in operation</p> <p>Registration and Test Assistant</p>

<b>Signed</b>		<b>2<sup>nd</sup> February 2021</b>
<b>Name</b>	<b>Kate Tague</b>	
<b>Review Date</b>	<b>15<sup>th</sup> March 2021</b>	








Updated, reviewed and approved:

<b>Signed</b>		<b>3<sup>rd</sup> March 2021</b>
<b>Name</b>	<b>Kate Tague</b>	
<b>Review Date</b>	<b>1<sup>st</sup> April 2021</b>	

Appendix 1: Workforce Training Log



## Summary of training requirements

	Testing Process Overview	Online Training Platform						Onsite run-through
		LFD Process (Module 1)	LFD results recording (Module 2)	PPE & Infection control (Module 3)	Guiding subject through swabbing (Module 4)	Train the trainer (Module 5)	Meet and Greet (Module 6)	
Estimated Duration	10-15 min	15 min	15 min	15 min	15 min	15 min	15m	30 min
 Team Leader (Quality Lead)	✓	✓	✓	✓	✓	✓	✓	✓
 Test Assistant	✓	✓		✓	✓		✓	✓
 Processor	✓	✓	✓	✓	✓			✓
 COVID-19 Coordinator	✓			✓				✓
 Registration Assistant	✓		✓	✓			✓	✓
 Results Recorder	✓	✓	✓	✓				✓
 Cleaner	✓			✓				✓

Name	Role	Intro	Module 1	Module 2	Module 3	Module 4	Module 5	Module 6	Onsite Run-through
Ethan Harries	Team Leader	09/01/21	09/01/21	09/01/21	09/01/21	09/01/21	09/01/21	09/01/21	13/01/21
Caroline Hickman	Team Leader	08/01/21	08/01/21	08/01/21	10/01/21	10/01/21	10/01/21	08/01/21	13/01/21
Stewart Tait	COVID-19 Coordinator	11/01/21	11/01/21	11/01/21	11/01/21	11/01/21	11/01/21	11/01/21	13/01/21
Jamie King	Test Assistant/ Registration/Recorder	13/01/21	13/01/21	13/01/21	13/01/21	13/01/21	NA	13/01/21	13/01/21
Clerissa Leney	Test Assistant/ Registration/Recorder	13/01/21	13/01/21	13/01/21	13/01/21	13/01/21	NA	13/01/21	08/03/21
Katie Murley	Registration/Recorder	14/01/21	14/01/21	14/01/21	14/01/21	14/01/21	14/01/21	14/01/21	14/01/21
Parween Jaspal	Registration/Recorder	14/01/21	14/01/21	14/01/21	14/01/21	14/01/21	14/01/21	14/01/21	14/01/21
Jess Baker	Test Assistant	21/01/21	21/01/21	NA	21/01/21	21/01/21	NA	21/01/21	08/03/21
Richard Earp	Test Assistant	14/01/21	14/01/21	14/01/21	14/01/21	14/01/21	14/01/21	14/01/21	08/03/21
Fiesal Mahroof	COVID Coordinator	17/01/21	17/01/21	NA	17/01/21	NA	NA	NA	13/01/21
Jason Young	COVID Coordinator	19/01/21	19/01/21	NA	19/01/21	NA	NA	NA	13/01/21
Emma Dunkerley	Test Assistant	03/03/21	03/03/21	03/03/21	03/03/21	03/03/21	NA	NA	05/03/21
Balbir Singh	Test Assistant	03/03/21	03/03/21	03/03/21	03/03/21	03/03/21	03/03/21	03/03/21	05/03/21
Henrietta Kelly	Test Assistant	03/03/21	03/03/21	03/03/21	03/03/21	03/03/21	03/03/21	03/03/21	05/03/21
Gill Wilson	Test Assistant	05/02/21	05/02/21	05/02/21	05/02/21	05/02/21	05/02/21	05/02/21	05/03/21
Muhammad Swiji	Test Assistant	28/12/20	28/12/20	28/12/20	28/12/20	28/12/20	28/12/20	28/12/20	05/03/21
Winne Adebayo	Test Assistant	03/03/21	03/03/21	03/03/21	03/03/21	03/03/21	03/03/21	03/03/21	05/03/21