



Trinity School Covid-19 Risk Assessment – Lateral Flow Testing

This Risk Assessment has been put in place following the Government’s requirement for Trinity School to offer Lateral Flow Testing. ~~At the time of compiling the country was in a national lockdown meaning students, other than those children of critical workers who required supervision, were not in school and so not did not require testing. Staff have been encouraged to work from home where possible. Where this is not possible, staff have been invited to take part in weekly serial testing alongside the children critical workers as appropriate.~~ Following the announcement from the Prime Minister of the reopening of schools from 8th March, the requirements on testing in schools have changed. Schools are now required to carry out three Lateral Flow Tests upon the students’ return, after which they will be required to test themselves at home on a weekly basis. Staff are required to test themselves twice weekly.

Hazard	Who affected?	Controls	Risk Rating
Contact between subjects increasing the risk of transmission of COVID19	Staff and students	<ul style="list-style-type: none"> Asymptomatic: 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. Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Face coverings/masks to be worn by subjects whilst on the premises except for brief lowering at time of swabbing. Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. 	Moderate

		<ul style="list-style-type: none"> • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to wash hands before going to the Testing area, on arrival Subjects will use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects to ensure compliance in addition to verbal reminders if necessary, from reception, queue management & sampling staff. • 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. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes. • Following the first test, mass testing will be completed in year group bubbles to further limit potential transmission. • Following the first three tests, students will carry out the tests at home and so there will be no contact between subjects. • Staff are required to test themselves at home from the 8th March. 	
Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration	Testing Staff	<ul style="list-style-type: none"> • All registration staff to follow government guidelines on Hands, Face and Space. • All desks to be at a minimum of two-meter distance from swabbing and processing etc. • All Testing centre staff to have completed online Government training prior to starting their duties. Certificates of completion to be sent to Team Leader for logging. Regular competency tests to be carried out by Team leaders. • A holding area has been facilitated in the TCH to maintain distancing in queues. 	Low
Contact between subject and sampler increasing the	Testing Staff	<ul style="list-style-type: none"> • Age 13+ - Samples to be taken by individuals themselves. Swab staff to monitor. 	Moderate

transmission of COVID19: Sample taking		<ul style="list-style-type: none"> • Under 13 years – Swabs to be taken or supervised by Medical and trained staff. • All sampling desks to be at a two meter distance. • School Medical staff to be present and supervising at all times. • PPE to be worn as per government guidelines • Staff to be trained before sampling starts. • Barcodes are attached to the test by trained staff. • All Testing centre staff to have completed online Government training prior to starting their duties. Certificates of completion to be sent to Team Leader for logging. Regular competency tests to be carried out by Team leaders. 	
Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport	N/A	<ul style="list-style-type: none"> • No transportation of samples. 	
Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Testing Staff	<ul style="list-style-type: none"> • Processing staff to wear PPE as per Government guidelines • All desks to be at a two-meter distance. • Staff to receive all training in advance • Staff to process samples then place them with timers to one side and monitor after 20-30 mins. • Once the test is complete it is passed the result will be logged. • All Testing centre staff to have completed online Government training prior to starting their duties. Certificates of completion to be sent to Team Leader for logging. Regular competency tests to be carried out by Team leaders. 	Moderate
Contact between samples and sample testers increasing the transmission of COVID19: Sample	Testing Staff	<ul style="list-style-type: none"> • Registration staff to wear PPE as per Government guidelines. • Staff to dispense of spent tests in Yellow waste bags. • Used PPE to be disposed of in Yellow and Black striped bags. • All Testing centre staff to have completed online Government training prior to starting their duties. Certificates of completion to be sent to 	Moderate

disposal and waste disposal		Team Leader for logging. Regular competency tests to be carried out by Team leaders.	
Incorrect result communication	Staff and Students being tested	<ul style="list-style-type: none"> • 2 identical barcodes are provided to subject at check in • The subject registers their details to a unique ID barcode before conducting the test • Barcodes are attached by trained staff at the sample collection bay • Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station. 	Low
Damaged barcode, lost LFD, failed scan of barcode leading to orphaned record on registration portal & No result communicated to individual	Staff and Students being tested	<ul style="list-style-type: none"> • Subjects are called for a retest. 	Low
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride	Testing Staff	<ul style="list-style-type: none"> • 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, and medical conditions aggravated by exposure. • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution (supplied by the Government.) Face masks and visors supplied by the government to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired 	Low

		<ul style="list-style-type: none"> • 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. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. • All Testing centre staff to have completed online Government training prior to starting their duties. Certificates of completion to be sent to Team Leader for logging. Regular competency tests to be carried out by Team leaders 	
Occupational illness or injury	Staff and Students	<ul style="list-style-type: none"> • All training to be carried out prior to testing. • Testing certificates will be collated and verified for testing staff. 	Low
Manual handling	Testing Staff	<ul style="list-style-type: none"> • All manual handling to be carried out by trained staff 	Low
Unauthorised access by members of the public	Staff and Students	<ul style="list-style-type: none"> • School closed to all but essential staff and key worker children. • Card access required for all doors to the main school buildings. 	Low
Uneven surfaces (floor protection in the Testing and Welfare areas)	Staff and Students	<ul style="list-style-type: none"> • Testing to be held in a hard surface space with no significant uneven surfaces. 	Low
Stairs to / from sample processing / registration area and welfare space	Staff and Students	<ul style="list-style-type: none"> • Current testing site will not be held downstairs and will be held in one site to avoid the need for transportation. • If required in future this section will be updated. 	Low
Inclement weather	Staff and Students	<ul style="list-style-type: none"> • Not applicable since the testing will occur within the accessible school buildings. 	Low
Electrical safety / plant & equipment maintenance Defective electrical equipment	Testing Staff	<ul style="list-style-type: none"> • All equipment being used is regular school equipment which has been PAT tested in the last 12 months. • Staff are trained and know to watch out for defective cables etc and to report that and get equipment changed. 	Low

Use of shared equipment	Testing Staff	<ul style="list-style-type: none"> • Requirements for equipment to be shared will be minimised (e.g. staff will be advised to bring their own phones to register, etc.). • Where items need to be shared they will be thoroughly wiped between people. • Desks will be wiped down by users with sanitising fluid before testing begins and at regular intervals. 	Low
Incorrect result communication resulting in wrong samples or miscoding of results	Tested Staff and Students	<ul style="list-style-type: none"> • 2 identical barcodes are provided to subject at check in • The subject registers their details to a unique ID barcode before conducting the test. • Barcodes are attached by trained staff at the sample collection bay. Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station by trained staff. 	Low
Damaged barcode, lost LFD, failed scan of barcode leading to an orphaned record on registration portal & No result communicated to individual	Tested Staff and Students	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within 3 hrs of registration. • Subjects are called for a retest. 	Low
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	Testing Staff	<ul style="list-style-type: none"> • 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, and medical conditions aggravated by exposure. • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution (supplied by the Government). Face masks and visors supplied by the Government to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • Environmental: do not let product enter drains 	Moderate/Low

		<ul style="list-style-type: none"> • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • 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. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. • All Testing centre staff to have completed online Government training prior to starting their duties. Certificates of completion to be sent to Team Leader for logging. Regular competency tests to be carried out by Team leaders. 	
Home testing	Staff and students	<ul style="list-style-type: none"> • Students will have had 3 tests whilst in school to ensure they are aware of how the tests function and the correct way to swab. • Instructions are included with the tests for students to follow. • Parents have been sent instructions on how to use the tests. • Staff and students will be expected to sign for the tests upon receipt. • A log of the testing batch numbers will be maintained by the school. • Staff and students have been informed that consent is given by collecting tests and that they are obliged to carry them out and report their results. • Staff and students have been informed that the result so of void or positive tests must be reported to the school. • Actions to be taken as a result of a positive test have been shared with staff and students. 	Low

Compiled by	Mr Tuki Rounds Senior Deputy Head	26.02.20 12.01.21
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