


Furness College Risk Assessment Form

Risk Assessment Reference: CHT001	Assessor:	Steve Cowan	Lead Technician/H&S Officer	 <p>FURNESS COLLEGE Incorporating Barrow Sixth Form College</p> <p>Activities Involved: Home Testing College staff and students</p>
	Assessor Signature:		Date: 03/03/2021	
<p>Description of task / process / environment being assessed:</p> <p>Lateral Flow Antigen testing is used to estimate the incidence and prevalence of COVID19 in the College population. It involves the processing of human nasal swabs, throat swabs, or sputum samples with a Lateral Flow Device (LFD) in accordance with Furness College Standard Operating Procedure. The testing may take place weekly or daily if serial testing for close contacts of cases. The LFD test kit uses immunochromatography, which draws the sample along the device in a similar way to a home pregnancy test kit. LFDs are designed to be used outside a formal laboratory setting and can be used for frequent testing of large numbers of asymptomatic people.</p>				
<p>See also COV001 Covid-19 risk assessment</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	5x5 Risk Rating	What further action is necessary?	Action required by whom?	Date Action required by?
Failure to engage staff/students in the LFT testing programme	Employees & students Poor participation may result in increasing transmission	<ul style="list-style-type: none"> College promotes the use of Lateral Flow Test (LFT) kits with staff and students by providing information, training and support e.g. NHS training video, Step by step guide to COVID-19 self-testing. All employees and students are encouraged to participate LFD tests are approved by the Medicines and Healthcare products Regulatory Agency (MHRA) for the purpose of staff testing 	Serious x Unlikely = MED			
Failure to manage test kits on College premises	Employees & students Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing resulting in <ul style="list-style-type: none"> false or inaccurate results reduced testing capacity Transmission of COVID-19 injury to users 	<ul style="list-style-type: none"> Non-delivery of test kit supplies is immediately referred to DfE helpline replacement LFT kits are ordered in a timely manner Supplies of LFT test kits are securely stored between 2°C and 30°C (degrees Celsius) Participants are made aware of who is co-ordinating and monitoring home testing activity. Incidents whilst using kits are reported to college Collection times for test kits are staggered to avoid crowding and to maintain social distancing requirements. Face coverings must be worn Test Kit Log is used to record lot numbers and confirms issue of correct instructions Participants collecting test kits sign the Test Kit Log to confirm receipt and are advised how to report their test result Scheduling of testing is organised to meet operational requirements 	Serious x Remote = LOW			
Failure to obtain consent from those being tested	College employees/ students failure to follow agreed Standard Operating Procedures and breach of data protection protocols	<ul style="list-style-type: none"> Participation in home testing is voluntary and by consent. Those staff unwilling to take home tests and who do not display symptoms can attend College. Participants are advised of how the test data will be used. 	Serious x Possible = MED			

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Persons displaying Covid symptoms or who has contact with someone with symptoms attends the College site to collect LFT test kit.	Employees & students may be harmed by transmission of the virus leading to ill health or potential death	Participants should not attend College to collect test kits if: <ul style="list-style-type: none"> • they have any symptoms of COVID-19, or • live with someone who is showing symptoms of COVID 19, or • if they have been advised to self-isolate with a household member, or • have ongoing contact with someone who has received a positive test 	Major x Remote = MED			
Test participants displaying symptoms are advised to take the wrong type of test	Employees & students Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing	<ul style="list-style-type: none"> • Anyone with symptoms must book and take a polymerase chain reaction (PCR) test through the national system • Lateral flow test kits should not be used until the end of the isolation period • If a staff member or student has had a positive test result confirmed by a PCR test then they do not need to test for 90 days as they should have sufficient antibodies for this period and may show a positive result again during this timeframe. 	Serious x Remote = LOW			
Inappropriate storage and disposal of test kits	Employees & students and their household Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing	<p>Workplace – Home test kits once received must be stored in line with guidance provided in a secure location and records kept on distribution to employees.</p> <p>Employees/Students Home</p> <ul style="list-style-type: none"> • Test kits must be stored out of reach of children, other vulnerable individuals and pets • Test kits must be stored at ambient temperature (2°C - 30°C) • Test kits must not be stored in a fridge or freezer or left in direct sunlight • If the kit has been stored in a cool area (less than 15 degrees C) it must be placed at room temperature for 30 minutes (15°C - 30°C) before it is used by the participant. • All items of the test kit are placed in the waste bag supplied in the kit on completion of the test. This is placed in the domestic refuse • Any spillages of test solution are absorbed by wiping with a paper towel or tissue. This is placed in the waste bag • The participant washes their hands before & after testing, and cleans surfaces used for testing 	Serious x Unlikely = MED			
Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs	Participant Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort	<ul style="list-style-type: none"> • Participants must not eat or drink for 30 minutes prior to the test • Any damaged swab/test packaging is not used and its non-use reported. • Participants do not re-use any of used/damaged test kits • The participant has discarded the original instructions in the box • Separate revised instructions have been provided to participants with the box of LFT swabs. This provides guidance and illustrations on how to use the swab in throat and nose 	Serious x Remote = LOW			

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		<ul style="list-style-type: none"> Participants must have been shown a training video (see link above) showing them how to self-swab and must consistently follow the instructions Participant has available clean flat surface for using test kit and a timing mechanism available i.e. stopwatch on mobile phone. Participant must wash or sanitise hands, use a tissue, and wash or sanitise hands again before opening swab packet 				
Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs	Participant Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort	<ul style="list-style-type: none"> Participants are required to swab both tonsils (or where they would have been) x 4 on each side and one nostril alongside the lining of the nose, making 10 complete circles Participant to report any incident with the testing kit or personal injury to the College. 	Minor x Unlikely = LOW			
Use of test solutions when processing test kit. Contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	Participant could be harmed by inappropriate use of chemicals	<ul style="list-style-type: none"> Chemical components are not classified as hazardous for use as designed. Participants should keep test kits out of the reach of children, vulnerable adults and pets when stored at home Participant should not use test solution if use by date has expired COSHH assessment for testing solution is available in College 	Minor x Unlikely = LOW			
Participants have an allergy	Participant may suffer an allergic reaction	<ul style="list-style-type: none"> The swabs in the Innova SARS-CoV-2 Antigen Rapid Qualitative Test kit are latex free participant to report any allergic reaction to their GP and to the College. 	Serious x Possible = MED			
Failure to manage personal samples and to interpret coding	College and households Failure to follow agreed Standard Operating Procedures – for processing the sample at home may jeopardise the validity of testing	<ul style="list-style-type: none"> Lateral Flow device is only for use by person they have been issued to and they should not use the test kit on family members etc. LFT test kit is single use only swab contents are processed in accordance with training video and written instructions All the extraction fluid must be used All the liquid from the swab tip should be squeezed into the extraction tube 	Minor x Unlikely = LOW			

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		<ul style="list-style-type: none"> Participants must allow 30 minutes for sample to register results. Participants are made aware that even a faint line against the T on the slide indicates a positive sample and this must be reported to the NHS and College and a confirmatory PCR test taken. If sample is void another LFT test is carried out Voids results are reported to the College Covid testing co-ordinator Results/incidents are monitored by the College Participants are advised to book and attend a PCR test if they have had two void results in a row 				
Participants fail to report results to Test and Trace	Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing	<ul style="list-style-type: none"> Participants receiving test kits are advised how to report their test result on-line when they collect them Participants log the test on-line and report results on the Covid 19 Test and Trace website Participants can alternatively telephone 119 to report results Participants report every test result including void tests Participants correctly report the test kit ID number 	Serious x Possible = MED			
Failure to respond to a Positive Test for COVID 19	Other staff/students of the College or home environment could be exposed to COVID-19 virus	<ul style="list-style-type: none"> Participant should inform the College of a positive test so cover (for staff) can be provided if required Participant must follow national isolation guidance with their household The College updates the Covid register if there is a positive Covid result and reports to Local Outbreak Control Team. Identified close contacts advised to isolate. 	Serious x Unlikely = MED			
Failure by participant to report incidents or concerns about home testing or LFT kits	Employees and students Failure to manage could impact the quality or safety of testing	<ul style="list-style-type: none"> Participants are advised to report any concerns/incidents with the test kit to the College. E.g. damaged kit, multiple void tests, unclear results, inability to record results to the College and by telephoning 119 Incidents requiring medical care should be reported by contacting 111 or 999 clinical incidents with the potential for harm e.g. a swab breaking in the mouth, or an allergic reaction is reported by the participant to the College and GP (allergic reaction) 	Serious x Unlikely = MED			
Failure by College to report incidents or concerns about home testing or LFT kits	Employees and students Failure to manage could impact the quality or safety of testing	<ul style="list-style-type: none"> Concerns raised by individual participants are recorded and responded to Repeated incidents or patterns of concern are reported to the DfE helpline 	Serious x Remote = LOW			

5x5 Risk Matrix		LIKELIHOOD		Low		Medium	High	
				REMOTE May occur only in exceptional circumstances.	UNLIKELY Could occur at some time.	POSSIBLE Might occur at some time.	QUITE LIKELY Will probably occur in most circumstances.	LIKELY Is expected to occur in most circumstances.
				What is the likelihood of harm?				
SEVERITY	CATASTROPHIC Multiple fatalities, Irreversible health problems.	How serious would the harm be?	MED	HIGH	HIGH	HIGH	HIGH	
	MAJOR Single death, partial, or medium-term disabilities or major health problems.		MED	MED	MED	HIGH	HIGH	
	SERIOUS Lost-time injuries or potential medium-term health problems.		LOW	MED	MED	MED	HIGH	
	MINOR Very short-term health concerns.		LOW	LOW	MED	MED	MED	
	SLIGHT Inherently safe, unlikely to cause health problems.		LOW	LOW	LOW	LOW	MED	