

RISK ASSESSMENT

Date: March 2021
Assessed By: Corporate Health and Safety Unit
Review Date: Following any significant change

Task: Lateral Flow Device (LFD) testing in settings

<p>This assessment focuses on the operational risks of delivering LFD testing and has been compiled by the Corporate Health and Safety Unit (CHSU) on behalf of all settings. Additional hazards identified by the setting should be added to the assessment as appropriate. Delivery of the testing programme should be made in line with all existing risk assessments and control measures within the setting. <u>The opening of the setting and its operations are not reliant on the testing process and the following assessment is based on operational risks of the testing offer.</u></p>					
	Hazard (something with potential to cause harm)	Associated Risks	Risk Level before controls	List control measures:	Risk Level after controls
Supply and Distribution of LFD kits	Stock Shortages (LFD kits)	<ul style="list-style-type: none"> • Tests not available to staff/ pupils • Testing system fails 		<ul style="list-style-type: none"> • Tests are provided direct by Welsh Government (WG) who have advised that additional deliveries will be made week commencing 8 March 2021 • Further supplies to be ordered direct by settings from the WG web portal • LFD testing is not a requirement for settings to open • LFD testing is an additional control and is not mandatory • Staff/pupils can still attend setting even if they have not tested 	
	Storage between 2-30 degrees Centigrade	<ul style="list-style-type: none"> • Tests will become unusable • Increased failure of tests 		<ul style="list-style-type: none"> • Tests to be kept at setting and at home in a warm dry place out of direct sunlight • Tests to be stored between 2 and 30 degrees centigrade • Tests to be undertaken between 15 and 30 degrees centigrade • Tests to be stored securely (away from children and animals) both at setting and at home. • Requirements communicated to all staff in guidance 	
	LFD distribution management and tracking	<ul style="list-style-type: none"> • Potential for lost or missing tests • Potential for misuse of kits 		<ul style="list-style-type: none"> • Settings to utilise record management documents provided in asset bank to record distribution of tests • Settings to review records periodically to identify testing anomalies (lack of use of tests) amongst staff group/pupils participating. • Staff/pupils only to use allocated kits for themselves and not family/friends. • Requirements for use of tests communicated to staff/pupils 	

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	Safe distribution of LFD kits	<ul style="list-style-type: none"> • Marginal increased potential for contact between staff and staff/pupils 		<ul style="list-style-type: none"> • Settings to develop local arrangements for distribution of tests to staff • Requirements of Setting COVID-19 risk assessment to be applied to distribution process (social distancing, good hygienic practices, use of face coverings etc) • Staff to be advised of collection arrangements where they are not in setting but due to return • Tests to be stored securely (away from children and animals) both at setting and at home. 	
	Timely re-distribution of kits before staff/pupils run out.	<ul style="list-style-type: none"> • Lack of tests and inability to maintain testing regime • Loss of interest and engagement in testing regime 		<ul style="list-style-type: none"> • Further packs to be delivered by WG week commencing 8 March 2021 • Stock to be maintained in settings • Ordering portal to be established by WG for use by settings for direct order • Stock to be reordered allowing for delivery timescales • Any issues with delivery to be reported to: eduandcctesting@gov.wales 	
Use of testing kits	Testing kits misused or not used	<ul style="list-style-type: none"> • Staff/pupils unable to use tests • Poor uptake amongst staff and pupils • Wrong records/ results recorded 		<ul style="list-style-type: none"> • The potential for identifying asymptomatic persons will be proportional to the percentage of uptake • Promotion of testing scheme undertaken within setting • Relevant information within Asset Bank shared with staff/pupils • Training/usage information shared with all engaged with the offer • Importance of correct use of tests communicated clearly to staff and pupils • Importance of following recording processes communicated to all engaging with the scheme • Tests only to be used by individual • Tests only to be used by asymptomatic individuals • Usage monitored by setting • Misuse recorded and appropriate communication with individual • Individuals unable to administer tests themselves provided with additional guidance or removed from testing scheme 	

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Reporting and recording of results	Reporting of only positive LFD results	<ul style="list-style-type: none"> • Uncertainty that testing is actually being undertaken • Negative and void results not recorded • Inability to identify issues with testing processes or equipment for resolution 		<ul style="list-style-type: none"> • Local authority protocol developed • All results (negative positive and void) to be reported by staff to online portal www.gov.uk/report-covid19-result • All results also to be reported to setting by staff • Staff should inform setting about ongoing test- related problems, so that they can check if this is a wider issue across other users <ul style="list-style-type: none"> ○ Settings to encourage the reporting of incidents with all staff (test failures, missing equipment etc) in line with guidance. ○ Repeated Issues relating to test kit failures, (eg multiple repeat void tests, unclear results, leaking/damaged tubes etc) to be reported to: eduandcctesting@gov.wales ○ If there is a clinical incident which has led or could lead to harm, participants are advised to report it at https://yellowcard.mhra.gov.uk/Issues relating to clinical failures 	
	Poor result reporting compliance to settings	<ul style="list-style-type: none"> • Regime falls out of use • Non-symptomatic cases remain unidentified • Potential for ongoing inadvertent transmission within setting environment 		<ul style="list-style-type: none"> • Settings to monitor reporting arrangements and maintain local records • Settings to identify reporting failures and communicate with staff • Settings to promote the reporting of tests results amongst staff 	
	Reporting of incidents to	<ul style="list-style-type: none"> • Potential to impact on 		<ul style="list-style-type: none"> • Staff should inform setting about ongoing test- related problems, so that they can check if this is a wider issue across other users 	

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	Setting to help Setting identify emerging issues and escalate to DfE/DHSC (LFD test reporting)	quality of testing • Potential widespread issues remaining unidentified		<ul style="list-style-type: none"> ○ Settings to encourage the reporting of incidents with all staff (test failures, missing equipment etc) in line with guidance. ○ Repeated Issues relating to test kit failures, (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) to be reported to : eduandcctesting@gov.wales ○ If there is a clinical incident which has led or could lead to harm, participants are advised to report it at https://yellowcard.mhra.gov.uk/ Issues relating to clinical failures 	
	Incident escalation protocols and feedback loop (LFD test reporting)	<ul style="list-style-type: none"> • Widespread failure of tests or equipment will remain unidentified • Issues with testing or reporting procedures unidentified 		<ul style="list-style-type: none"> • Communication already established within Settings • Requirements to report issues communicated to staff • Clear communication channels in case of failure of tests or inadequacy of testing equipment. • Requirements in case of clusters or outbreaks established 	
Business Continuity	Managing business continuity with potential increase in number of cases and staff self-isolating (LFD testing impact)	<ul style="list-style-type: none"> • Positive results and isolation affecting Setting operations 		<ul style="list-style-type: none"> • Setting already have risk assessments and control measures already in place • Settings have been provided with a business continuity plan framework for completion locally • Significant issues to be reported to the local authority for support 	

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Incident and cluster responses	Managing public health response with increase in number of cases and staff self-isolating (LFD testing impact)			<ul style="list-style-type: none"> • Systems already established across Settings to report cases • Links with Test, Trace, Protect, Public Health Wales and Communicable Diseases teams established. • Internal arrangement for reporting agreed and working. • Settings advised of all cases relating to the setting 	
Communications and engagement	Stakeholder communication and engagement	<ul style="list-style-type: none"> • Staff unaware of requirements • Staff undertaking tests inappropriately • Staff not reporting as required • Communication with pupils and parents/carers 		<ul style="list-style-type: none"> • Settings communicating direct with all staff • Communication letters and supporting documents provided by WG • Support available from local authority • Communications already established for parents in case of isolation requirements • Local authority protocol established and communicated • Guidance for staff and frequently asked questions documents prepared and circulated • Template letter and communications included in asset bank of information 	

Key

High risk	High risk
Medium Risk	Medium Risk
Low Risk	Low Risk