

Shoeburyness High School Student COVID – 19 Lateral Flow Device Testing (LFD)

5th March -19th March 2021

Assessment carried out by: Dr F Haddock

Date of next review: 22nd March 2021

Date assessment was carried out: 3rd March 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Students attending Shoebury Youth Centre Asymptomatic Testing Centre (ATC) adjacent	Risk of student leaving the testing centre site	Students attend the first test from home and return home directly after the LFD test. However, Shoeburyness High School staff will guide children and parents to the test Centre. SHS staff within the testing centre will guide students through the testing centre processes. For the second and third tests where appointments fall within the school day SHS staff will collect students from class and escort them	Staff training and allocation of roles for testing sessions at the Shoebury ATC. Training modules completed for designated roles and QA carried out	Mr Smith / Dr Haddock Designated staff	4 th march 3 rd March	 3 rd March

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to the school site		to the SHS staff at the Shoebury ATC. On leaving the ATC SHS staff will direct students directly into the sports hall onto the school site.	Check Attendance of staff prior to each testing session			
Unfamiliar venue and medical procedure	Risk of student becoming distressed	<p>SHS staff will man the Shoebury ATC to reassure students at any point. Students may decide not to take the test at any stage. Students who find Shoebury ATC to daunting may be tested in the small school test facility if they wish</p> <p>Students with SEND who may need support for this process have been given appointments at the School onsite ATC manned by staff they are familiar with</p>	<p>Ensure distressed students are reassured and parents/carers contacted via the Pastoral Year manager</p> <p>Ensure students identified on the check list for referral to school ATC Clear directions given at training</p>	<p>SHS staff to identify and Year Manager</p> <p>Mr Smith / Dr Haddock</p>	<p>When required</p> <p>4th March</p>	
Risk of child given test without consent	Risk of child given test without consent	Parents send students to Shoebury ATC for the first test. All students are checked against a consent list to ensure parents have given permission. Students 16 and over may give their own consent. SHS staff then give the student a SHS registration card and	Ensure that staff are trained in their designated role. Ensure that student consent list and consent/registration	Mr Smith / Dr Haddock	3 rd March	3 rd March

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		consent form to present to the ATC staff prior to receiving the test. For the second and third test staff collect students from classrooms and check against a student consent list in addition to the above procedure at the ATC	cards are available prior to each testing session. Both at the ATC and for classroom collection.			
Volunteers do not uphold Shoeburyness High School expectations of behaviour	Safe guarding risk of volunteers	2 volunteers will be used to assist SHS staff at the ATC carpark. These volunteers will be supervised at all times. They are the retired ex-SHS Deputy Head teacher (employed for 35 years) and an ex-SHS Assistant Head teacher (employed for 20 years)	Ensure both volunteers are supervised for the duration of the sessions	Designated SHS staff	Each session	
Risk of not tracing positive COVID-19 test result	SHS may not be able to identify close contacts of a positive test	For the first test Shoebury ATC staff will ensure registration is completed prior to the LFD test. For subsequent tests. Students will be directed to registration within the school sport hall following their LFD test where SHS staff will supervise test registration prior to students returning to lessons	Ensure SHS staff trained in assisting registration. SHS staff will register students with SEND attending the school on-site ATC	Mr Smith / Dr Haddock	4 th March	

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False negative due to incorrect test procedure	Risk of child not carrying out the test correctly	Shoebury ATC staff will supervise students carrying out the LFD test SHS trained medical LSAs will assist those that may have difficulty carrying out the test correctly at the school ATC	Training modules completed for designated roles and QA carried out	Mr Smith / Dr Haddock	3 rd March	
Personal data stored beyond use or released to unnamed third party	Risk of loss of personal data	Personal information acquired held on school data management system for a limited time (see below). Personal data destroyed in line with government guidance following third test. Parents will inform the school of positive results as agreed in the government consent form	Delete date at agreed time	Mr Smith / Dr Haddock	20 th March	
Safe disposal of used test kits from school onsite ATC	Incidental handling or contact of test waste by site staff or cleaners	All of the used LFD test kits (swabs, cartridges and devices) are placed in the small waste bag provided with the kit, this is then be put in our black bag waste bins Disposable equipment such as face coverings, gloves, or aprons worn during the LFD testing	lateral flow waste is not classified as health waste for schools and colleges	Dr Haddock and Mr Smith	5 th March	

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		<p>process, either by those doing the test or those supervising others, is put in our black bag waste bins and then into a clinical waste disposal hired by the school.</p> <p>This is in line with and goes above that required by https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste?utm_source=8%20March%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p>				