


<b>RISK ASSESSMENT</b> Gothic Mede Academy	<b>Activity – Lateral flow testing of Primary school staff (at home twice a week)</b>		
Assessment completed by: Thomas Clarke	Date Completed:	07/03/21	
PRINT NAME:	Next Review Date Due:	Half termly	

COVID Coordinator	<ul style="list-style-type: none"> <li>• Thomas Clarke</li> </ul>	Tasks such as: <ul style="list-style-type: none"> <li>• communicating with stakeholders</li> <li>• ensuring staff are using the right instructions and that they sign for the test kits using the 'test kit log'.</li> <li>• reporting incidents and carry out risk management.</li> <li>• storing and reporting any required data</li> <li>• reorder tests when required (advice on how to do this will follow)</li> </ul>
Registration Assistant (can be the same person if needed)	<ul style="list-style-type: none"> <li>• Diane Deacon</li> </ul>	Tasks such as: <ul style="list-style-type: none"> <li>• distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits</li> <li>• inputting test results from staff into your school or nursery's 'test results register/log'.</li> <li>• sending reminders to participants to communicate their results online, or by phone, and to the school / nursery.</li> <li>• responding to staff questions</li> <li>• working with the COVID-19 Coordinator to manage the stock of kits</li> </ul>

No	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Adequate
1	Poor management of the lateral flow testing for staff (at home)	Staff and pupils	Staff and pupils asymptomatic passing on virus which leads to illness or death	<ul style="list-style-type: none"> <li>• Tests should be conducted twice a week, 3 to 4 days apart at the beginning of the day (ideally before 7:30 am).</li> <li>• This asymptomatic testing programme does not replace current guidance for those with symptoms or those identified as a close contact of a positive case. Anyone with symptoms, whether they are involved in this programme or not, should book a free NHS test and follow government self isolation guidance until the results of their test are known.</li> <li>• Testing also does not replace basic preventative measures such as regular handwashing and social distancing.</li> <li>• Tests to arrive at school during school hours any time any time from 18 January. On arrival school to record the lot number(s) of the test kits delivered.</li> <li>• In addition to a box of test kits there will be a bundle of updated Instructions for Use that will need to be given out with each kit (version 1.3.2)</li> <li>• Sufficient number of kits for the first 3 to 4 weeks of testing.</li> <li>• Initially provide 7 testing kits to each member of staff so that they can test twice a week</li> <li>• COVID coordinator to set up a "Test kit log" in school.</li> <li>• COVID coordinator to manage test stock and ensure more test kits are reordered in sufficient time.</li> <li>• School to maintain a "test results register/log"</li> <li>• Procedures align with local public health response to COVID-19</li> <li>• COVID coordinator to record and incidents including lessons learnt</li> <li>• Staff communicated with information to be able to carry out tests safely at home.</li> <li>• For further general help on self-testing FAQs or Department of Education coronavirus (England) helpline on 0800 046 8687 (Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 6pm).</li> </ul>		

	Poor management of the lateral flow testing for staff (at home)	Staff and pupils	Staff and pupils asymptomatic passing on virus which leads to illness or death	<ul style="list-style-type: none"> <li>• School to follow all guidance in <a href="#">google drive</a> and check regularly for any updates.</li> <li>• The member of staff will record the test result on the NHS Test and Trace website at <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or call 119 within 24 hours of test.</li> <li>• Staff should report the result: <ul style="list-style-type: none"> <li>- every time they use a lateral flow test kit</li> <li>- as soon as possible after the result</li> </ul> </li> <li>• <b>Result must be reported within 24 hours.</b></li> <li>• The reporting must also include the barcode on the test strip or the ID number printed under it (the test strip is the part of the kit that shows the result)</li> <li>• Member of staff to submit their mobile phone number so they can receive a text to confirm their result has been received by the NHS system.</li> <li>• Schools are unable to view the results that their staff have uploaded to the online service.</li> <li>• Staff should also communicate ALL results positive, negative or invalid to their school COVID coordinator/Register Assistant</li> <li>• "Test result log" used to identify staff with positive results, bubble management and contact tracing.</li> <li>• Encourage staff to follow requirements when reporting results (send reminders on test days to take a test and report results).</li> </ul>		
2	Inadequate storage and distribution of kits	Staff and pupils	Lack of testing equipment creating an increased risk of infection in school	<ul style="list-style-type: none"> <li>• Test kits stored in an area to prevent unauthorised access to the test kits (Meeting Room)</li> <li>• Test kits stored in temperatures between 2°C and 30°C</li> <li>• Allow enough space for social distancing between staff when picking up kits.</li> <li>• Kits should not be left in handbag in classroom where pupils could access them.</li> <li>• Member of staff coordinating the handing out of the test kits should wear an appropriate face covering at all times and maintain a 2 metre distance from staff coming to collect their test kits.</li> </ul>		

				<ul style="list-style-type: none"> <li>● COVID coordinator to ensure a record of how many tests are available to staff is recorded and new tests are reordered within an appropriate time scale</li> <li>● Registration assistant to ensure that all staff sign for their test kits, recording the LOT number.</li> <li>● Registration assistant to wear a face mask and ensure social distancing when distributing the testing kits</li> <li>● COVID coordinator to record information on 'test kit log'. Information includes: Record kept of: name of school, person issuing the test, date of issue, LOT number and person using the test.</li> <li>● 'Instructions For Use' (with a blue front cover and dated 15<sup>th</sup> January 2021 v1.3.2) hand out provided to staff testing at home.</li> </ul>		
3	Conducting Test	Staff and their family where test is being undertaken at home	<p>Infection of Tester from Air Borne Particles</p> <p>Infection of Tester from contaminated surfaces</p>	<ul style="list-style-type: none"> <li>● If any member of staff reports with a temperature above 37.8°, an issue with taste or smell or a new and continuous cough, they must book a NHS PCR test and not wait for their regular lateral flow test.</li> <li>● Tests are only for the use of the person assigned the kits; they should not be taken by anyone else.</li> <li>● All members of staff will sign to confirm they have watched instructional <a href="#">video</a> on YouTube about self administering tests</li> <li>● All staff to test on specific days (KS2 Monday and Thursday mornings or Sunday and Wednesday evenings)</li> <li>● Tests to take place before 7:30am so that parents can be informed of impact on class by 8:00am and/or school can arrange appropriate cover</li> <li>● First test may be best taken evening before allowing sufficient time to carry out first test.</li> <li>● Test to be carried out following procedure 'Instructions For Use' (with a blue front cover and dated 15<sup>th</sup> January 2021 v1.3.2) hand out.</li> <li>● <b>Staff should not use instructions inside the box as these are old.</b></li> <li>● Tester to wash hands for 20 seconds using soap or sanitise and dry prior to and after Testing</li> </ul>		

				<ul style="list-style-type: none"> <li>• All surfaces to be wiped down using an anti viral spray or wipe before and after testing</li> <li>• Testing kit to be placed on a dry flat surface</li> <li>• Timer used to record 30 minutes processing time.</li> <li>• Test result to be read at 30 minutes and not before</li> <li>• Testing waste to be disposed of in bag provide immediately following tests</li> <li>• Double bag all positive test waste materials and place in household waste</li> <li>• Single bag all negative tests and dispose of in household waste</li> <li>• Staff member taking test to record result online <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or call 119</li> <li>• Member of staff should also communicate ALL results positive, negative or invalid to their school COVID coordinator/Register Assistant.</li> <li>• Record of tests and test results to be kept by COVID coordinator/assistant, must include Time, Date, Name, Result, Comments, Actions following positive test</li> </ul>		
4	Extraction solution which comes with the test kit	Staff using the solution		<ul style="list-style-type: none"> <li>• Gloves do not need to be worn when using extraction solution.</li> <li>• Do not use if the solution has expired</li> <li>• Wash hands thoroughly if extraction solution is spilt.</li> </ul>		
5	Contact Following a Positive Test	Staff	Cross contamination of other family members from used testing materials	<ul style="list-style-type: none"> <li>• All members of staff will sign to confirm they have watched instructional <a href="#">video</a> on YouTube about self administering tests</li> <li>• All staff who take the tests will receive the guidance document 'Instructions For Use' v.1.3.2</li> <li>• Wash hands with soap for 20 seconds or sanitise prior to and after testing</li> <li>• All surfaces to be wiped down (with a anti viral wipe of spray) before and after testing</li> <li>• Staff member testing positive must isolate immediately with their household, not go into work and contact school COVID coordinator.</li> <li>• Staff member testing positive will self isolate at home and organise an NHS PCR COVID Test <a href="#">get tested</a></li> </ul>		

				<ul style="list-style-type: none"> <li>● Candidate to double bag all waste materials and place in household waste</li> <li>● The member of staff will record the test result on the NHS Test and Trace website</li> <li>● Staff should also communicate ALL results positive, negative or invalid to their school COVID coordinator/Register Assistant.</li> </ul>		
6	Contact during a void test	Staff	Cross contamination of other family members from used testing materials	<ul style="list-style-type: none"> <li>● All members of staff will sign to confirm they have watched instructional <a href="#">video</a> on YouTube about self administering tests</li> <li>● All staff who take the tests will receive the guidance document 'Instructions For Use' v.1.3.2</li> <li>● Wash hands prior to and after testing</li> <li>● All surfaces to be wiped down before and after testing</li> <li>● Staff member receiving a void test must complete a second test. If the subsequent test comes back void, the member of staff must organise a NHS PCR COVID test and the COVID coordinator contacted.</li> <li>● The member of staff will record the test result on the NHS Test and Trace website at <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or call 119</li> <li>● Staff should also communicate ALL results positive, negative or invalid to their school COVID coordinator/Register Assistant</li> </ul>		
7	Contact during negative result	Staff	Incorrect logging or result resulting in risk of infection	<ul style="list-style-type: none"> <li>● All members of staff will sign to confirm they have watched instructional <a href="#">video</a> on YouTube about self administering tests</li> <li>● All staff who take the tests will receive the guidance document 'Instructions For Use' v.1.3.2</li> <li>● Wash hands with soap for 20 seconds prior to and after testing</li> <li>● All surfaces to be wiped down before and after testing</li> <li>● If a negative result is received, the member of staff should go into work as normal and inform the COVID coordinator about the result</li> <li>● The member of staff will record the test result on the NHS Test and Trace website</li> <li>● Staff should also communicate ALL results positive, negative or invalid to their school COVID coordinator/Register Assistant</li> </ul>		

8	Test Failure	Staff and pupils	Candidates continue to work due to a false negative test result	<ul style="list-style-type: none"> <li>• All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests</li> <li>• All staff who take the tests will receive the guidance document 'Instructions For Use' v.1.3.2</li> <li>• Registration Assistant should carry out routine and documented checks to ensure correct procedure continues to be followed</li> <li>• Test kits to be stored and managed by the Registration Assistant in line with the DfE storage guidelines to prevent damage to equipment</li> <li>• Staff should also communicate ALL results positive, negative or invalid to their school COVID coordinator/Register Assistant as well</li> </ul>		
9	Legal Considerations	Staff and pupils	The school has no legal right to make staff undertake lateral flow testing and may be liable to legal challenge	<ul style="list-style-type: none"> <li>• All staff have been clearly communicated the legal position of the voluntary testing programme.</li> <li>• The testing program is recommended and supported, but not mandated.</li> <li>• Staff will not be prevented from going into work if they do not take part in self testing.</li> <li>• Testing will not be undertaken on staff without their consent.</li> <li>• Tests will be self-administered to a participant's own throat and nose at home.</li> <li>• Guidance on self-isolation, further testing will be provided to those testing positive.</li> <li>• Staff should be given a copy of the privacy notice.</li> <li>• The schools "test kit log" and "test results register/log" must be separate documents for data protection purposes (so that the signing for results cannot see the results of their colleagues).</li> <li>• School to follow DfE guidance on record retention (not yet published).</li> </ul>		
10	Non reporting	Staff and pupils in school	Spread of the virus leading to spread of infection and illness and death	<ul style="list-style-type: none"> <li>• Staff participating voluntary in scheme should report into NHS app and school their result.</li> <li>• Good communication of procedures so staff are confident with process so there is full reporting online and school within timeframes.</li> </ul>		
11	Poor uptake on self testing	Staff and pupils in school	Spread of the virus leading to spread of infection and illness and death	<ul style="list-style-type: none"> <li>• Staff training on how to take test safely</li> <li>• Support to staff that are worried about taking the test to alleviate any fears</li> </ul>		

				<ul style="list-style-type: none"> <li>● Staff who decline to participate in this testing program should follow the usual national guidelines on self isolation and get tested if they show symptoms.</li> </ul>		
12	Poor Communication	Staff and pupils in school	Spread of the virus leading to spread of infection and illness and death	<ul style="list-style-type: none"> <li>● Inform staff what rapid testing is and make video content on the document <a href="#">sharing platform</a> available to them</li> <li>● Inform staff who is the School's COVID-19 Coordinator and Registration Assistant (this may be the same person).</li> <li>● Staff are given sufficient time to watch instructional video and read literature on testing and ask any questions</li> <li>● Explain that staff need to sign for their test kits and record the lot number on the box of their test kits against their name.</li> <li>● Staff are informed how and when they can collect their test kits.</li> <li>● Inform staff of requirement to report test results.</li> <li>● Regular communication to staff on process and how it is going in school and response to any concerns/issues.</li> <li>● COVID coordinator/registration assistant to answer any staff questions.</li> </ul>		



<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	<b>Action by Whom</b> <i>(list the name of the person/people who have been designated to conduct actions)</i>	<b>Action by When</b> <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	<b>Action Completed</b> <i>(record the actual date of completion for each action listed)</i>	<b>Residual Risk Rating</b>
<b>Reviewed by:</b> <b>Signature:</b>	<b>COMMENTS:</b> <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
<b>PRINT NAME:</b>				

RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Consultant
<b>MEDIUM (M) Possibility of significant injury or over 7 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury only</b>	No further action required.

### **Key documentation**

How to guide – rapid testing of primary and nursery workforce [https://drive.google.com/drive/folders/1X4fLxy6\\_ppmpmKrv3hT2M6cduAN\\_GS54](https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54)

Recording Test result <http://www.gov.uk/report-covid19-result>