

RISK ASSESSMENT

Risk Assessment for:	Primary School Staff LFD Testing	Date:	27 <sup>TH</sup> January 2021	Assessor:	Rachel Gallagher	Review Date:	12 <sup>th</sup> February 2021
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Sources:	GOV.UK, DHSC, SOP
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**Lateral Flow Antigen test** -Lateral Flow Antigen testing involves the processing of human nasal and throat swab samples with a Lateral Flow device. The device detects a protein (antigen) produced by the virus at its most infectious stage. If present in the person's sample, a coloured line appears on the device that can be read between 20-30 minutes.

**Target population:** Primary school staff

**Testing regime:** Bi-weekly Lateral Flow Device (LFD) tests spaced 3-5 days apart for primary staff, from (27<sup>th</sup> January 2021), with confirmatory Polymerase Chain Reaction (PCR) test carried out where a LFD is positive to confirm a COVID-19 Positive cases.

What are the Hazards?	Who might be harmed and how?	Risk Rating prior to action	Current Control Measures	Risk Rating with Control Measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom	Date action required by
Direct or Indirect transmission of COVID -19 virus from being in close proximity to people with the virus. i.e. person to person transmission (hand to hand, hand to mouth, hand to body). Or from contact with contaminated surfaces.	Employees, individuals presenting for test (subjects), pupils, volunteers and the general public  Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause	H	<b>GENERAL MEASURES APPLICABLE TO ALL</b> <ul style="list-style-type: none"> <li>The test process is following DHSC Clinical Standard Operating Procedure (SOP) for staff self-testing with Lateral Flow Antigen Testing Devices in primary schools and school-based nurseries.</li> <li>It has been made clear to all staff that all existing covid-19 control measures within the main school risk assessment continue to be in place and should be adhered to at all times.</li> <li>Kits are to be used only by the person to whom they are assigned, they are not for use by family members.</li> <li>Staff have the option to opt into the testing programme – it is not compulsory</li> </ul>	M	All supporting documentation is available on the sharing platform <a href="#">Primary Schools Document Sharing Platform - Google Drive</a>  All staff participating sign to say all documentation has been read	RG to share RA with staff.  Staff to acknowledge they have read with collecting kits	27 <sup>th</sup> Jan 2021  On collecting kits

pneumonia, severe acute respiratory syndrome, kidney failure and even death)	M	<p><b><u>STORAGE OF TESTING KITS</u></b></p> <ul style="list-style-type: none"> <li>On receipt of the test kits the school will record the lot number</li> <li>Kits will be stored securely at room temperature</li> </ul>	L		RG/BL	As deliveries are received
	M	<p><b><u>DISTRIBUTION OF TESTING KITS</u></b></p> <ul style="list-style-type: none"> <li>The distribution of kits in school is managed by; Covid-19 Co-ordinator (<b>Rachel Gallagher/Belinda Linney</b>) Registration Assistant (Andrea Hargreaves) (The same person can undertake both of these roles)</li> <li>Face coverings will be worn during the distribution of testing kits</li> <li>2m social distancing will be maintained during the distribution of testing kits</li> <li>The distribution of test kits will be recorded on a test kit log</li> <li>Staff will sign for receipt and record the lot number of their kit against their name.</li> <li>The updated 'Instructions for use' are distributed with each testing kit and staff are advised of the correct version to follow.</li> </ul>	L		RG/BL/AH	As test kits are needed
	M	<p><b><u>MEASURES FOR STAFF SELF ADMINISTERING TEST AT HOME</u></b></p> <ul style="list-style-type: none"> <li>Content from the document sharing platform has been made available for all staff as a means of training; <ul style="list-style-type: none"> <li>An introduction to rapid self-testing</li> <li>An NHS video demonstrating how to carry out a test</li> <li>A step-by-step visual guide on how to do the test</li> </ul> </li> <li>Training records to be maintained.</li> <li>All staff have signed to say sharing platform documents have been read, and videos watched.</li> <li>All staff have been advised to read the privacy notice.</li> </ul>	L	Webinars are available to view on the DfE YouTube page; <ol style="list-style-type: none"> <li>Overview</li> <li>How to do a test and recording</li> </ol>	RG to share information  Staff to follow information	27 <sup>th</sup> January 2021

			<ul style="list-style-type: none"> <li>• All staff have signed when read the privacy notice.</li> <li>• The staff member will store the kit at room temperature</li> <li>• The correct version (v1.3.2) of the instructions for use have been provided with each kit.</li> <li>• There are no hazards associated with the extraction solution however, as a precautionary measure, staff are advised to take care with its use and in the vent of spillage to clean it up immediately and in the event of contact with the skin to rinse.</li> <li>• Tests will be carried out at home, in the morning before leaving for work, twice weekly (3 or 4 days apart)</li> <li>• The staff member will leave at least 30 minutes after eating/drinking before taking the test.</li> <li>• Each time they complete a test staff will; <ol style="list-style-type: none"> <li>1. Report the results online <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a></li> <li>2. Advise their school of the result so it can be recorded and any relevant actions taken</li> </ol> </li> <li>• Staff members are responsible for reporting incidents relating to the testing and will report as follows; <ul style="list-style-type: none"> <li>- Report any clinical issue (eg bleeding, allergic reaction) <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a></li> <li>- Report any non-clinical issue via 119 (eg items missing from their kit)</li> <li>- Inform their school of any ongoing test related problems</li> </ul> </li> </ul>				
		M	<p><b><u>ACTIONS FOR THE STAFF MEMBER TO TAKE IN THE EVENT OF A VOID RESULT</u></b></p> <ul style="list-style-type: none"> <li>• In the event that the result of the LFD test is void the staff member will take another test.</li> <li>• If the staff member has two void tests in a row they will book a PCR test.</li> <li>• If a staff member is consistently receiving void results they will be asked to review the training</li> </ul>	L		AH	As and when void results are received

			information on carrying out the test to ensure they are following the correct process.				
		H	<p><b><u>ACTIONS FOR THE STAFF MEMBER TO TAKE ON RECEIPT OF A POSITIVE TEST RESULT</u></b></p> <ul style="list-style-type: none"> <li>On receipt of a positive LFD test the staff member will advise the school, begin to self-isolate immediately and book a PCR test.</li> <li>Existing guidance should be followed.</li> </ul>	M	In the event that the PCR test is negative they can return to work and cease self-isolating	Staff members	As and when positive result received
		M	<p><b><u>SCHOOLS LOGGING TEST RESULTS</u></b></p> <ul style="list-style-type: none"> <li>A test results register/log will be maintained by the school</li> <li>All staff are advised that they must inform their school of their test result so it can be recorded and any relevant actions taken.</li> </ul>	L	Ensure that for GDPR reasons the results register is a separate document to the test kit log	AH/staff members	As results are received
		H	<p><b><u>SCHOOLS REPORTING INCIDENTS</u></b></p> <ul style="list-style-type: none"> <li>Repeated issues will be reported by the school/nursery to the DfE helpline (e.g. multiple repeated void results, leaking/damaged tubes/unclear results)</li> </ul>	M	DfE coronavirus helpline 0800 046 8687	AH/BL/RG	As issues arise
Mental health and wellbeing of staff involved in testing	Staff	M	<ul style="list-style-type: none"> <li>Educate and raise awareness of testing activities, provide reassurance</li> <li>Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) <a href="https://www.gov.uk/government/guidance/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing">COVID-19: guidance for the public on mental health and wellbeing - GOV.UK (www.gov.uk)</a>. -Staff have been provided with COVID-19 mental health link <a href="https://www.gov.uk/government/campaigns/covid-19-mental-health-campaign-launches">COVID-19 mental health campaign launches - GOV.UK (www.gov.uk)</a></li> <li>All existing control measures within the whole school covid-19 risk assessment remain in place and are adhered to in addition to the PHE Guidance</li> </ul>	L		RG	Ongoing
Low take up of the voluntary LFD testing process	Subjects and their contacts	M	<ul style="list-style-type: none"> <li>All existing control measures with the whole school covid-19 risk assessment remain in place and are adhered to in addition to the use of LFD asymptomatic testing</li> </ul>	L		RG/staff team	Ongoing

	Increased risk of asymptomatic transmission						
Incorrect storage of test kits components	Subjects and their contacts  Inaccurate test result potentially leading to asymptomatic individuals believing themselves to have been confirmed with negative result	H	<ul style="list-style-type: none"> <li>The test cartridge and extraction solution will be stored at ambient temperature (2-30 degrees Centigrade).</li> <li>The reagents and devices will be at room temperature (15-30 degrees centigrade) when used for testing.</li> </ul>	L		Staff members	Ongoing
Incorrect waste separation and disposal	Contamination of the waste stream	M	<ul style="list-style-type: none"> <li>After use the staff member will bag all components of the kit in the waste bag provided and put it in their general household waste.</li> </ul>	L		Staff members	Ongoing

Review Date	Reviewed By	Amendment

Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life-threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life-threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence