

SCHOOL RISK ASSESSMENT COVID-19 HomeTesting Programme



This risk assessment must be read and used in conjunction with the [schools opening arrangements during COVID-19 general risk assessment](#) and tailored to reflect specific arrangements within school.

PART A. ASSESSMENT DETAILS:

Area/task/activity: COVID-19 Home Testing Programme for Staff in School

Location of activity: Bubble One: Headteacher Office
Bubble Two: Yew Conservatory
Bubble Three: EYFS Staff Room
Bubble Four: Thrive Office
Bubble Five: ICT Suite
Transport Staff: Individual Bus/Taxi

School name: Address & Contact details:	Elm Tree Community Primary School	Name of Person(s) undertaking Assessment:	Luke Rutter
		Signature(s):	<i>Luke Rutter</i>
Headteacher (Name/Title):	Dave Lamb, Headteacher	Date of Assessment:	29 th January 2021
Signature:	<i>Dave Lamb</i>	Planned Review Date:	Ongoing
How communicated to staff:	Email	Date communicated to staff:	29 th January 2021

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID-19 guidance and advice	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> The content of this risk assessment is based on the NHS COVID-19 National Testing Programme, rapid testing of primary and nursery workforce 'How to guide' and the NHS Test & Trace step-by-step guide for COVID-19 self-testing available on the Governments Primary School Document Sharing Platform; School regularly refers to official advice from the DfE, PHE, HS&Q and HR; <ul style="list-style-type: none"> Coronavirus (Covid-19): guidance for schools and other educational settings LCC Schools HR guidance LCC Health & Safety COVID-19 web page Headteacher or other Team Leaders keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required.
Failure to obtain consent/lack of participation	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> School has conducted a whole staff zoom meeting and informed all staff of mass Covid Testing Programme being introduced by Government. Reasons behind it were explained, including benefits of partaking, as was specific school arrangements and test taking procedures. It was highlighted to staff that partaking in the Test Programme was completely on a voluntary basis and required their personal consent; Testing is not mandatory for staff however participation in testing is strongly encouraged by the school in order to identify asymptomatic

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			<p>individuals, reduce the spread of the virus and protect colleagues and the wider community;</p> <ul style="list-style-type: none"> • Staff are aware that they can stop participating in the testing arrangements at any point.
Inappropriate Sharing of Information	Staff, pupils, visitors, contractors, household members	Misuse of personal information and breaches of GDPR	<ul style="list-style-type: none"> • All staff have been advised to read the Governments privacy notice to enable them to understand what will happen to their data; • The test kit log and test results register are separate documents so that those signing for test kits cannot see the results of their colleagues; • Care is taken when handling personal information to ensure all necessary precautions are taken and that it is not shared with anyone who is not directly involved in dealing with the test results; • Care is taken when entering and saving personal information electronically. School already has appropriate arrangements in place for this from other areas of work; • Arrangements for dealing with any breaches of GDPR are understood and adhered to by the Headteacher and School Business Manager.
Damaged or stolen LFD kits resulting in staff not being tested or an incorrect test result provided	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • On arrival at school the lateral flow device (LFD) kit delivery will be stored securely to prevent unauthorised access; • Kits will be stored indoors where a temperature of between 2 and 30 degrees can be maintained;

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			<ul style="list-style-type: none"> Once test kits have been distributed staff are responsible for ensuring these are stored appropriately at their home in a safe place away from children and at room temperature or in a cool dry place (2 – 30 degrees);
Poor arrangements for the distribution of LFD kits	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Social distancing is maintained at all times during the distribution of kits to staff and staff members from Admin Team coordinating and handing out test kits wear an appropriate face covering at all times and maintain a 2-metre distance where possible from staff coming to collect their test kits; Specific test collection delivery points where issued, thus preventing mix of staff from different department bubbles. Team Leaders coordinated staff to collect their Test Kits at intervals to prevent mass gathering of staff; Transport staff were provided their Test Kits on their respective bus. Admin Team wore appropriate face covering at all times and maintained a 2-metre distance where possible; When handing out kits the issuer will record who takes the kit in the 'kit log' using a test kit log template devised by school; Kit log template contained staff name, LOT number and quantity of Test Kits provided, including date of collection. Staff simply signed for receipt of their Test Kits.
Poor administration and implementation of testing programme	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> School has allocated a staff member to the role of Covid-19 Coordinator Luke Rutter who will support the following functions; <ul style="list-style-type: none"> Communicating with stakeholders;


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			<ul style="list-style-type: none"> ○ Ensuring staff are given the right instructions and that they sign for the test kits using the test kit log; ○ Reporting incidents and ensuring they are investigated; ○ Storing and reporting any required data; ○ Reordering of test kits when required; <p>School has allocated a staff member to the role of Registration Assistant Luke Rutter, Harry Cartwright, Jordan Calderbank & Natalie Eadie who will support the following functions (can be the same person as Covid9 Coordinator if needed);</p> <ul style="list-style-type: none"> ○ Distributing the correct number of test kits to staff and managing the schedule for the distribution of subsequent kits; ○ Inputting test results from staff into the school's test results register/log; ● Sending reminders to participants on test days to take a test and to communicate their results via test message, phone call or email to their respective Team Leader. Staff have been made aware of who their Team Leader is and when they should communicate; ● Responding to staff questions; ● Working with the Covid Coordinator to manage the stock of test kits.
Inadequate Communication	Staff, pupils, visitors, contractors,	Transmission of the virus leading to ill health or	<ul style="list-style-type: none"> ● Staff are aware of who the Schools Covid Coordinator and Registration Assistant is;

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	household members	potential death	<ul style="list-style-type: none"> • Staff have been provided with information leaflets and guidance explaining how the rapid testing programme is to be implemented in school; • Staff have been provided with the most up to date Instructions for Use booklet (current version: plain blue cover, dated 15 January 2021 v 1.3.2); • Concerns are discussed with staff around participation and data protection; • Staff are aware of how to collect test kits and that these kits must be signed for and that the lot number on the box allocated to them is recorded against their name; • Staff have been informed that it is a requirement for them to report their test results both to school and to the NHS, failure to do so will be noted by the school; • Staff have been advised to contact their Team Leader if they have an incident whilst testing at home; • Staff have been passed electronically a school Covid Testing Guidance which outlines procedures, arrangements, protocols for test results and contacts for support.
Lack of Training	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Staff in school with specific roles in the testing arrangements (Schools Covid Coordinator and Registration Assistant) have been provided with the information necessary to carry out their roles from the Government guidance provided on the Document Sharing Platform;

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			<ul style="list-style-type: none"> • Staff have been provided with appropriate links to on-line Government guidance to fulfil their training requirements including; <ul style="list-style-type: none"> ○ Introduction to Rapid Self Testing ○ NHS video demonstrating how to carry out a test ○ Step-by-step guide for COVID-19 self-testing.
Inadequate preparation prior to taking the LFD test	Staff, pupils, visitors, contractors, household members	Incorrect test results resulting in transmission of the virus leading to ill health or potential death	<p>All staff have been provided with the following guidance for administering the LFD tests at home:</p> <ul style="list-style-type: none"> • Staff to test themselves every Sunday and Wednesday evening at approximately 6.00pm. This is so sufficient time is available for Team Leaders to make school arrangements, such as staffing & transport, can made for the following days; • All staff to conduct and complete their tests by 7.00pm every Sunday & Wednesday; • Not to eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test; • Prior to carrying out the test, ensure that they have to hand a watch or clock, tissues, a mirror and either hand sanitiser or access to soap and warm running water; • Immediately before starting the test, clear, clean and dry a flat surface;

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			<ul style="list-style-type: none"> Wash their hands thoroughly for 20 seconds, using soap and warm, running water and dry hands, or use hand sanitiser to prevent the contamination of the test kit.
Incorrect use of testing equipment	Staff, pupils, visitors, contractors, household members	Incorrect test results resulting in transmission of the virus leading to ill health or potential death	<p>All staff have been provided with instructions to ensure correct use of testing equipment including:</p> <ul style="list-style-type: none"> Following the current version of the Instructions for Use booklet (plain blue cover and dated 15 January 2021 v 1.3.2); Where there are physical/medical issues or they have a very sensitive gag reflex that prohibits the throat swab from being completed successfully, double nasal swabbing can be undertaken; Under circumstances where a nasal swab is not feasible e.g. an individual is prone to nasal bleeds, it is acceptable to swab only the back of the throat; In the event of a nosebleed within 24 hours, swab the other nostril or wait 24 hours before swabbing; If the swab touches anything other than the tonsils or nostril before or after swabbing it will be invalid and should be placed in the waste bag provided and another test completed; Any concerns or injuries must be reported immediately and will be investigated as soon as possible so that arrangements can be put in place to avoid a recurrence;

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			<ul style="list-style-type: none"> • Test strip must not be used if the sealed packaging is damaged; • To avoid spilling the liquid in the extraction tube, the extraction tube holder or a small cup should be used; • The test strip should be placed on a flat surface and not moved during the test; • The test must not be left to develop for longer than 30 minutes as this will make the result void; • Staff with Covid-19 symptoms are advised not to carry out an LFD test but to order a test online or visit a test site to take a polymerase chain reaction (PCR) test;
Positive Test Result	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<p>All staff have been instructed on what action to take in the event of a positive test result including:</p> <ul style="list-style-type: none"> ○ The individual and their household and anyone in their support bubble to self-isolate in accordance with current Government guidance; ○ Informing their Team Leader immediately to enable close contacts to be informed as soon as possible; ○ Send evidence of positive test result from specimen well (see example below) to Team Leader via text message or email.

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			 <ul style="list-style-type: none"> ○ Report the result online or by phone to NHS Test & Trace to receive further guidance on what to do; ○ Undertake a follow up PCR test on the same day or as soon as possible to confirm the result and inform the school of the outcome; ● Staff who have a positive LFD test result will be treated as if they were a positive COVID-19 case in terms of the prevention of infection to others; ● Close contacts will be asked to self-isolate for 10 days following a positive LFD test as per current Government guidance; ● Staff who have a positive result from a PCR test will still be required to continued taking the LFD test after their 10 self-isolation has been completed. This is because the new variant in the UK has a higher viral load – more transmissible. This was confirmed via a telephone call on 27th January 2021 to the DfE Covid Helpline.
Negative Test Result	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<p>All staff have been given the following instruction in the event of a negative test result:</p> <ul style="list-style-type: none"> ● A negative result is not a guarantee that they do not have COVID-19;

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			<ul style="list-style-type: none"> • They must continue to strictly follow the control measures set out in the school's general COVID-19 risk assessment including regular handwashing, social distancing and wearing face coverings when required; • The Lateral Flow Device testing programme does not replace the current testing policy for those with symptoms. If they are symptomatic (even if they recently had a negative LFD test result), they must still self-isolate immediately according to government guidelines; • They are not required to provide proof of a negative test result to attend school or nursery in person as the LFD testing programme is voluntary.
Void Test Result	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<p>All staff have been instructed on what action to take in the event of a void test result including:</p> <ul style="list-style-type: none"> • Repeat the test with a new test kit; • If they do not have any remaining test kits at home they should undertake a PCR COVID-19 test which can be arranged through the Government website.
Inappropriate Disposal of Waste	Staff, household members	Transmission of the virus leading to ill health or potential death	<p>All staff have been given the following instruction in respect of waste generated from the home testing process:</p> <ul style="list-style-type: none"> • Packaging can be disposed of with general household waste; • Once empty the extraction buffer sachet should be placed in the plastic waste bag provided;

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			<ul style="list-style-type: none"> Once the extraction tube has been used it should be placed in the plastic waste bag along with the swab; Once the test has been completed all the used contents of the kit should be placed in the waste bag provided and disposed of with general household waste.
Non-Reporting of incidents/accidents relating to home testing activity	Staff	Potential injury to staff or incorrect results resulting in transmission of the virus leading to ill health or potential death	<p>All staff have been given the following instruction in the event of an incident or accident during the testing process:</p> <ul style="list-style-type: none"> Non-clinical incidents during the process of undertaking a test must be reported to the Team Leader and School Covid Coordinator who will record and monitor; Repeated or similar issues, for example, multiple repeat void tests, unclear results, leaking/damaged tubes etc. must be reported to the School Covid Coordinator who will report to the DfE Helpline who will escalate to DHSE for investigation. The time, date and details of the report will be recorded by the School Covid Coordinator; Non-clinical issues such as something damaged, missing or difficult to use in the kit must be reported by the individual to the Test & Trace Helpdesk (Tel:119) and also to the School Covid Coordinator; Individuals should contact the Test & Trace Helpdesk (Tel 119) if they are unable to log their results; Clinical incidents which lead to or has the potential to cause harm for example swab breaking in the mouth, bleeding, allergic reaction etc. must

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			<p>be reported on the 'yellow card' coronavirusyellowcard.mhra.gov.uk and also to the School Covid Coordinator.</p> <ul style="list-style-type: none"> Any immediate medical care must be obtained through the employee's GP or by contacting 111 or 999 as appropriate.

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date Completed