

Lateral Flow Testing (Home Self-Test/ Assisted Testing)

Assessment Date	01/03/21	Lead Assessor	Rachel Dixon/ Samantha Grice		
Activity / Task					
Description of task / process / environment being assessed	Red Marsh School – Lateral Flow Home Testing of Staff and Pupils over the age of 11.				
Activities Involved	Testing pupils over the age of 11 and school staff			Location	
Who Might be affected	Staff ✓	Pupils ✓	Families ✓	Visitors to school ✓	Contractors ✓

No	Category	Hazards	Associated risks	Current Control/ Mitigation Measures	Additional control needed? Action No
	Staff home testing using a LFD.	<ul style="list-style-type: none"> Poor administration of test. Non-compliance with the testing process. Potential spread of Covid-19 	<ul style="list-style-type: none"> Potential spread of Covid-19. 	<ul style="list-style-type: none"> All staff have been tested on site and are familiar with the swabbing process. Staff have been provided with a youtube video to watch. Staff have received the 'Your step by step guide for Covid 19 self-testing' with their first test kit supply. This has detailed instructions. Staff have been given the opportunity to raise any concerns during daily morning meetings via zoom and are aware of staff they can discuss this with. Staff have been reminded of the importance of logging the results and of reporting these to school- this will be collated via a google form. 	
	Pupils home testing using a LFD.	<ul style="list-style-type: none"> Poor administration of test. Non-compliance with the testing process. 	<ul style="list-style-type: none"> Potential spread of Covid-19 	<ul style="list-style-type: none"> Guidance states the first 3 tests should be administered in school. However, the process of attending an unfamiliar setting (testing centre) and unnecessarily stressful routine can be avoided by the testing being administered in a familiar home environment. All parents have been sent information about what the testing process involves (letter dated 1.3.21). Parents of pupils in the age bracket open to testing (Year 7 +) have made the decision as to whether they would like their child to be tested. Responses have been collated via a google form. Testing is voluntary. If a parent/carer is unable to safely administer the swabbing process, the testing should be abandoned and results logged as void. Parents have been provided with a youtube video link to watch in order to understand the testing process. Parents have received the 'Your step by step guide to Covid-19 self-testing' with their first test kit supply. This has detailed instructions. Parents have been reminded of the importance of logging the results and of reporting these to school- this will be collated via a google form. 	

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1	LFD KITS SUPPLY and DISTRIBUTION	Stock Shortages (LFD kits)	<ul style="list-style-type: none"> Unable to test so cannot detect asymptomatic cases. Potential spread of Covid-19. 	<ul style="list-style-type: none"> Covid-19 coordinator regularly monitor stock levels. DfE are currently sending supplies of LFD kits without the need for school to order them. From the 15th March, school will re-order test kits themselves. School have asked to be notified by staff/ pupils if there is a void test result. Kits are stored and monitored away from general school access to prevent misplaced tests. 	
2		Unavailable storage between 2-30 degrees C (LFD kits)	<ul style="list-style-type: none"> Results inaccurate/ void results. Potential spread of Covid-19. 	<ul style="list-style-type: none"> Test kits are stored in the main school building where the temperature remains within the agreed range. When test kits arrive, they will be placed in the entrance foyer to ensure the temperature remains above 2 degrees. Staff/ parents have received documentation explaining how test kits should be stored in the home environment (see page 5 of your step by step guide for Covid-19 self-testing). 	
3		LFD distribution management and tracking (LFD kits)	<ul style="list-style-type: none"> Misplaced test kits. Void/ faulty tests. Potential shortage of testing supplies. 	<ul style="list-style-type: none"> Covid-19 coordinator has a system in place for monitoring the issuing of test kit supplies (see Covid-19 home testing log database). Staff and pupils must inform school if they void a test or if they are on their final test and have not received a new testing kit. Covid-19 coordinator will ensure that testing kits are ordered in enough time to allow for routine testing to take place. 	
4		Safe distribution of kits (LFD kits)	<ul style="list-style-type: none"> Potential spread of Covid-19 through lack of social distancing. Safe handling of testing kits (PPE) 	<ul style="list-style-type: none"> Covid-19 coordinator will ensure that the testing kit, privacy notice and step by step guide are supplied with the first testing kit. The step by step guide will be supplied with each subsequent testing kit. Each testing kit will be named and will be delivered to class bubbles by a member of staff. This staff member will handle the testing kits wearing PPE (face mask and gloves) A google form will be sent after testing kits have been delivered to each classroom. Staff/parents must complete the google form to 'sign' to say they have received their testing kit. If staff/parents indicate on the form they have not received their kit, this will be rectified. 	
5		Timely re-distribution of kits before staff/pupils run out of them (LFD kits)	<ul style="list-style-type: none"> Misplaced test kits. Poor supply chain of test kits leading to unable to test. Unable to test prior to entering the school site leading to potential spread of Covid-19. 	<ul style="list-style-type: none"> Covid-19 coordinator will ensure that a further testing kit is delivered to class bubbles when staff/pupils have used their 6th test of a testing kit (in case of a void test on test 7). Staff/parents must inform school if they have a void result as this may mean they need a testing kit earlier than the next planned testing kit date. A google form will be sent after testing kits have been delivered to each classroom. Staff/parents must complete the google form to 'sign' to say they have received their testing kit. If staff/ parents indicate on the form they have not received their kit, this will be rectified. 	
6	RESULTS REPORTING and RECORDING	Reporting of only positive results (LFD test reporting)	<ul style="list-style-type: none"> Unknown results leading to potential 	<ul style="list-style-type: none"> The 'Your step by step guide for Covid-19 self testing' booklet will be sent with each test kit. This details how to complete the testing process and how to report a case via NHS test and trace website or by calling 119. 	

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			<ul style="list-style-type: none"> spread of Covid-19. Insufficient time for staff to activate covid-19 contact tracing. 	<ul style="list-style-type: none"> Those undertaking a lateral flow test will receive a google form each Monday and Thursday during school term time asking for: <ul style="list-style-type: none"> Name Have you taken your lateral flow test What was the result? This will allow results to be monitored in school and appropriate advice given to those who have a void/ positive case. 	
7		Poor result reporting compliance to schools (LFD test reporting)	<ul style="list-style-type: none"> Spread of Covid-19. Potential positive case entering school. 	<ul style="list-style-type: none"> Google form sent on a Monday and Thursday morning – this acts as a reminder to complete the test. Compliance monitored via the google form responses and entered onto the 'Home testing results log' database by school staff. 	
8		Reporting of incidents to school to help school identify emerging issues and escalate to DfE/DHSC (LFD test reporting)	<ul style="list-style-type: none"> Issues with testing supplies leading to inaccurate results or unable to carry out a test. 	<ul style="list-style-type: none"> Void tests are reported via our google form procedures. If a number of void tests from one batch are identified, this will be reported to the DfE via the LFD test reporting system. 	
9		Incident escalation protocols and feedback loop (LFD test reporting)	<ul style="list-style-type: none"> Not informed of a positive case. 	<ul style="list-style-type: none"> School will action their covid-19 procedures for identifying close contacts as soon as they are informed of a positive case. There is a dedicated email address for this outside of school hours. covidpositive@redmarsh.lancs.sch.uk DfE daily bulletin will be monitored by school staff. Guidance and risk assessments reviewed regularly. 	
10	BUSINESS CONTINUITY	Managing business continuity with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	<ul style="list-style-type: none"> Not enough staff to support pupils within a bubble, leading to whole bubble closure. 	<ul style="list-style-type: none"> Continue to follow whole school Covid-19 risk assessment to reduce risk of asymptomatic cases in school. Eg. Handwashing, ventilation, masks. Staffing will be reviewed on a daily basis and decisions will be made as required. Supply avenues may be used as a short term solution. A positive case in a class bubble, at present, would cause whole bubble self-isolation. 	
11	COVID and OUTBREAK RESPONSE	Managing public health response with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	<ul style="list-style-type: none"> Not enough staff to support pupils within a bubble, leading to whole bubble closure. 	<ul style="list-style-type: none"> We have a dedicated team of cleaning staff. There is increased cleaning procedures throughout the school day. Deep cleans of any areas that have a confirmed positive case. Engagement with Public Health England as required. If there are multiple confirmed cases, more specialised deep cleaning by a private company may take place. 	
12	COMMS and ENGAGEMENT	Stakeholder management (communication and engagement)	<ul style="list-style-type: none"> Lack of engagement from staff. 	<ul style="list-style-type: none"> Clear communication via letter, google form, text (group call) and through daily briefings via zoom for staff. Staff and families have access to the school phone number during school hours to discuss any issues or concerns relating to testing. 	

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		(Asymptomatic testing impact)	<ul style="list-style-type: none"> Lack of engagement from pupils/families. 	<ul style="list-style-type: none"> If a positive lateral flow test is confirmed out of school hours, staff and families have been provided with the procedures to follow to book a confirmatory PCR test and can alert school of a positive lateral flow test using the email address covidpositive@redmarsh.lancs.sch.uk 	
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Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	This risk assessment is monitored and updated regularly as part of the school and programme governance process.	Rachel	As required	
2	Communication to all relevant staff	Rachel Sam Catherine	Initially on 3.3.21, then as information changes.	
3	Communication to all relevant parents/carers	Catherine Rachel	Initially on 1.3.21, then as information changes.	

Additional Notes

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Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to be as low as is reasonably practicable.	
Persons involved in assessment	Rachel Dixon/ Samantha Grice
Signature of Lead Assessor	Rachel Dixon/ Samantha Grice Date 3.3.21

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident								
Review date	Comments	Reviewed by	Signature		Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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