

Risk Assessment

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Implementation of Lateral Flow Testing: Provision and use of home testing kits to primary and nursery schools from 25 January 2021

Section 1:

Date of Assessment:	MAT/Establishment/Section/Team:	Review date: (Complete once the action plan section below is addressed)	
Assessed by: Please print names of all those involved with this assessment.	1. Karen Llewellyn, SBM	Date:	
	2. Jess Caunter, HT		
	3.		
	4.		
Staff signatures: I/We have read and understood this RA and our role in its implementation.	1. <i>Karen Llewellyn</i>	Date:	
	2. <i>Jess Caunter</i>		
	3.		
	4.		

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Incorporate your page numbers once you have tailored the RA to your circumstances.

Background, Context & References:

The National Testing Programme

This risk assessment has been developed with reference to the NHS Test and Trace COVID-19 National Testing Programme How to Guide: Rapid testing of primary and nursery workforce. It should be read in conjunction with this document and other material available in the **DFE Portal:**

[Primary Schools Document Sharing Platform – Google Drive](#)

We note this portal is being regularly updated by the DFE.

Schools are required to carry out the testing programme in line with the terms set out in the agreement document published on the document sharing platform: [Primary Schools Agreement Mass Testing Roll-Out.pdf - Google Drive](#)

Lateral Flow Device Testing in Primary and Nursery Schools

Lateral Flow testing kits will be provided to all staff in primary and nursery schools. Participation in the programme is voluntary.

Testing is important because staff could be carrying the virus without knowing it and may spread it to others. Testing all staff without symptoms will support schools and nurseries to continue to operate.

All staff in primary and nursery schools are being provided with Lateral Flow Devices for use at home. Staff will be asked to carry out twice weekly testing at home (3 to 4 days apart) before they come into the workplace. Any member of staff who obtains a positive test result from their lateral flow test or who obtains two void tests must, in conjunction with other members of their house self-isolate and follow advice from NHS Test and Trace.

A negative test result indicates that the person taking the test was not infectious at the time of the test. It is not a guarantee that they do not have coronavirus. Those with a negative test result must still follow national guidelines which include regular handwashing, social distancing and the wearing of face coverings as required.

Section 2:

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Table 1)	What is the Risk Rating? (See Table 2 and 3)
2.1 ENGAGEMENT IN THE PROCESS						
Periodic home testing by staff (every 3-4 days until further notice).	Member of staff does not participate in periodic testing. Potential for greater likelihood of transmission of coronavirus within school (and wider community).	All members of school community	SEVERE	<p>Participation is voluntary for the programme and active consent is required by staff.</p> <p>Written Information provided to all staff re: importance of home testing and explanation of the process involved. A copy of the letter is stored on the Admin Drive, COVID19, Lateral Flow Testing.</p> <p>If any pupil or staff member does not wish to consent to take part in testing, they will still be able to attend unless they develop symptoms or are required to self-isolate because a member of their household is waiting a test result or has tested positive.</p> <p>We note that we are also able to offer tests to other professionals associated with the school should they wish to be involved. Staff employed by abm Catering Ltd have been invited to participate in the lateral flow testing and abm catering have been contacted for confirmation that their staff are able to be included. Help Me, Help Me IT staff have also agreed to conduct a test on the evening prior to attending school and our</p>	Medium	Medium Risk 1

				<p>supply agencies have confirmed that their staff may take part if they wish.</p> <p>We have advised staff who have been vaccinated that they should continue to carry out their Lateral Flow Testing at home.</p> <p>Where appropriate we have advised those staff and pupils who have received a positive PCR test in the last 90 days that they are exempt from testing by both PCR or LFD within 90 days of a positive PCR test unless they develop new symptoms.</p> <p>If individuals choose to take a LFD test after the isolation period for example as part of a workplace or community testing programme, this should only be done after completion of the required self isolation period set out in the NHS stay at home guidance. If they test positive with a LFD test they will be required to self-isolate for 10 days or longer if symptomatic.</p> <p>These individuals are still required to self-isolate if they are identified as a close contact of a positive case, even if this is within the 90 day window.</p>		
2.2 STORAGE AND DISTRIBUTION OF TESTS						
Storage of test kits	<p>Deterioration of the tests due to storage at wrong temperature.</p> <p>Loss, damage or theft of testing materials.</p>	All members of school community	SEVERE	A secure area has been allocated for the storage of testing kits (old shower room) prior to distribution. (between approx. 2 degrees C-30 degrees C).	Low	Low

Distribution of test kits	Non-compliance with existing social distancing arrangements during distribution of tests leads to spread of coronavirus.	All members of school community	SEVERE	<p>The initial distribution of tests will be undertaken by the office team who will provide each member of staff with their stock of test kits.</p> <p>When the member of staff only has 2 tests left, they will ask for further tests to be issued.</p> <p>The office team will complete the test log and provide a copy of the latest instructions.</p> <p>Staff will be reminded that they must observe social distancing guidance when entering the school office.</p> <p>Hand sanitiser is available for staff to use and staff must wear a face mask/covering when using the communal areas of the school.</p>	Medium	Medium Risk 2
2.3 WORKFORCE						
Workforce requirements	Inadequate training and supervision of staff leads to inaccurate test administration. This could prevent the school responding to positive test results and reporting incidents.	All members of school community	SEVERE	<p>Those involved in the administration of the programme have attended DFE webinars (18/01/21 & 19/01/21)</p> <p>All staff involved in administration of home testing have read How to Guide: Rapid testing of the primary and nursery workforce.</p> <p>Group session to go over materials on the portal provided.</p> <p>We have identified 'COVID-19 Coordinator' and 'Registration Assistant' (could be the same person).</p>	Medium	Medium Risk 3
2.4 TEST ADMINISTRATION						

Data Protection	Unauthorised sharing of personal data for test participants	All members of school community	SEVERE	<p>All staff have been given the Privacy Notice provided by the DFE. A copy is stored on the Admin drive, COVID19, Lateral Flow Testing.</p> <p>Staff administering the process understand their responsibilities with respect to the confidentiality of personal data.</p>	Low	Low
Allocation of test kits	Maladministration means that it is not possible to trace test kits if recall is required or further follow up needed by NHS	All members of school community	SEVERE	<p>All documents received with test kits eg: delivery notes etc to will be retained.</p> <p>Test Kit Log to be maintained according to instructions set out in 'How to Guide' (see above). A copy of the test kit log is stored on the Admin Drive, COVID19, Lateral Flow testing.</p> <p>Test Kit Log to include: name of school, name of person issuing test, date of issue, lot number of test, expiry date of test, confirm receipt of New Instructions for Use, name of person issuing test.</p> <p>We note that we are required to retain a copy of the Test Kit Log for a period of twelve (12) months from the date of the last entry to be made by the School in the Test Kit Log.</p>	Low	Low
2.5 THE HOME TESTING PROCESS						

Damaged test kit	Staff are unable to complete test Result is inaccurate or void	All members of school community	SEVERE	Staff advised via training video that they must not use test kits where the contents are damaged and should advise the COVID-19 coordinator where this is the case. We will provide a replacement test kit and report to DFE if there are multiple issues.	Low	Low
Self-swabbing	Injury during the self-swabbing process	All members of school community	SEVERE	Test kit provided by the NHS conform to MHRA standards and has been approved for use at home. Staff have been advised to read the accompanying instructions and watch: Step by step guide to COVID-19 self-testing - YouTube	Low	Low
Access arrange – ments	Staff are unable to access instructions (eg: translation required or alternative format required).	Individual staff	SEVERE	We will seek further guidance to enable the member of staff to access the information.	Low	Low
	Staff are unable to self-administer the tests	Individual staff	SEVERE	We will seek further guidance to enable the member of staff to complete the test correctly.	Low	Low
Inappropriate/unauthorised use of test kit in the home environment	Inappropriate/ unauthorised use of test kit in the home environment causes injury to other members of the household.	All members of school community	SEVERE	Test kit provided by the NHS conform to MHRA standards and has been approved for use at home.	Low	Low
2.6 MANAGEMENT AND COMMUNICATION OF RESULTS						

Response to a positive test result	Potential for infected person to come into contact with other individuals.	All members of school community	SEVERE	Staff have been provided with instructions re: reporting test results. Where a member of staff reports a positive result, we will follow our existing procedures for tracking contacts etc in line with PHE/local guidance.	Low	Low
Management of results	School	All members of school community	SEVERE	A COVID-19 Test Register has been set up (see portal for template). This enables us to track results and engagement with the testing process. The COVID -19 Test Register will be retained until further notice.	Low	Low
2.7 INCIDENT REPORTING						
Incident Reporting	Incident occurs that could affect the quality or safety of the testing process (local issue or more widespread)	All members of school community	SEVERE	Covid-19 Coordinator will retain a log of any incidents that occur and report these to the DFE Helpline. (Time, date and details will be recorded). We note that the DFE may contact us for feedback on the process.	Low	Low

Section 3: Action plan:

What is the Hazard you need to Control? (medium to high from the risk rating above)	What additional precautions do you need to either eliminate or reduce the risk to an acceptable level?	Who is responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
Medium Risk 1	Staff are provided with all the relevant information (including benefits) to enable them to make an	HT/SBM	21st January 2021	21 st January 2021

	informed decision about whether they wish to take part in the lateral flow testing.			
Medium Risk 2	Staff are regularly reminded of the need to observe social distancing guidance, use of hand sanitiser and the wearing of face coverings/masks in communal areas.	HT/SBM	1 st September 2020	1 st September 2020
Medium Risk 3	Staff briefing session arranged for w/c 25 th January 2021	HT/SBM	25 th January 2021	25 th January 2021

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood/Probability of Harm	Meaning of likelihood/probability
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (Likely/probable)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of harm + Likelihood/ probability of Harm = Risk rating

	High (Likely/Probable)	Medium (Possible)	Low (Unlikely)
Fatal/Major Injury	VERY HIGH	HIGH	MEDIUM
Serious Injury	HIGH	MEDIUM	LOW
Minor Injury	MEDIUM	LOW	LOW

Table 3: Action required: Key to ranking and what action to take

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
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HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome within an agreed timeframe. Reduce risk to a tolerable level.
LOW Risk	Monitor and review your rolling programme.