

Risk Assessment

Area/Activity Assessed	Coronavirus Asymptomatic Testing for Staff & Pupils – Self Testing	Date	10 th March 2021
Assessment Completed By	Compliance Education	Person(s) Consulted	Principal / SBM

Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.
 9-15 - Medium risk Ensure adequate controls are in use.
 16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Positive Lateral Flow Test	4	4	16	<ul style="list-style-type: none"> All schools will be issued with a supply of antigen lateral flow devices (LFD) test kits to self-swab at home twice a week (3 to 4 days apart) before coming into school. The lateral flow test is a completely voluntary therefore staff / pupils can choose whether to take the test. The LFT will give a result in around 30 minutes and staff / pupils are instructed to report their result to NHS Test and Trace as soon as possible using either online or by telephone as per the instructions on the home kit. Staff / pupils who test positive are instructed NOT to attend school and should arrange to have a Polymerase Chain Reaction (PCR) test to confirm the result. Staff / pupils are instructed to follow the advice of the NHS/GP and self-isolate for 10 days when necessary. Staff / pupils should inform the Head Teacher immediately of any Positive outcome. On receipt of a Positive Result the Head Teacher will action if necessary, the school contact trace process. Staff / pupils have a legal obligation to adhere to NHS Test and Trace self-isolation rules. Staff / pupils are instructed to self-isolate if they are displaying symptoms even if the LFD is negative and should arrange PCR test 	4	2	8	
2	Taking delivery of the test kits and storage	4	3	12	<ul style="list-style-type: none"> Schools are advised to record the LOT number(s) of the test kits delivered. If you have not received your test kits or they have been damaged in transit, the school should call the DfE Coronavirus helpline number 0800 046 8687. All test kits MUST be stored securely to prevent unauthorised access. Test kits should be stored in an internal, dry store in temperatures between 2 and 30°C Staff coordinating and handling the test kits should wear PPE (face covering) 	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
3	Designated roles	3	3	9	<p>COVID Coordinator responsibilities</p> <ul style="list-style-type: none"> • Communication with stakeholders • Ensure staff are using the right instructions and that they sign for the test kits using the 'Test Kit Log'. • Reporting incidents and carry out risk management. • Storing and reporting any required data • Reorder tests when required (advice on how to will follow) <p>Registration Assistant responsibilities (can be the same person)</p> <ul style="list-style-type: none"> • Distributing the correct number of test kits to staff / pupils and managing the schedule for the distribution of the next sets of kits • Inputting test results from staff / pupils into your school's register • Sending reminders to participants to communicate their results online and to the school. • Respond to staff / pupils questions. • Working with the COVID Coordinator to manage the stock of kits. <p>NOTE: PPE (face covering) must be worn and distance 2 metres maintained when giving out the test kits</p> <p>IMPORTANT: A Step-by-Step Guide is included in each box or LFD test kits.</p>	3	1	3	

4	Carrying out the test incorrectly.	4	3	12	<p>How to carry out a test</p> <ul style="list-style-type: none"> • The kit should be used at room temperature (15 to 30°C) if the kit has been stored in a cool area less than 15°C leave at room temperature for 30 minutes before using. • Take the test strip out of the sealed packaging and place onto a cleaned flat surface. Once opened start the test within 30 minutes. • Carefully twist or snap open the sachet. • Open the extraction tube and gently squeeze all of the liquid from the buffer sachet into the tube. • Place the filled tube in the extraction tube holder (attached inside the box) to avoid spilling the liquid. • Gently blow your nose into a tissue and throw the tissue away in a closed bin. • Wash your hands thoroughly for 20 seconds using soap and warm water (or use hand sanitiser) • Find the swab in the sealed wrapped in front of you. • Peel open the swab package only when you are ready to use and gently take out the swap • Holding the swab between your fingers. Open your mouth wide and rub the fabric tip of the swab over both tonsils (or where they would have been) Do this with firm contact 4 times on each side • Put the fabric tip of the same swab gently into 1 nostril until you feel slight resistance. Roll the swab firmly around the inside of the nostril making 10 complete circles. • Pick up the extraction tube and place the fabric tip of the swab into the extraction tube so it is in the liquid. Press the lid against the edge of the extraction tube with force, while rotating it around the extraction tube for 15 seconds. This is to transfer your sample into the liquid. • Pinch the extraction tube against the swab as you remove it. Make sure you remove all the liquid from the soft tip of the swab. Place the swab into the plastic waste bag provided. • Press the cap tightly onto the extraction tube to avoid any leaks. • Gently squeeze the extraction tube to place 2 drops of the liquid onto the specimen well (S) on the test strip. Place the extraction tube in the plastic waste bag along with the swab. • Check the time and set a timer if you have one. Wait 30 minutes before you read your result. 	4	2	8
---	------------------------------------	---	---	----	---	---	---	---

Risk Assessment

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> Negative Result 1 line next to C Positive Result Two lines one next to C and the other next to T (Two faint lines should be treated as a positive result) Void Result 1 line next to T 				
5	Staff / pupils failing to report test results	4	4	16	<ul style="list-style-type: none"> Staff / pupils are made aware of the importance of reporting all test results both to the NHS and the School. The School has a robust procedure in place which will be activated immediately when informed of a Positive result. The COVID Coordinator/ Registration Assistant are responsible for ensuring all kits that are issued are recorded (Name of school, Name of person issuing the test kit, Date of issue, Lot Number of test kit, A copy of the new guide has been issued, Name of person using the kit) Each member of staff / pupils taking the test is responsible for reporting their results online to the NHS Test and Trace or by calling 119 (England and Wales). They must do this even if the result is negative or void. As well as reporting your result to the NHS. Staff / parents also have a responsibility to inform their Head Teacher immediately of a Positive result. 	4	2	8	
6	Poor uptake	4	4	16	<ul style="list-style-type: none"> The Head Teacher will encourage their staff / pupils to take the test as part of the ongoing campaign to open the school whilst maintaining a COVID secure and safe environment for both pupils and staff. The lateral flow test is a completely voluntary therefore staff / pupils can choose whether to take the test. To preserve the privacy rights of staff / pupils not wishing to take part in the LFD test program a confidential record will be kept so that they are removed from the distribution list. 	4	2	8	

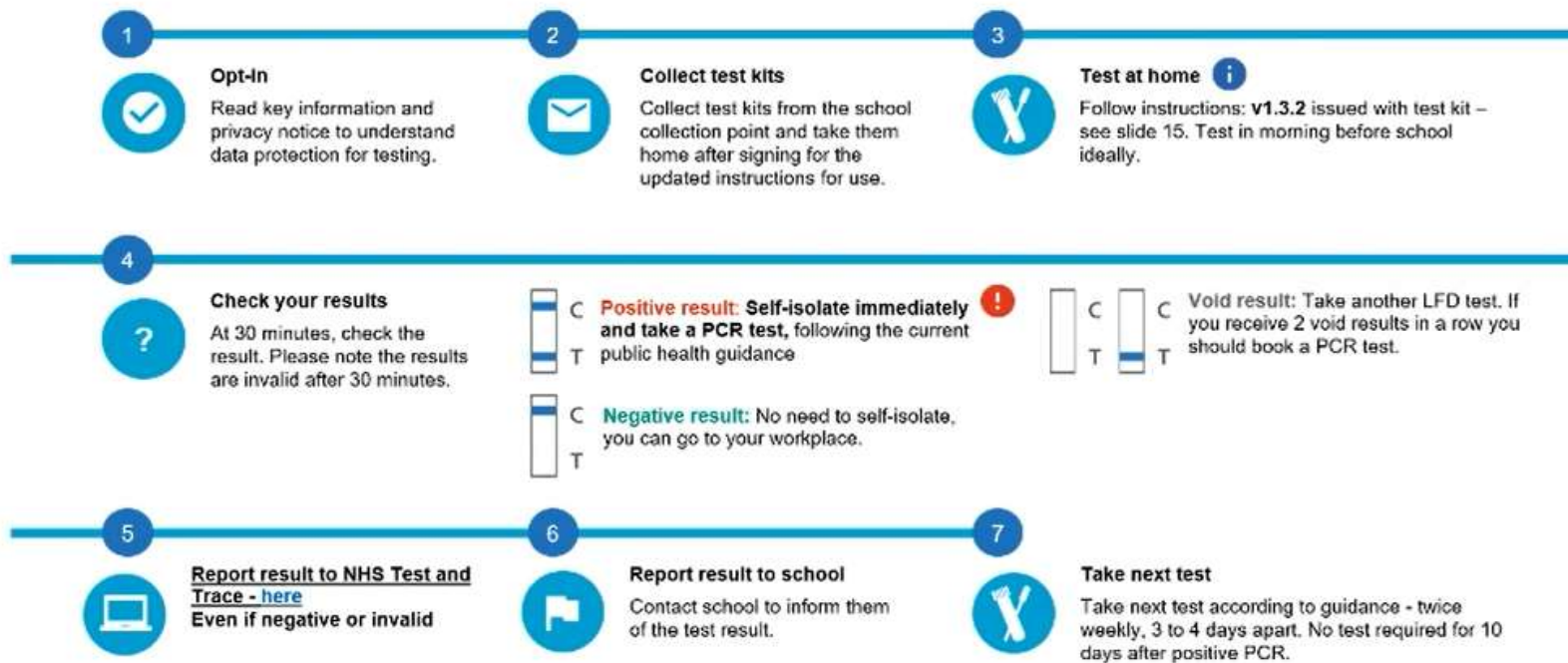
No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
7	Communication	4	3	12	<p>Parents, Pupils and Staff will be told:</p> <ul style="list-style-type: none"> • What the rapid test is and how to use it (video is available on the document sharing platform) • They must read the Participation and Data Protection 'Privacy Notice' before taking receipt of the test kit (template found on the document sharing platform). • Who the nominated COVID Coordinator and Registration Assistance are within the school? • How and where they can collect their test • How to report their results using the 'Reporting your test results online' and notifying the school. <p>Handouts 'Guide' and Training</p> <ul style="list-style-type: none"> • Legally each person should receive a Guide on how to carry out the test. • All staff have access to the online training video. • Further information on how to complete the test is attached to the bottom of this risk assessment 	4	2	8	

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed



Test and Trace

Testing at home – the process





How To Test: Set up your test after washing your hands

- 1 Take the test strip out of the sealed packaging and place onto a cleaned flat surface. Once opened, start the test within 30 minutes.


- 2 Carefully twist or snap open the sachet.


- 3 Open the extraction tube and gently squeeze all of the liquid from the buffer sachet into the tube.


- 4 Place the filled tube in the extraction tube holder (attached inside the box) to avoid spilling the liquid.


- 5 Gently blow your nose into a tissue and throw the tissue away in a closed bin.


- 6 Wash your hands thoroughly for 20 seconds using soap and warm water (or use sanitiser).


- 7 Find the swab in a sealed wrapped in front of you.


- 8 Peel open the swab packaging only when you are ready to use and gently take out the swab.





How To Test: Swabbing and processing your sample

9

Hold the swab between your fingers, open your mouth wide and rub the fabric tip of the swab over both tonsils (or where they would have been). Do this with firm contact 4 times on each side.



10

Put the fabric tip of the same swab gently into 1 nostril until you feel slight resistance. Roll the swab firmly around the inside of the nostril, making 10 complete circles.



11

Pick up the extraction tube and place the fabric tip of the swab into the extraction tube so it is in the liquid. Press the tip against the edge of the extraction tube with force, while rotating it around the extraction tube for 15 seconds. This is to transfer your sample into the liquid.



12

Pinch the extraction tube against the swab as you remove it. Make sure you remove all the liquid from the soft tip of the swab. Place the swab into the plastic waste bag provided.



13

Press the cap tightly onto the extraction tube to avoid any leaks.



14

Gently squeeze the extraction tube to place 2 drops of the liquid onto the specimen well (S) on the test strip. Place the extraction tube in the plastic waste bag along with the swab.



15

Check the time and set a timer if you have one. Wait 30 minutes before you read your result.





How To Test: Reading your result

You will see the control line (C) begin to appear after about 4 minutes. You must wait 30 minutes before your result is ready.

NEGATIVE RESULT

One line next to C shows the test negative



POSITIVE RESULT

Two lines, one next to C and one next to T, even faint lines, shows the test is positive. You must report this test result to the NHS and self-isolate following Government Guidelines.

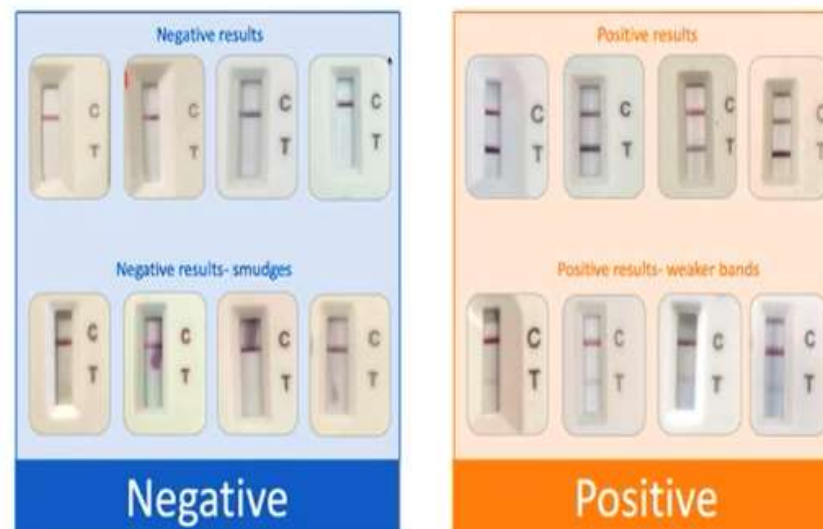


VOID RESULT

No lines or one line next to T means the test is void.



Results interpretation- real world examples



Watch for weak positive samples