



Risk Assessment

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: 08/02/2021	St Francis Catholic Primary School:	Review date: (Complete once the action plan section below is addressed)	
Assessed by: <i>Text in blue indicates specific actions relating to St Francis School</i>	1. Catherine Hunt	Date:	
	2. Simon Groves		
	3. Anne-Louise Lumsden		
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Staff signatures: I/We have read and understood this RA and our role in its implementation.			

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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	Low (unlikely)	<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 has been provided in email wc 08/02/2021</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. Business Manager will speak to colleagues in our wider team in wc 08/02/2021, including our Kitchen Staff (Chartwells), Cleaning Contractors (Beaver) and Sports Coaches (Premier, Priority, Simply Street Dance, Yeo Forest Schools).</p>	Possible	Low

2.2 STORAGE AND DISTRIBUTION OF TESTS						
Storage of test kits	Deterioration of the tests due to storage at wrong temperature. Loss, damage or theft of testing materials.	All members of school community	Low (unlikely)	A secure area has been allocated for the storage of testing kits prior to distribution. (between approx. 2 degrees C-30 degrees C). Kits will be stored in the locked SBM office.	Unlikely	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	Low (unlikely)	The tests will be distributed from the Library area outside of the SBM office where social distancing can be maintained.	Unlikely	Low
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	Low (unlikely)	Those involved in the administration of the programme have attended DFE webinars (18/01/21 & 19/01/21). Head attended the 18/01/2021 and BM attended the 19/01/2021. All staff involved in administration of home testing have read How to Guide: Rapid testing of the primary and nursery workforce. This has been circulated to all staff via email w/c 08/02/2021.	Possible	Low

				We have identified 'COVID-19 Coordinator' and 'Registration Assistant' (could be the same person). BM will act in the first instance as the two above roles. In their absence Office Administrator and Head will cover this responsibility.		
2.4 TEST ADMINISTRATION						
Data Protection	Unauthorised sharing of personal data for test participants	All members of school community	Low (unlikely)	<p>All staff have been given the Privacy Notice provided by the DFE. This has been circulated to all staff by email 12/02/2021.</p> <p>Staff administering the process understand their responsibilities with respect to the confidentiality of personal data. The spreadsheet will be password protected and saved onto the administration drive which has restricted access.</p>	Possible	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	Low (unlikely)	<p>All documents received with test kits eg: delivery notes etc to will be retained. These will be retained in the School office alongside. Scanned versions will be added to the Admin Drive, alongside the test log spreadsheets.</p> <p>Test Kit Log (see portal for template) to be maintained according to instructions set out in 'How to Guide' (see above). All of these have been downloaded and set up ready for testing to commence.</p> <p>Test Kit Log to include: name of school/nursery; name of person issuing test; date of issue; lot number of test;</p>	Unlikely	Low

				<p>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>		
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	Low (unlikely)	<p>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. A link to the video has been circulated to all staff via the email 12/02/2021.</p> <p>We will provide a replacement test kit and report to DFE if there are multiple issues.</p>	Possible	Low
Self-swabbing	Injury during the self-swabbing process	All members of school community	Low (unlikely)	<p>Test kit provided by the NHS conform to MHRA standards and has been approved for use at home.</p> <p>Staff have been advised to read the accompanying instructions and watch: Step by step guide to COVID-19 self-testing - YouTube This has been circulated to all staff via the email 12/02/2021.</p>	Possible	Low
Access arrange – ments	Staff are unable to access instructions (eg: translation required or alternative format)	Individual staff	Low (unlikely)	<p>All of the team have been given access to the instructions. Head and BM are accessible for questions as and when they occur.</p> <p>There are no language barriers amongst the team.</p>	Low (unlikely)	Low

	required).					
	Staff are unable to self-administer the tests	Individual staff	Low (unlikely)	The team are aware that if they are unable to administer the test in their nostrils, they can swab their throat on both sides. If they are unable to swab their throat, then a swab in each nostril is considered acceptable	Low (unlikely)	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	Low (unlikely)	Test kit provided by the NHS conform to MHRA standards and has been approved for use at home.	Low (unlikely)	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	Low (unlikely)	<p>Staff have been provided with instructions re: reporting test results.</p> <p>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.</p> <p>Following the guidance, we will act on a positive LFT result and depending on the circumstances (whether the colleague had been in school in the proceeding 48 hours) will act to close down a bubble. If the PCR test result returns negative, then the bubble will be informed that it can reopen.</p> <p>Staff that receive a positive result will be advised to immediately self-isolate in line with government guidance and to arrange to undergo a PCR test</p>	Possible	Low

Management of results	School	All members of school community	Low (unlikely)	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 (unlikely)	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	Low (unlikely)	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 (unlikely)	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)?

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.
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.