

Risk Assessment – Asymptomatic Home Testing in Schools & Nurseries (Staff)	Date of Assessment: 8th March 2021
Name of School: Kirk Ella St Andrews Primary School	Name of Assessor: J Church/L Hodgson/ERYC
Who might be affected: Staff – Supply Staff – Regular Volunteers	
<p>The purpose of Lateral Flow Device Testing is to support in identifying asymptomatic cases to reduce the transmission of COVID-19 amongst the school, and wider, community. Schools therefore continue to play an important, and ever evolving, role in saving lives.</p> <p>Lateral Flow Device Testing will be provided to all staff on a twice-weekly basis. Participation is voluntary, though is strongly encouraged. Details of the testing, including 'how to guides,' training videos and templates can be found at the following link:</p> <p style="text-align: center;">https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54</p> <p style="text-align: center;">It remains the case that any individual who meets any of the following criteria must stay at home and self-isolate in line with national requirements:</p> <ul style="list-style-type: none"> • They, someone they live, or member of their support bubble have symptoms, of COVID-19 • They, someone they live with, or a member of their support bubble, has tested positive for COVID-19 • They have been instructed by NHS Track and Trace or the Local Public Health Team, to self-isolate • They are awaiting COVID-19 test results • On return from abroad, where applicable <p style="text-align: center;">If you have symptoms, you must not attend school and must arrange a PCR Test. Lateral Flow Device Testing is not appropriate in this circumstance.</p> <p>If an individual is found to be positive through a Lateral Flow Device Test, or they have symptoms, they must self-isolate and arrange to have a PCR test.</p> <p>As a reminder, the three main symptoms of COVID-19 are as follows: A new, persistent cough - A high temperature (fever) and/or a loss of sense of taste or smell</p> <p>Asymptomatic Testing does not replace the prevention system of controls which schools have worked hard to implement. We must continue with all prevention measures. This safe system of work must therefore be considered alongside the COVID Prevention Model Safe System of Work and adapted to suit your own school arrangements.</p> <p>You must also refer to the ERYC Coronavirus (COVID-19) Reporting Protocols for Schools which includes advice and instruction on reporting confirmed and suspected cases. These must continue to be followed. Further testing support is available through the Department for Education Coronavirus Helpline on: 0800 046 8687.</p>	

Potential Hazard	Control Measures to be Implemented to Reduce the Risk to As Low as is Reasonably Practicable
Staff Anxiety	<ul style="list-style-type: none"> • Remind staff that whilst strongly encouraged, participation is voluntary. Should they not wish to proceed they may still attend school unless in the event that they meet one of the following self-isolation criteria (detailed on page 1.) • Ensure that staff are provided with information, instruction and training to help them feel more assured of the benefits of asymptomatic training, and instructions on how to complete to improve confidence. • Guidance and supportive materials can be found at the following link for staff to access as regularly as they wish to refresh their knowledge and skills: https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54 • Ensure that staff raise any concerns with the headteacher or COVID Coordinator in the first instance, rather than relying on second hand information, or media reports. The DfE Coronavirus Helpline may be accessed for additional support if required. • Ensure that all data is handled sensitively and in line with data protection guidelines to prevent accidental release of personal results or information. • Reassure staff that the LFD tests are approved by the MHRA and have good accuracy rates in detecting asymptomatic cases who would otherwise not be identified, thus break the chain of transmission. • Instructional guides will be included in the home testing kits for personal reference. • Reassure staff that ongoing monitoring of the testing regime will be conducted by DfE, in conjunction with the DHSC, and lessons learned will be reflected in any updated guidance to ensure concerns or incidents are acted upon. • Ensure that colleagues are aware of the need to report issues immediately. Issues that should be reported include void results, unclear results, damaged or leaking tubes, allergic reactions, swab breaking in the mouth, etc.) Only if issues are reported can further preventative measures be put in place to improve safety and reduce anxieties. • Continue to promote services such as the Employee Assistance Programme, which staff can access for free and confidential wellbeing support services, 24/7.

<p>Contact between staff when collecting testing kits</p>	<ul style="list-style-type: none"> • Staff <u>must not</u> attend the site if they are symptomatic or are in self-isolation in line with government guidelines • Ensure checks of test kits are completed prior to collection to avoid excess handling. • Ensure each box (which contains 7 test kits) is provided with a copy of updated instructions to staff. These have been provided separately and should replace the instructions contained within the test kit box. • Ensure test kits are securely stored to prevent unauthorised access, other than at designated collection times. • The collection point must not be outdoors due to the temperature at which it is required to be stored (between 2°C and 30°C) Therefore the indoor space must allow enough space for social distancing measures to be maintained at collection. The room should be ventilated and should be included on the enhanced cleaning regime. • Arrange for allocated collection times by staff to avoid contact across bubbles or staff. • The member of staff coordinating the collection of test kits must wear a face covering and maintain 2 metres from the individual collecting the test kit. • The individual collecting the test kit must also wear a face covering and maintain 2 metres distance from others at all times. • Hands must be cleaned upon entry to the collection point, and after handling any shared resources (pens, test kit, etc.) • Ensure the test kit log is kept up to date with details as per the 'How To' Guide by the nominated Registration Assistant.
<p>Poor infection control procedures</p>	<ul style="list-style-type: none"> • Ensure that the area to be used for self-test is a flat surface has been cleared, cleaned and dried. Normal household detergent is an appropriate cleaning solution. • Clean hands for 20 seconds using either soap and water or hand sanitiser. Dry hands on a clean cloth or paper roll. Do this throughout the testing process, in line with the instructional guides. • Complete the swabbing process in line with the updated instructional guides provided separately with the test kit, and the video guides available. The video guides are readily accessible so view them as many times as you wish to maintain and refresh your skills.

<p>Exposure to Extraction Solution</p>	<ul style="list-style-type: none"> • Extraction solution which comes with the test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride). • These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated if correct usage instructions are followed. • Contact with hands is not expected, though thorough hand hygiene must be followed in line with the testing kit instructions. • In the event of spillage, ensure it is dealt with using paper towel, cleaned with normal household detergent and dried before further use of the surface.
<p>Adverse Incident (such as leaking or damaged tube, something missing in the kit, swab breaking in the mouth, bleeding, allergic reaction)</p>	<ul style="list-style-type: none"> • Ensure that any adverse incidents are reported in line with school arrangements (ie. COVID-19 Testing Coordinator or Registration Assistant.) • Ensure that all instructional guides and instructions are followed vigilantly. • In the unlikely event of a clinical issue such as bleeding, a swab breaking in the mouth, or allergic reaction a 'yellow card' must be raised by the individual. This should first be notified to the school. If urgent medical assistance is required contact NHS 111 or, in an emergency situation, call 999.
<p>Void Result Obtained</p>	<ul style="list-style-type: none"> • Don't eat or drink for 30 mins before taking the test. If you have eaten or drank within this period, wait 30 minutes before taking the test. • If you have had a nosebleed in last 24 hours, swab other nostril or wait 24 hours. • If you have nose piercings, use the nostril without the piercing. If you have two nasal piercings, remove one from the nostril you will swab. • Blow your nose prior to taking the test. Then clean hands. • If more than one person is being tested, ensure separate test kits are used. • Use the items in the test kit only once. Do not re-use. • Ensure the swab does not touch teeth, tongue or gums • Do not touch the fabric side of the swab, or allow it to make contact with your face • Ensure test is completed within 30 minutes of opening • Follow all steps in instructional videos – ensure the mixture has been thoroughly mixed and that 2 drops of fluid have been added to the specimen well on the test strip (marked 's') not air bubbles. • Ensure the test strip is left on a flat surface • Ensure you wait at least 30 minutes before reading the result

	<ul style="list-style-type: none"> • Ensure the test kit is used at the appropriate room temperature (between 15°C and 30°C.) If it has been stored below 2°C, leave it at room temperature for 30 minutes before doing the test. • If a single line next to 'T' is displayed, this is an invalid result. The test must be repeated, closely following the instructional videos. Consider refreshing yourself with the video to ensure all steps have been followed. • If <u>two</u> void results are returned, the individual and their household must self-isolate and arrange for a confirmatory PCR Test
<p>Damaged barcode, failed scan of barcode, lost lateral flow test</p>	<ul style="list-style-type: none"> • Check the test kit prior to commencing the test to ensure all items have been included. • Ensure the barcode on the test strip is clear and legible so it can be correctly input when registering your result. Take your time to ensure it is correctly input. • Notify the school of any issues with the test kit
<p>Incorrect result communication/result not communicated in a timely manner</p>	<ul style="list-style-type: none"> • The individual completing the self-test must wait the full 30 minutes before confirming the result of the test. • Results of the test (positive, negative and void) must be communicated as soon as possible after completing the test in line with school procedures. • Void results must also be communicated for monitoring purposes. • The result of the successful test (after a void result) must be communicated as soon as possible • Ensure the barcode on the test strip corresponds with the test result you are reporting. • NOTE: If a Positive test result is displayed you must arrange for a PCR test. You and your household must SELF-ISOLATE in line with national requirements.
<p>Handling of waste</p>	<ul style="list-style-type: none"> • All waste associated with the test should be placed in the waste bag provided with the testing kit. • Place the waste bag and contents in your normal household waste. • Ensure you clean your hands after disposing.

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.	School Testing Programme Manager/ Coordinator		
2	Communication to all relevant staff, as necessary	School Testing Programme Manager/ Coordinator		