



Risk Assessment for LFD Testing (Primary and Maintained Nursery Schools) – Coronavirus (Covid-19) Pandemic V1

Activity:	Lateral Flow Device Testing in Primary and Maintained Nursery Schools during Coronavirus (Covid-19) Pandemic			Location(s):	Calthwaite CE Primary School
Assessor:	J. Harvey	Ref No.:	1	Distribution:	Al staff
Date:	21/1/2021	Proposed Review Date:	29/1/21	Signed:	J. Harvey
Individuals at Risk	All those working in schools on a regular basis including the people they live with and their other close contacts, in particular, vulnerable children (as classified by DfE or LA guidance or school), vulnerable adults, anyone who is Black, Asian, Minority Ethnic (BAME), young/ inexperienced workers, new/ expectant mothers, anyone experiencing ill-health or who has pre-existing medical conditions, and first aiders/nurses/intimate care providers.				
Risks	COVID-19 or the novel coronavirus (Covid-19) is a highly infectious and serious respiratory illness that can cause death, critical illness, and other serious and potentially long-term health complications we are still learning about. The virus can be transmitted by contact with a bodily fluid containing it, most commonly saliva droplets dispersed into the air (aerosols) through talking, coughing, sneezing, and the performance of some healthcare tasks, which are then breathed in by other people nearby or the droplets land on surfaces that others touch, getting into their body when they then touch their face, especially their own mouth, nose and eyes. This may lead to anxiety and other wellbeing issues amongst staff, pupils and parents. Risk of transmission to others who are close contacts of those who decline the rapid lateral flow device self-testing.				
<p>In order to reduce the risk of the spread of Covid-19, those who work regularly in primary and maintained nursery schools (including contracted staff) are being asked to carry out twice weekly LFD testing at home. The testing should take place 3-4 days apart with the specific regime to be agreed by the school in consultation with the individual staff members concerned. Those who work part-time or on a rota basis may test less frequently. If they test negative, they can continue to attend school without having to self-isolate. If an individual is a close contact of someone in their household or social bubble who tests positive, they should stay at home and self-isolate for 10 days in line with Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>This Risk Assessment must be read in conjunction with the school's existing Covid-19 Risk Assessment(s), the GOV.UK guidance on Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools, DHSC Terms and conditions for Covid-19 testing (Primary/Nursery Schools) and the NHS Test and Trace 'How to' guide - Rapid testing of primary and nursery workforce. The control measures outlined below will be required for the testing programme to operate successfully. The test programme does not replace the HANDS-FACE-SPACE message which <u>must</u> continue to be maintained at all times in school wherever possible.</p> <p>The home testing programme of staff employed by the school and those who regularly work in school is recommended and supported, but not mandated. Participation in the programme is, however, strongly advised and encouraged. Testing is important because staff could be carrying the virus and may spread it to others. Testing all staff and others who regularly work in the school without symptoms will support schools and nurseries to continue to operate. In line with routine infection control practice, individuals who decide not undertake the regular testing will be required to self-isolate should they, in the previous 48 hours, be a close contact with someone in school who subsequently tests positive for Covid-19 in line with Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. Those who do not wish to participate in the programme can continue to come to work as long as they do not show any Covid-19 symptoms.</p> <p>The programme will commence week beginning 25 January 2021 until further notice.</p> <p>Staff who have tested positive for Covid-19 in the previous 90 days will not be tested using the lateral flow device (LFD). This is because although not infectious, they could still be carrying residual Covid-19 virus. If, however, an individual who previously tested positive in the previous 90 days develops new symptoms, they must self-isolate and arrange to have a PCR test.</p> <p>For support on testing, call DfE Coronavirus Helpline on 0800 046 8687 (Mon-Fri 8am-6pm; Sat-Sun 10am-6pm).</p>					

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
Ongoing Covid-19 infection in school because of lack of regular testing	High	<ul style="list-style-type: none"> <input type="checkbox"/> Test kits will be delivered to schools with sufficient numbers for the first 3-4 weeks. Further information will be provided to schools in due course on where to procure new stocks of test kits. <input type="checkbox"/> School staff (including catering and cleaning staff) who regularly work in school will be issued initially with a pack of 7 test kits each to enable them to take a test at home prior to attending school for work. These test kits are for personal use only and not to be used by others in the household/social bubble or friends. <input type="checkbox"/> Tests will be taken as advised by the school depending on the rota of days you are required to work in school. <input type="checkbox"/> If staff do not wish to undertake the test on a regular basis or at all, they can continue to come to work as long as they are Covid-19 symptom free. <input type="checkbox"/> If, however, staff who do not wish to participate in the programme come into close contact (in the previous 48 hours) with an individual who has tested positive, they must self-isolate in accordance with national guidance until 10 days after contact with the person who tested positive or displayed symptoms. <input type="checkbox"/> If at any point the staff member tests positive on the lateral flow device they will need to register their result with the national test and trace online system, inform the school, self-isolate and take a further PCR test. If the PCR test is positive, they will need to self-isolate for 10 days from the date they took the LFD test. Others in their household or social bubble must also self-isolate for 10 consecutive days from the date the LFD test was administered. No further LFD testing is required during the 10 day isolation period following a positive PCR test. <input type="checkbox"/> Pupils and other staff who have been in close contact with the individual with the positive LFD result in the previous 48 hours will be required to self-isolate for 10 days from the day following the positive LFD result. This may result in the closure of a bubble or group. Other household members of close contacts will not be required to self-isolate. <input type="checkbox"/> If the follow-up PCR test is negative, the member of staff may return to work along with those in their household or social bubble and any affected close contacts may return to school. 	<p>Refer to NHS 'How to Guide' for primary and nursery schools taking part in the lateral flow device testing programme from 25/01/21.</p> <p>Schools may wish to inform their external contractors of the programme</p> <p>Staff to take the test the night before they are due in school for work if this assists with planning and cover should the result be positive or double void.</p> <p>A timetable has been drawn up which clearly shows the system for when to administer the test twice weekly.</p> <p>Staff meeting to explain the different scenarios from a result and what to do. Watch the video on how to take the test: https://youtu.be/8lo6g-TYZ-c</p> <p>Bubble would close immediately. If result of PCR was negative, bubble could re-open.</p> <p>NHS Poster displayed in school to encourage take up of LFD self-testing</p>	Med
Contact with individuals who are unwell	High	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms (a new continuous cough, a temperature in excess of 37.8°C or a loss of, or change in their normal sense of taste or smell (anosmia)) or have tested positive in the last 10 days, and ensure anyone developing those symptoms during the school day is sent home (Stay at home guidance for households with possible Covid-19 infection). <input type="checkbox"/> If anyone in the school becomes unwell with coronavirus symptoms, they must be sent home and advised to follow the above Stay at home guidance, which sets out that they must self-isolate for at least 10 days and should arrange to have a test or call 119. Other members of their household (including any siblings) should self-isolate for 10 days from the day after contact with the individual who tested positive. <input type="checkbox"/> If someone in a child or staff member's support bubble is showing coronavirus symptoms, or otherwise self-isolating, everyone in that support bubble should stay home. If the child/staff member or a member of their support bubble is contacted as part of the NHS Test and Trace programme, the individual contacted should stay at home. If the individual becomes symptomatic, everyone in the support bubble should then isolate. <input type="checkbox"/> If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult 	<p>Ensure all staff and parents are made aware.</p> <p>Public Health England has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (Covid-19).</p> <p>Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p>	Med

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		<p>supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2m away from other people.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before use by anyone else. <input type="checkbox"/> If a child needs direct personal care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child is necessary, then disposable gloves and a disposable apron will also be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn. Refer to safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE). <input type="checkbox"/> In an emergency, call 999 if someone is seriously ill, injured or their life is at risk. <input type="checkbox"/> Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace. <input type="checkbox"/> Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. Refer to COVID-19: cleaning of non-healthcare settings outside the home. <input type="checkbox"/> If a child starts displaying coronavirus symptoms while at their school they must, wherever possible, be collected by a member of their family or household. In exceptional circumstances, where this is not possible, and the setting needs to take responsibility for transporting them home we will do one of the following: <ul style="list-style-type: none"> - use a vehicle with a bulkhead or partition; - the driver and passenger should maintain a distance of 2m from each other; - the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so. 	<p>A small supply of fluid-resistant (IIR) surgical face masks should be purchased</p> <p>Anyone with coronavirus (Covid-19) symptoms should not otherwise visit the GP, pharmacy, urgent care centre or a hospital.</p>	
Transmission of COVID-19 due to inappropriate management, poor layout and condition of premises e.g. test collection point.	High	<p>School Management of Testing Programme</p> <p>Throughout the testing programme, the school is responsible for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Appropriate oversight and governance of testing at the school. <input type="checkbox"/> Regular communication with staff, others regularly working in the school and other stakeholders. <input type="checkbox"/> Managing test stock and reordering. <input type="checkbox"/> Setting up and maintaining test kit register. <input type="checkbox"/> Incident reporting and response including lessons learnt. <input type="checkbox"/> Alignment with local Public Health response to Covid-19. 	All staff twice weekly.	Med

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		<p>In addition:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Test kits will be collected from school. Initially, each member of staff or other adult working regularly in school will be provided with a pack of 7 test kits. <input type="checkbox"/> Each school will appoint a Covid Coordinator and Registration Assistant (can be one and the same person). <p>Covid Coordinator (CC) role</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communicate with stakeholders – school employed staff; (catering/cleaning) <input type="checkbox"/> Ensure staff are using the correct instructions – these will be provided separately to staff and are different to the instructions included in the test kits. <input type="checkbox"/> Reporting any incidents and ensuring that an appropriate risk assessment is in place. <input type="checkbox"/> Storing and reporting any required data to the NHS/DfE. <p>Registration Assistant (RA) role</p> <ul style="list-style-type: none"> <input type="checkbox"/> The RA must wear a face covering when giving out the test kits and ensure social distancing of 2m is maintained at all times. <input type="checkbox"/> Distributing the correct number of test kits to staff and others regularly working in the school or setting and managing the schedule for the distribution of the next sets of kits. <input type="checkbox"/> Inputting test results from staff into the school’s own register. <input type="checkbox"/> Sending reminders to staff and others participating in the programme to communicate their results online and to the school regard less of whether the test is positive or negative. <input type="checkbox"/> Responding to staff queries. <input type="checkbox"/> Where necessary or relevant, working with the CC to manage the stock of test kits. <input type="checkbox"/> Reordering test kits when required. <p>Managing the Test Kit Distribution</p> <ul style="list-style-type: none"> <input type="checkbox"/> The test kit collection point must: <ul style="list-style-type: none"> <input type="checkbox"/> be able to be secured to prevent unauthorised access to the test kits e.g. office or staff room; <input type="checkbox"/> not be outside – the test kits need to be stored in temperatures between 2 and 30°C, kept dry and stored out of direct sunlight; <input type="checkbox"/> allow sufficient space for social distancing. <input type="checkbox"/> Staff collecting their test kits must wear a face covering and maintain the 2m social distancing from others in line with national guidance. <input type="checkbox"/> Test kits (initial pack of 7 no.) will be provided to all those participating in the programme. <input type="checkbox"/> Participants must be provided with the correct instructions for use - ‘Your step-by-step guide for COVID-19 self-testing’ (v1.3.2). <input type="checkbox"/> Once the test kit pack has been provided to the participant, the RA must record who has taken the test kit using the lot number on the back of the packs. <input type="checkbox"/> The following must be recorded: <ul style="list-style-type: none"> <input type="checkbox"/> Name of school; <input type="checkbox"/> Date test kit received by the school; <input type="checkbox"/> Name of person issuing the test kit pack; 	<p>Covid coordinator (J. Harvey)</p> <ul style="list-style-type: none"> • Staff training and disseminating information • Maintaining risk assessments • Storage in cupboard in locked area • Reporting data • Admin for communication system to relay results <p>Registration Assistant (D. Medling)</p> <ul style="list-style-type: none"> • Input data on register • Re-order more kits <p>Where necessary, schools may need to allocate time slots for staff to collect their kits to ensure social distancing</p>	

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		<input type="checkbox"/> Name of person issued with the test kit pack; <input type="checkbox"/> Date of issue; <input type="checkbox"/> Lot number of test kit pack – on the back of each pack; <input type="checkbox"/> Expiry date of test kit pack <input type="checkbox"/> Whether the test participant was issued with current instructions <input type="checkbox"/> Any issues arising from this process		
Transmission of Covid-19 through failure to communicate systems and procedures	High	<p>Communication with staff and others</p> <p>School staff and others regularly working in the school will be informed of the following:</p> <input type="checkbox"/> What rapid testing is and where to access the ‘How to’ guide and the video on home testing. <input type="checkbox"/> Participation in the Lateral Flow Device testing programme is voluntary, but they are strongly encouraged to engage. <input type="checkbox"/> Participants will be provided with a copy of the Asymptomatic LFD testing in primary schools and nurseries FAQs . <input type="checkbox"/> The test kits are for their sole use and not for use by other members of their family, friends or others in their household or their social bubble. <input type="checkbox"/> Participants in the programme should read the LFD testing programme privacy notice to understand what will happen with their data. <input type="checkbox"/> Test kit instructions will be provided. Participants must follow the provided instructions rather than the instructions provided as part of the test kit. <input type="checkbox"/> Once participants have read the privacy notice, if they choose to participate they are committing to self-administer the test and provide their result both on line and to the school. <input type="checkbox"/> The importance of using the correct instructions and that it is a requirement for them to report their test result both online or by phone to the NHS Test and Trace system and to the school as soon as possible. <input type="checkbox"/> If staff have an incident while testing at home and this could range from an allergic reaction to damaged test kits they will be advised how to report the incident. <input type="checkbox"/> Individuals who decline to participate in the testing programme must follow the usual national guidelines on self-isolation and arrange to have a test or call 119 if they show symptoms of Covid-19.	<p>Refer to the NHS 'How to' guide (page 12) ‘Participation and Data Protection’ to discuss any concerns they may have about testing at home.</p> <p>Refer to the template privacy notice</p> <p>Instructions V1.3.2 must be used - these will be delivered to the school with the kits.</p>	Med
Transmission of Covid-19 through improper use of testing kits	High	<p>The Testing Process</p> <p>In order for the testing programme to work successfully, participants are required to:</p> <input type="checkbox"/> opt in to the programme by reading the privacy notice and registering their collection of the test kit with the school; <input type="checkbox"/> collect the test kit from the school collection point, sign to say they have received the updated instructions for use (v1.3.2) and take the test kits home; <input type="checkbox"/> store and use the test kit at room temperature (15-30°C), out of direct sunlight; <input type="checkbox"/> undertake the test following the instructions for use either in the morning before attending work or the evening before you are to attend work as directed by the school; <input type="checkbox"/> not eat or drink during the 30 minutes before undertaking the test; <input type="checkbox"/> start the test within 30 minutes of opening the test kit and removing the swab. Test kits can only be used once – do not reuse;	<p>-Opt-out ad privacy notice shared with staff -Tests stored-cupboard (locked room)</p>	Med

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		<ul style="list-style-type: none"> <input type="checkbox"/> blow their nose before swabbing the nasal passage; if for some reason they cannot undertake the nasal swab, both tonsils can be swabbed as an alternative to the nasal swab (e.g. if the test participant has nose piercings and the result will be the same. Similarly, both nasal passages can be swabbed if tonsils cannot. <input type="checkbox"/> After taking the test, wait 30 minutes and check the result – note: the test is deemed unreliable if the results are read before or after 30 minutes have elapsed (participants are advised to set a timer): <ul style="list-style-type: none"> - Positive result (lines at both the top and bottom of the device (C&T)) – self-isolate immediately and arrange to have a Polymerase Chain Reaction (PCR) test following the current Public Health Guidance. Participant and anyone in their household or support bubble must self-isolate; - Negative result (line at the top of the device (C)) - no need to self-isolate, participant can go to work but must continue to follow national guidelines to reduce transmission – HANDS, FACE, SPACE; - Void result (no lines or line at the bottom of the device (T)) – Take another LFD test. If 2 void test results are recorded in a row do not attend school and book a PCR test online or call 119. <input type="checkbox"/> Report result to NHS Test and Trace (even if the result is negative or void); <input type="checkbox"/> Report the result to the school either in person if the result is negative and you are attending work or via phone if it is positive or void; <input type="checkbox"/> Safely dispose of the testing kit in the bag provided and place in the normal household waste. <input type="checkbox"/> Take further tests every 3-4 days or as determined by their manager. Those who are working in school on a part-time or rota basis may find that one test per week will suffice e.g. if you are working Monday – Wednesday, you will only need to take the test on the Monday morning/Sunday evening each week prior to work. <input type="checkbox"/> The test can be undertaken by those who have had the Covid-19 vaccine as currently there is no reliable evidence that such individuals cannot continue to spread the virus. <input type="checkbox"/> The test can be taken by those who are pregnant since the test has been deemed safe for pregnant women. <input type="checkbox"/> See Note on page 1 which relates to those who have had a positive PCR test in the previous 90 days. 	<p>-report to the website www.gov.uk/report-covid19-result</p> <p>-inform school via Whatsapp message forum</p>	
Lack of reporting of test result to national track and trace or to school resulting in transmission COVID-19 by asymptomatic individuals	High	<p>Reporting/recording the test results</p> <p>Participants:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Test participants are required to report the results of their test both online and to the school every time they take a test, even if the result was negative or void/invalid. <input type="checkbox"/> Participants will be asked to record: Country; Test date; Test kit ID (QR code or number beneath); Date of birth; Gender; Ethnicity; Address; Contact details and Test result. <input type="checkbox"/> Schools are not able to view the results that their staff have uploaded to the online service. <p>School register:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Log both negative and positive test results against individual members of staff names – this will help with forward planning and determine whether those who have tested positive have had any close contacts in school in the previous 48 hours which would result in a bubble or group closure. It 	<p>Report results to https://www.gov.uk/report-covid19-result or report by telephone on 0300 303 2713</p> <p>-report to the website www.gov.uk/report-covid19-result</p> <p>-inform school via Whatsapp message forum</p>	Med

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		<p>is not necessary to wait until a positive PCR test is received to make a decision to close a bubble or group.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify, record and report incidents <input type="checkbox"/> Manage stock and distribution of kits to staff based on how many its staff have used (staff may use more if test results are void or invalid or less if they are part time or working on a rota basis). <input type="checkbox"/> Log signatures to record that staff have picked up their test kit and the correct instructions for use. 		
Lack of incident reporting and follow-up resulting in unreported damaged items or void results	High	<p>Incident Reporting – Participant (in all cases, inform the school of the incident)</p> <p>Clinical issues:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If there is a clinical incident which led to or has potential for harm, participants are advised to report it on https://coronavirus-yellowcard.mhra.gov.uk - in the box which asks what you wish to report, record 'Lateral Flow Antigen Test' and follow the recording process. Examples of clinical incidents include swab breaking in the mouth, bleeding, allergic reaction on using the kit etc. <p>The above is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</p> <p>Non-clinical issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> For incidents occurring at home setting, participants are advised to report any issues to 119 in England. Examples of non-clinical incidents include something damaged or missing or difficult to use in the kit, unable to log result etc. <p>Incident Reporting – School</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the case of an issue or incident, it is most likely that this will be experienced by an individual at home. However, should there be repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc. these will be recorded by the school on the Test Result register and reported to the DfE Helpline who will escalate to the DHSC for investigation. We will record the time, date and details reported. <input type="checkbox"/> DHSC/MHRA may require school to provide more information if further investigation is required. 	DfE Coronavirus Helpline: 0800 046 8687	Med

Further Action Required	Date Action Completed	Date RA Reviewed	Significant Changes Y/N	Shared with Staff Date or N/A
This risk assessment must be read and followed in conjunction with other applicable risk assessments.				