
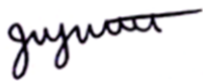


RISK ASSESSMENT FOR: <h2 style="text-align: center;">Lateral Flow Device testing of Primary staff (home testing)</h2> <p style="text-align: center;">(See school COVID risk assessment for all normal school wide controls)</p>		
Establishment: <p style="text-align: center;">St Vincent de Paul Catholic Primary School - 140</p>	Assessment by: <p>Sally Lorimer Based upon HCC model: HCC Primary Lateral Flow Devices RA Jan 21</p>	Previous updates on: 24 th January 2021 25 th January 2021 2 nd February 2021
Risk assessment number/ref: RA-004.4	Manager Approval: Jon White 	This update: 2 nd February 2021 (Require reporting of test regardless of result)

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Ineffective testing / failure to follow instructions for test and interpretation of test	Staff, Students / wider contacts Spread of COVID 19	Key DfE documentation provided on primary school sharing platform to be shared with staff: How to self-test video, visual guide on how to test and step by step guide for COVID-19 testing;	Full instructions and links to relevant DfE and HCC sites for further information and guidance emailed to all staff via school emails.	JW/SL	22/01/2021	Done
		All staff to read before starting any testing. Staff are able to contact school for further advice;	Staff instructed to contact JW or SL if require further advice	JW/SL	22/01/2021	Done
		School have nominated a COVID Co-ordinator and Registration Assistant	Coordinator – SL Registration Assistant SA / LL	SL	22/01/2021	Done
			v1.3.2 will be provided at time of kit distributed. All staff must	SL	22/01/2021	Done

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Copy of new instructions 'Your step by step guide for COVID-19 self-testing' (v1.3.2) will be provided at time kits are distributed to staff;</p> <p>Staff to feedback any concerns over use.</p> <p>All kits are single use and disposed of after use. In event of a void test do not re-use anything from the first kit.</p>	<p>sign for kit and instructions leaflet (as well as paper copy of Privacy Notice.)</p> <p>Staff instructed to contact either Jon White or Sally Lorimer</p> <p>Full instructions given to all staff prior to distribution</p>	<p>JW/SL</p> <p>JW/SL</p>	<p>22/01/2021</p> <p>22/01/2021</p>	<p>Done</p> <p>Done</p>
<p>Inappropriate test use</p> <p>Symptomatic staff decide use the LFT instead of getting a PCR</p> <p>Testing of other household members</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff to be clear that these are only for their individual use.</p> <p>If staff are symptomatic (high temperature, new continuous cough, loss of or change in normal sense of taste/ smell) they should follow government guidelines, self-isolate and obtain a PCR test.</p> <p>As in the wider school risk assessment no attendance on site if symptomatic.</p>	<p>Full instructions given to all staff prior to distribution</p> <p>Staff aware of procedure prior to self-testing.</p> <p>Staff are given option to take first test on site so that they can be supported</p> <p>Recorded on school's risk assessment and communicated to all staff regularly.</p>	JW/SL	22/01/2021	Done
Staff coming into school to obtain test kits	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>See school wide COVID risk assessment measures, maintain 2m social distancing and all expected controls.</p> <p>School appointed 'Registration assistant' distributes kits to staff ensuring social distancing maintained and face coverings are worn.</p> <p>Schedule for collection in place to ensure social distancing.</p>	<p>Distribution will take place in the main hall with appropriate ventilation, face coverings and social distancing adhered to.</p>	SL	25/01/2021	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		Staff sign for kits school to record lot number against name-template log provided by DfE.	School will be using the DfE template	SL	25/01/2021	
Poor uptake amongst staff	Staff, Students / wider contacts Spread of COVID 19	Not mandated that staff participate, but will be encouraged. Numbers of staff who do not use the device should be documented and recorded. All existing COVID secure controls within school are adhered to regardless of test results / uptake.	Full instructions and rational for national testing in Primary Schools communicated strongly to all staff. Recorded on DfE template. All Covid secure controls continuously adhered to by all staff at all times and communicated in full instructions distributed to all staff.	JW/SL SL JW/SL	22/01/2021 25/01/2021 21/01/2021	Done Done Done
Negative test results reducing adherence to other expected covid secure controls	Staff, Students / pupils / wider contacts Spread of COVID 19	School wide controls (see overarching school COVID risk assessment) and expectations re-iterated to staff. No relaxation on social distancing, hand hygiene etc. Continued adherence to these local controls are monitored by SLT.	School Covid risk assessment updated to reflect LFT kits in use from 25/01/2021. Continual adherence controls monitored by all SLT members	JW SLT	24/01/2021 25/01/2021	Done Ongoing
Non reporting of positive / void results	Staff, Students / wider contacts	Staff to be clear that they must report online after each test result regardless of result.	Full instructions given to all staff prior to distribution. All staff required to fill in online school record which also reminds staff members to also report to DfE online system.	JW/SL	21/01/21	Done

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	Spread of COVID 19	<p>Staff also to report the results themselves direct to the school.</p> <p>Positive tests reported immediately (All positive results must be logged within 24 hours)</p> <p>School to maintain their own register in order close contacts can be identified following a positive case.</p>	<p>All staff must complete school's online records and follow up for any mis-reporting.</p> <p>All staff instructed to report POSITIVE results to JW immediately.</p> <p>SL to maintain register</p>	<p>JW/SL</p> <p>JW</p> <p>SL</p>	<p>25/01/21</p> <p>22/01/21</p>	<p>Ongoing</p> <p>Done</p> <p>Done</p>
School occupants coming into contact with asymptomatic staff	<p>Staff, Students /wider contacts</p> <p>Spread of COVID 19</p>	<p>Adequate number of kits provided and distributed to staff.</p> <p>Staff take test 2x per week 3-4 days apart School will determine days and timing protocols</p> <p>In the event of a positive LFT test PCR test to be booked and staff, their household / support bubble must self-isolate until the results of that PCR are received. School will RA impacts upon class bubble.</p> <p>In the event of 2 void test results on same day PCR test to be booked. Treat as positive until PCR result is available.</p>	<p>Initial delivery of 3 x 52 kit boxes. Supplies sufficient until after Feb half term.</p> <p>Staff instructed to take tests on Sunday and Wednesday evenings, except for initial test which will take place on first day of distribution (planned for Monday 25th Jan)</p> <p>Staff instructions clearly state the procedure to follow and requirement to book PCR test.</p> <p>Staff instructions clearly state the procedure to follow and requirement to book PCR test.</p>	<p>SL</p> <p>SL</p> <p>SL</p> <p>JW/SL</p>	<p>25/01/2021</p> <p>25/01/2021</p> <p>21/01/2021</p> <p>21/01/2021</p>	<p></p> <p>Done</p> <p>Done</p> <p>Done</p>
Inappropriate waste disposal	Staff, Students / pupils / wider contacts	<p>Plastic bag supplied with each kit for waste. Staff clear this can then be disposed of in their normal domestic waste stream (even if positive)</p> <p><i>Pour any residual buffer solution away first.</i></p>	Instructions clearly indicate procedures for disposal of kits and communicated prior to distribution of kits.	JW/SL	21/01/2021	Done

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	Spread of COVID 19	These instructions are communicated in the full instructions given to all staff prior to commencement of the testing.	School information and DfE instructions both mention the disposal requirements.			
Contact with extraction solution which comes with the test kit	Staff Household members Sensitisation / irritations	Low quantities in use. Expiry dates on solution checked and not used if expired. Keep out of reach of children. Buffer solution not hazardous but if ingested accidentally seek medical advice.	Only one box of 7 kits per person on initial distribution this will be sufficient for 2 tests per week up until Feb half term.) All kits checked and recorded before distribution to avoid out of date kits distributed.	SL SL	25/01/2021 25/01/2021	
Inappropriate storage	Ineffective test result-temperature affecting extraction solution	Test kits stored internally within school for collection by staff (2 - 30 deg C); 'Staff only' area used for storage / distribution to staff. Location for storage / distribution allows for sufficient social distancing (2M); Stored and used at room temperature domestically. Not to be kept in fridge. Keep out of reach of children.	Stored and locked in office area within recommended storage temperature. Main hall used for distribution, with sufficient ventilation and room to adhere to 2m distancing Instructions for home use clearly disseminated in school communication and DfE instruction booklet.	SL SL All staff	25/01/2021 25/01/2021 25/01/2021	
Data collection and storage	Non-compliance with Data protection principles	ALL results to be logged online, regardless of result, with NHS T&T www.gov.uk/report-covid19-result using the QR code / ID no on each LFD. Staff can also report via phone 119	All staff given clear instructions for recording results on both NHS online and school's own records regardless of the result.	SL	21/01/2021	Done

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		<p>School's local test results register in place to enable local tracking of cases and identification of close contacts.</p> <p>School results register kept until further guidance is produced. This must be separate from the test kit log for the allocation of kits to comply with Data Protection Law.</p> <p>All data kept securely</p>	<p>SL (DPO) aware of record keeping regulations.</p> <p>Recorded on secure database (accessed only by SL/JW)</p>	<p>SL</p> <p>JW/SL</p>	<p>21/01/2021</p> <p>21/02/2021</p>	<p>Done</p> <p>Done</p>
<p>Incident reporting</p> <p>Unclear results</p> <p>Repeated void results</p> <p>Swab breaking</p>	Staff	<p>Staff sign for kits, record lot number in box against name-template log provided in case of any recalls etc.</p> <p>School contact identified for staff in event of queries / incident etc.</p> <p>Non-clinical issues reported via 119 e.g. damaged kit, missing items, unable to log result etc. and inform the school.</p> <p>Clinical incident (swab breaking, allergic reaction etc.) – these are unlikely. Seek medical care if required via 111 / 999 and report to MHRA yellow card system online.</p> <p>School to report any repeated issues (repeated void tests, damaged kits etc.) to the DfE helpline.</p>	<p>All kits will be signed for against specific kit lot numbers.</p> <p>SL aware of reporting system.</p> <p>Staff aware of reporting incidents – communicated via DfE instruction booklet.</p> <p>SL aware of reporting system.</p>	<p>SL</p> <p>SL</p> <p>All staff</p> <p>SL</p>	<p>25/01/2021</p> <p>21/01/2021</p> <p>Ongoing</p> <p>21/01/2021</p>	<p>Done</p> <p>Done</p> <p>Done</p>
False Positive Results for staff who have tested positive from a PCR in the past 90 days	Staff	<p>Staff who have tested positive on a PCR (lab processed) test in the past 90 days are now permitted to take an LFD home test.</p> <p>All positive LFD tests to be confirmed with a PCR test.</p>	<p>Communicate to all staff</p> <p>Engage with PH advisers if persistent 'false positive' results occur.</p>	<p>JW</p> <p>JW/SLT</p>	<p>26/01/2021</p> <p>26/01/2021</p>	<p>Done</p> <p>ongoing</p>