

Lateral Flow Devices for Self-testing of Staff

SCHOOL / DEPARTMENT	Endsleigh Holy Child VC Academy		LOCATION / SITE	Whole Site
ACTIVITY	Coronavirus (COVID-19)		ASSESSOR(S)	E. Hawkins/A Bentley
DATE OF ASSESSMENT	01/09/2020	REVIEWED	05.01.21	REFERENCE No.
REASON FOR ASSESSMENT (i.e. initial, periodic review, following an incident etc)	Initial assessment in relation to Government's guidance for mass testing of staff in primary settings		PERSON / GROUP AT RISK (i.e. staff, visitors, contractors,	Staff / students / visitors / contractors / members of the public

Consequence		Description	Likelihood		Description
Extreme	5	Fatality.	Certain	5	Expected to occur in most circumstances.
Specified	4	As specified injury as defined in RIDDOR	Likely	4	Will probably occur in most circumstances.
Serious	3	An >7-day injury, dangerous occurrence or reportable disease as defined in RIDDOR	Possible	3	Might occur at some time.
Minor	2	Injury resulting in an absence from work or being unable to undertake normal duties for >1 but <7 days.	Unlikely	2	Not expected but conceivable, could occur sometime.
Trivial	1	Injury resulting in an absence from work or being unable to undertake normal duties for <1 day.	Rare	1	Not expected and would only occur in exceptional circumstances.

Risk Rating = (C) x (L)			
16-25	Prohibited	Unacceptable	Work should not be started or continued until the risk has been reduced. Additional risk control measures required.
12-15	High	Tolerable if actions met	Work should be strictly limited until the risk has been reduced. Can only be undertaken with the written consent of the Head of Service. Additional risk control measures required.
6-10	Medium	Tolerable if actions met	Control measures as a minimum meet legislative requirements. Actions taken to reduce risk to as low as reasonably practicable. Additional risk control measures may be required.
1-5	Low	Acceptable if actions met	

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Hazard	Controls Procedures and precautions currently in place	Consequence (C) 1=trivial 5=extreme	Likelihood (L)	Risk Rating	Residual Risk Control
COVID-19 spreading in the school community	<ul style="list-style-type: none"> School is following government recommended control measures set out in the school's protective measures risk assessment. At Endsleigh Holy Child VC Academy, mass testing of staff will take place twice a week (Monday morning and Thursday evening) and staff will take these tests at home. These tests are to be taken 3-4 days apart. Tests to be taken before staff come into work. Staff results to be recorded on a staff register and recorded by the person online. This will support identifying staff with positive results for contact tracing and managing stock and distribution. <p>Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.</p>	3	3	Medium	
Lack of clarity around information	<ul style="list-style-type: none"> Information Share via Teams to inform staff of expectations and share 'How to' information. Follow up key information Information booklet given to staff including: <ul style="list-style-type: none"> - what rapid testing is, about using the how to guide and the video content available - the requirement for them to report their test results. 	2	1	Low	

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	<ul style="list-style-type: none"> - the process and who to contact if they have an incident while testing at home. • Covid Co-ordinator: Elizabeth Hawkins (Office Manager) Covid Registration Assistant: Amanda Biggs (Admin Assistant) <p>Staff will need to sign for their test kits and the lot number will be recorded against their name. Staff will collect their first set of tests and instructions on Tuesday 26th / Wednesday 27th January from the school office</p>				
Storage of materials	<ul style="list-style-type: none"> • Tests to be kept securely in lockable cupboard in the admin office to prevent unauthorized access (apart from Tuesday 26th /Wednesday 27th when they will be made available to all staff) • Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees. • The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using. <p>When handing out tests, staff members to wear gloves and face mask.</p>	1	1		
Staff not reporting results	<ul style="list-style-type: none"> • Void, double void and positive results are communicated to the school once the test is completed. • A negative test is assumed by 9am on Monday and Thursday <p>Staff must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p>	2	1		

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<p>Low uptake on taking tests.</p>	<ul style="list-style-type: none"> • Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing. <p>Staff are able to ask key questions about the testing prior to and at any point after beginning the self testing</p>				
<p>Incorrect use causing a false reading or cause contamination</p>	<ul style="list-style-type: none"> • Schools following government control measures. • Instructions dated 15th January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled • Test conducted on a dry, clean, flat surface. • Hands washed or use sanitiser before taking the test. • Online information, training and webinars available. Video available on how to take your own test. • Information with the kits to be followed. • Regular communication with staff about the testing process. • If test is void, take another test. If 2 void results in a row, a PCR test should be taken. • If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline. • Covid Coordinator to be responsible for incident reporting on a school wide issue: 	2	2		

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	<p style="text-align: center;">Schools</p> <p>Incidents</p> <p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, if there seems to be repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DIE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.</p> <p>DHSC/MHRA may require the school to provide more information if further investigation is required.</p> <p>Learning and improving</p> <p>To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.</p>	<p style="text-align: center;">Individuals</p> <p>Clinical issue</p> <p>If there is a clinical incident which led or has potential to harm, participants are advised to report it on https://coronavirusyellowcard.mhra.gov.uk. This 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 issue</p> <p>For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland</p> <p>Inform school</p> <p>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.</p>				
<p>Staff member tests positive using LFD</p>	<ul style="list-style-type: none"> Staff and their family are to begin self-isolation immediately and staff member who tested positive is to book a PCR <p>Bubble in which staff member works and close contacts begin self isolation which ends after 10 days or on receipt of a negative test.</p>	3	3			