

Asymptomatic Lateral Flow Testing (LFT) Risk Assessment - Littleport Community Primary School

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

Assessment Date	25/01/2021	Lead Assessor	Adam Rivett	Assessment Number	1
Activity / Task					
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing at <u>Littleport Community Primary School</u>				
Activities Involved	Testing school staff			Location	Staff Homes / School
Who Might be affected	Employee ✓	Client	Contractor ✓	Visitor ✓	Service User

Roles

- COVID Co-ordinator- Adam Rivett
- Registration Assistant- Nick Clark/Caroline Wren

Hazard Identification and evaluation					
No.	Hazards	Associated Risks	Current Control/Mitigation Measures	Do you need to do anything else to manage this risk?	Additional Control needed?
1	Inadequate information, instruction and training	Staff and pupils may become infected with COVID-19 if a staff member is positive with COVID-19 but has not been instructed and trained adequately in the process.	- School staff to have a whole staff briefing on the LFT process - video of meeting circulated to staff - School should arrange for all staff taking part in the testing to complete the instructional video on YouTube. https://www.youtube.com/watch?v=S9XR8RZxKNo&list=PLvaBZskxS7tzQYlVg7lwH5uxAD9UrSzGJ&index=1 - AR to attend both - Webinar 1- Overview - Webinar 2- How to do a test and recording.	Monitor and review AR to circulate email with instructions and link to staff briefing video for all staff/contractors/clients visiting the school site and using the school's supply of LFDs	

2	Inadequate storage and distribution of test kits	Staff and pupils may become infected with COVID-19 if tests are not fit for purpose and a staff member continues to attend school when they are asymptomatic.	• Upon arrival of the test kits, record lot number(s) of the test kits delivered. • Test kits to be stored in the finance cupboard where the registration assistant will supervise them. • Test kits should not be stored outside. Temperature for storage of test kits should be between 2 and 30 degrees. • Allow for enough space to ensure social distancing is adhered to. The tests will be distributed at regular intervals via a one-way system in the main hall. • Staff who 'opt-in' must read key information and privacy notice to understand data protection for testing. • Staff collect tests from school and updated instructions for us at the initial point of distribution. • Staff receipt of the test and instructions are logged. • COVID Co-ordinator/Registration Assistant should set up a register and must record which staff were undertaking the testing • The Register must include the following: ➢ Name of School ➢ Name of person issuing the test ➢ Date of issue ➢ Lot number of test kit ➢ Name of person using the kit • IMPORTANT: The Registration Assistant must ensure that the correct 'instructions for use' are given out when issuing out the kits. These instructions replace those instructions found within the inside of the test kit box.	Monitor and review AR/NC/CW	
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3	Inadequate completion of rapid testing at home for school staff	Staff and pupils may become infected with COVID-19 if a staff member is positive with COVID-19 but has not been instructed and trained adequately in the testing process.	- Staff to complete testing twice a week with 3 to 4 days apart. This will be Sunday and Wednesday evenings. - The test must only be completed by the person it is assigned to. - Test to be carried out the evening before attending school. - Test to be completed and the results should show after 30 minutes. - If a negative test is identified, you can continue to attend your workplace. - If a positive test is identified, you must isolate immediately and book a polymerase chain reaction (PCR) COVID test. The 'bubble' associated with the member of staff will close as a precautionary measure. - If a void result is identified, take another LFT. If a second void is identified, a PCR test should be booked by calling 119 and the staff member should self-isolate. The 'bubble' associated with the member of staff will close as a precautionary measure. - All incidents must be reported to school to the COVID Co-ordinator via email immediately.	Monitor and Review AR/NC/CW	
4	Poor Communication of results	Staff and pupils may become infected with COVID-19 if a staff member is positive with COVID-19 but has not been instructed and trained adequately in the	- All results MUST be relayed back to the school whether the results are void, negative or positive via the Survey Monkey link - https://www.surveymonkey.co.uk/r/COVIDLFD - The Survey Monkey Excel spreadsheet will record all results in our online system. - All results MUST be submitted to the NHS Test and Trace database - https://www.gov.uk/report-covid19-result - The COVID Co-ordinator should ensure that staff are reminded of their test days, how to collect a test kit	Monitor and Review AR/NC/CW	

		testing process.	and that all test results should be reported.		
5	Clinical Issues/Incidents	Staff taking part in testing at home.	• If a member of staff testing at home has any clinical issue from taking a test, they should raise a Yellow Card. This can be done by reporting the issue at: https://coronavirusyellowcard.mhra.gov.uk • Member of staff should inform school as soon as possible. • For medical attention, the member of staff should follow usual procedures: • Call their GP for advice/medical support • Call 111 for advice/medical support • Call 999 for urgent medical help	Monitor and Review AR/NC/CW	
6	Incidents with testing/testing kits	Staff taking part in testing at home.	• Repeated incidents/issues- such as multiple repeat void tests, unclear results, leaking/damaged tubes- should be communicated by staff to the school via an email to CW (admin@littleport.cambs.sch.uk). The school should then report these issues to the DfE Helpline on 088 046 8687	AR to monitor and communicate with SLT to escalate further if needed	
7	Transmission of COVID-19 when a positive case is identified.	Staff and pupils may become infected with COVID-19 via airborne droplets.	• Any staff member with a positive result must stay at home and self-isolate immediately. • They must then take a PCR test and follow public health guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • The 'bubble' associated with the member of staff will close as a precautionary measure. If the member of staff tests negative via a PCR test then all can return to school	Monitor and Review AR/NC/CW	

This risk assessment has been develop on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document: <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

Guidance Documents:

- Link- [Staff Training Presentation- How to Self-Test- LFT](#)
- [NHS Video Link](#)

Date review required:	Date review required:	Date review required:	Date review required:

<i>Consultation method:</i>	<i>Who has RA been consulted with?:</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date</i>
Zoom meeting, email, telephone	HT/SLT/Teaching Staff/Support Staff/Site Team/Catering Team/ Sports Coaches / Contractors	2 nd February 2021			