Northumberland County Council

Risk Assessment Form (RA1)

Department: *SEATON DELAVAL FIRST SCHOOL*	**Service:** *SEATON DELAVAL FIRST SCHOOL*	**Reference:** *owf/SDFS*
Activity: *Coronavirus (COVID-19) asymptomatic testing in schools – Primary School Settings. Collection of testing kits, distribution to staff to conduct testing at home and management of testing outcomes.* ***This assessment has been produced by the NCC Corporate Health and Safety Team in collaboration with the NCC Public Health Team.***	**Site:** *Primary schools, school-based nurseries and maintained nursery schools throughout Northumberland.*	
People at Risk: *School Staff, Pupils* *All staff and volunteers are aware of the content of this risk assessment. The assessment will be kept under review by the immunisation team manager.*	**Additional Information:** ***guidance on completion: risk assessment form*** *See end of this document for links to further information and useful links.*	
Testing to be carried out twice weekly (3-4 days apart) for those staff who are attending school. The guidance recommends tests are carried out in the morning although there is some discretion to allow this to be done the evening before in case a second test is needed/cover needs to be arranged. Testing to be carried out at home and the test should not be used by anyone other than the person it has been assigned to. Prior to use all staff have been briefed regarding the testing process, have access to the training, instruction and guidance documents and have had the opportunity to raise questions. *Note: No test is 100% sensitive and lateral flow testing may not pick up all positive cases. To minimise the risk of COVID-19 transmission within the school and associated disruption, staff must continue to maintain social distancing and any other prevention measures implemented by the school.*		
Name of Person Completing Form: O FLITCROFT / Job Title: HEADTEACHER/ Date: 22.01.2021/ 29.01.2021		**Review Date: WEEKLY**

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Delivery and receipt of LFT testing kits *Incorrect handling/storage resulting in compromised test result.* *Test stock runs out.*	*Failure to test/inaccurate test leading to false result giving rise to potential Covid transmission and disruption to school staffing arrangements*	*H*	*A Covid Coordinator and Registration Assistant have been appointed to oversee the testing process and maintain the required records [OF & JM] and are aware of their responsibilities to carry out the duties described in the How To Guide. Deliveries are checked by OF & JM on receipt to ensure kits are complete (using the "How To Guide") and in good condition. They should be stored in a secure indoor area at room temperature (between approx. 2°C and 30°C).* *Deliveries are logged to establish a 'Test Kit Log' recording test kit 'lot number(s)' to allow qualities to be monitored and to facilitate reordering. Any problems are logged on an incident reporting log to support process review, capture lessons learnt and ongoing improvement.*	*L*	*Schools should complete the Privacy Notice and issue to staff participating in the testing process.*
Collection point – incorrect set up *Collection of testing kits by staff* *Symptomatic persons may present at school to collect testing kits*	*Covid transmission*	*H*	*Collection of LFD test kits are carefully controlled. A designated collection point is established in an appropriately secure location and allows for 2m social distancing to be maintained.* *Face coverings are worn within this area, in particular by the Registration Assistant.* *Staff are issued with 7 test kits by the Registration Assistant and records kept within the record log. All recipients are reminded that tests must only used by the person assigned the kits and that they should not*	*L*	*Existing individual risk assessments for staff who are CV and taking part in testing are reviewed and updated to reflect this.* *The Covid Coordinator will ensure that staff have signed for the updated Instructions for Use. The old instructions are inside the box of test kits. The most up-to-date instructions come in a separate bundle.*

			be used by anyone else. *Clear instructions are issued to staff that anyone with Covid symptoms or who lives with someone who is showing symptoms of Covid must self- isolate immediately and book a test through the NHS symptomatic testing programme.*		
Requirements not adequately communicated to staff *Testing process and/or follow up action not implemented correctly* *Limited uptake of testing* *Staff not reporting results*	*Failure to test or inaccurate test leading to false result giving rise to Covid transmission and disruption to school staffing arrangements*	*H*	*Prior to testing all staff have been issued with a copy of the Staff letter template, briefed regarding the testing process and have had the opportunity to raise questions. Test participants have read the available instruction, guidance and video training and the How to Guide and follow the specific instructions provided when their test kit is issued.* *All staff reminded of the reasons for testing and importance. Key messages for staff are conveyed to them by relaying the relevant information contained within the How To Guide' - Rapid Testing of Primary and nursery workforce (in particular Step 5 'What you need to tell your staff') and the Instructions for Use. Posters displayed in staff areas.* *Staff are reminded to always ensure they retain at least 2 kits as a repeat test may be needed in the event of a void result. In event the 2nd test result is also void, staff book a PCR test. No further action is taken until the PCR test result is obtained.* *Problems are reported to the Covid Coordinator to help maintain a log of incidents which is used to facilitate process review to allow improvements to be made.*	*L*	*Whilst taking part in LFD testing is not mandatory, staff are strongly encourage to take part.* *Confirmed cases of Covid-19 should be recorded via ANVIL, as they may be RIDDOR reportable. You should seek further advice via NCC's Corporate Health and Safety team (or your own H&S provider for some Academies)* *Household contacts of staff members testing positive (by an a *PCR test) will need to follow guidance on self-isolation. Refer to Your step-by-step guide for COVID-19 self-testing for further information. [*awaiting clarification from Public Health as to if earlier self-isolation is required following a positive LFD test].* *Report a Covid test result online.*

			Testing is undertaken prior to attending the setting (preferably morning before school – Monday and Thursday). Staff report result (even if negative or void) to NHS Test and Trace and their educational setting where the Registration Assistant enters the results on a 'test results monitoring log'. *Staff member informs Head Teacher immediately if the LFD test is positive and does not attend the setting. They are requested to book a PCR test and PHE guidance on self-isolation is followed - Stay at Home - unless the confirmatory PCR test is negative.* *In the event of a positive LFD test result, the school* ***will isolate the whole bubble/ class and any other staff who have been in contact.*** ***If the confirmatory *PCR test is positive, the bubble will be advised to self-isolate in line with Government Stay at Home guidance***		
Contact with potentially infectious test samples and other test kit materials by household members	*Exposure to virus resulting in contracting Covid*	*H*	*School staff instructed to ensure testing kits are stored securely outside of the school setting to restrict access by other persons.* *Staff using testing kits are advised to ensure samples are taken in a clean and secure location and to take reasonable steps to prevents others from handling test kits prior to and after testing.*	*L*	
Exposure to chemicals contained in LFD kits	*Potential health hazard*	*L*	*Under the intended conditions of use, the quantities concerned and component chemicals are not defined as hazardous and therefore do not have hazard labels associated with them (as per the NHS Test and Trace Risk Assessment Template, (see Schools Document Sharing Platform – Templates).*	*L*	

Inappropriate use/handling/disposal of waste (including used LFD kit/PPE)	*Covid transmission*	*H*	*Handwashing / hand-hygiene maintained* *Used kits are to be bagged and disposed on in the normal household waste. Areas where testing has been conducted are wiped down and cleaned after the test process is completed.*	*L*	

Further information

Government/Public Health England Advice: https://www.gov.uk/coronavirus / Coronavirus (COVID-19) asymptomatic testing in schools and colleges / Asymptomatic testing in schools and colleges - GOV.UK
Mass asymptomatic testing: schools and colleges
Mass asymptomatic testing in specialist settings
Clinical Standard Operating Procedure for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges (LFD Testing SOP)
HSE Advice: https://www.hse.gov.uk/news/coronavirus.htm
NHS: NHS Hand Washing Techniques
COVID-19 National Testing Programme: "How to Guide" Rapid Testing in of Primary and nursery workforce
Your step-by step guide for COVID-19 self-testing

Document History

Item	Nature of change	Date of Update
New document		21/01/2021