

ASHTON WEST END PRIMARY ACADEMY PRIMARY TESTING RISK ASSESSMENT



Risk Assessment for:	Primary School Staff LFD Testing	Date:	21 st January 2021
Assessor:	Kim Pizuti	Review Date:	8 th February 2021

Sources:	Gov.uk, DHSC SOP,
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What are the Hazards?	Who might be harmed and how?	Risk Rating	Current Control Measures	Risk Rating with Control Measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom	Date action required by
Direct or Indirect transmission of COVID -19 virus from being in close proximity to people with the virus. i.e. person to person transmission (hand to hand, hand to mouth, hand to body). Or from contact with contaminated surfaces.	Employees, individuals presenting for test (subjects), pupils, volunteers and the general public Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory	H	<p>GENERAL MEASURES APPLICABLE TO ALL</p> <p>The test process is following DHSC Clinical Standard Operating Procedure (SOP) for staff self-testing with Lateral Flow Antigen Testing Devices in primary schools, maintained nursery schools and school-based nurseries.</p> <p>It has been made clear to all staff that all existing covid-19 control measures within the main school risk assessment continue to be in place and should be adhered to at all times.</p> <p>Kits are to be used only by the person to whom they are assigned, they are not for use by family members.</p> <p>Staff have the option to opt into the testing programme – it is not compulsory</p>	M	All supporting documentation is available on the sharing platform Primary Schools Document Sharing Platform - Google Drive	SLT	Monday 1 st February 2021
		M	STORAGE OF TESTING KITS	L		Rachael Reynolds	From Tuesday

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syndrome, kidney failure and even death)		On receipt of the test kits the school will record the lot number			and Sophie Barnett	2 nd February 2021
		Kits will be stored securely at room temperature				
	M	<p>DISTRIBUTION OF TESTING KITS</p> <p>The distribution of kits in school is managed by; Covid-19 Co-ordinator (Rachael Reynolds and Sophie Barnett) Registration Assistant (Rachael Reynolds and Sophie Barnett)</p> <p>Face coverings will be worn during the distribution of testing kits</p> <p>2m social distancing will be maintained during the distribution of testing kits</p> <p>The distribution of test kits will be recorded on a test kit log</p> <p>Staff will sign for receipt and record the lot number of their kit against their name.</p> <p>The updated 'Instructions for use' are distributed with each testing kit and staff are advised of the correct version to follow.</p>	L	Tests can be collected on Tuesdays and Thursdays each week.	Rachael Reynolds and Sophie Barnett	From Tuesday 2 nd February 2021
M	<p>MEASURES FOR STAFF SELF ADMINISTERING TEST AT HOME</p> <p>Content from the document sharing platform has been made available for all staff as a means of training;</p> <ul style="list-style-type: none"> • An introduction to rapid self-testing • An NHS video demonstrating how to carry out a test • A step-by-step visual guide on how to do the test <p>All staff have been advised to read the privacy notice.</p>	L	Webinars are available to view on the DfE YouTube page; <ol style="list-style-type: none"> 1. Overview 2. How to do a test and recording 	K Pizuti, S. Barnett and R, Reynolds	Staff meeting held on Monday 25 th January to explain. All documents have been	

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emailed to staff.

		<p>The staff member will store the kit at room temperature</p> <p>The correct version (v1.3.2) of the instructions for use have been provided with each kit.</p> <p>There are no hazards associated with the extraction solution however, as a precautionary measure, staff are advised to take care with its use and in the vent of spillage to clean it up immediately and in the event of contact with the skin to rinse.</p> <p>Tests will be carried out at home, in the morning before leaving for work, twice weekly (3 or 4 days apart) Staff will also be given the option to test in the evening.</p> <p>The staff member will leave at least 30 minutes after eating/drinking before taking the test.</p> <p>Each time they complete a test staff will;</p> <ol style="list-style-type: none"> 1. Report the results online www.gov.uk/report-covid19-result 2. Advise their school/nursery of the result so it can be recorded and any relevant actions taken (staff to use the email set up for this test@awepa.org.uk) Staff must ring/text Kim Pizuti if they have a positive result. <p>Staff members are responsible for reporting incidents relating to the testing and will report as follows;</p> <ul style="list-style-type: none"> • Report any clinical issue (eg bleeding, allergic reaction) https://coronavirusyellowcard.mhra.gov.uk • Report any non-clinical issue via 119 (eg items missing from their kit) 				
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			<ul style="list-style-type: none"> Inform their school/nursery of any ongoing test related problems 			
	M	<p>ACTIONS FOR THE STAFF MEMBER TO TAKE IN THE EVENT OF A VOID RESULT</p> <p>In the event that the result of the LFD test is void the staff member will take another test.</p> <p>If the staff member has two void tests in a row they will book a PCR test.</p> <p>If a staff member is consistently receiving void results they will be asked to review the training information on carrying out the test to ensure they are following the correct process.</p>	L		All members of staff	From Monday 1 st February 2021
	H	<p>ACTIONS FOR THE STAFF MEMBER TO TAKE ON RECEIPT OF A POSITIVE TEST RESULT</p> <p>On receipt of a positive LFD test the staff member will advise the school/nursery, begin to self-isolate immediately and book a PCR test. Staff member to ring/text Kim Pizuti so cover can be organised.</p> <p>Existing guidance should be followed.</p>	M	In the event that the PCR test is negative they can return to work and cease self-isolating	All members of staff	From Monday 1 st February 2021
	M	<p>SCHOOLS/NURSERIES LOGGING TEST RESULTS</p> <p>A test results register/log will be maintained by the school/nursery</p> <p>All staff are advised that they must inform their school/nursery of their test result so it can be recorded and any relevant actions taken.</p>	L	Ensure that for GDPR reasons the results register is a separate document to the test kit log	All members of staff	From Monday 1 st February 2021
	H	<p>SCHOOLS/NURSERIES REPORTING INCIDENTS</p> <p>Repeated issues will be reported by the school/nursery to the DfE helpline (eg multiple repeated void results, leaking/damaged tubes/unclear results)</p>	M	DfE coronavirus helpline 0800 046 8687	All members of staff	From Monday 1 st February 2021

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Low take up of the voluntary LFD testing process	Subjects and their contacts Increased risk of asymptomatic transmission	M	All existing control measures with the whole school covid-19 risk assessment remain in place and are adhered to in addition to the use of LFD asymptomatic testing	L		SLT, all school staff	Continue following as we have been since September 2020
Incorrect storage of test kits components	Subjects and their contacts Inaccurate test result potentially leading to asymptomatic individuals believing themselves to have been confirmed with negative result	H	The test cartridge and extraction solution will be stored at ambient temperature (2-30 degrees Centigrade). The reagents and devices will be at room temperature (15-30 degrees centigrade) when used for testing.	L	Stored in locked cupboards in SB and RR offices.	RR and SB	From when the test kits are delivered.
Incorrect waste separation and disposal	Contamination of the waste stream	M	After use the staff member will bag all components of the kit in the waste bag provided and put it in their general household waste.	L		All staff members	From 1 st February 2021

Review Date	Reviewed By	Amendment

Risk Ratings	Example impact (Including but not limited to)
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High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence