



**Coronavirus (COVID-19)**  
Risk assessment for January 2021 – Linked to Primary School Staff Testing

**Name of school: Poplar Street Primary School**

Assessment conducted by: Iain Linsdell	Job title: head teacher	Covered by this assessment: staff, pupils, parents, visitors and volunteers.
Date of initial assessment: 25.1.21	Review interval: When circumstances change	Date of next review: <b>Ongoing as appropriate but by 15<sup>th</sup> February 2021 at first instance</b>

Risk rating	Likely impact	Likelihood of occurrence		
		Probable	Possible	Remote
<b>Major</b>	Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
<b>Severe</b>	Causes physical injury or illness requiring first aid.	H	M	Low (L)
<b>Minor</b>	Causes physical or emotional discomfort.	M	L	L

	Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		H	<p><b>GENERAL MEASURES APPLICABLE TO ALL</b></p> <p><b>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.</b></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>	Y	KW/IL	25.1.21	M
	<b>Storage of testing kits</b>	M	<p>On receipt of the test kits the school will record the lot number.</p> <p>Kits will be stored securely at room temperature</p>	Y	KW/IL	25.1.21	L
	<b>DISTRIBUTION OF TESTING KITS</b>	M	<p>The distribution of kits in school is managed by;</p> <p>Covid-19 Co-ordinator <b>Karen Williams</b></p> <p>Registration Assistant <b>Iain Linsdell</b></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 <b>test kit log</b></p> <p>Staff will sign for receipt and record the <b>lot number of their kit</b> 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>	Y	KW/IL	25.1.21	L
	<b>MEASURES FOR STAFF SELF ADMINISTERING TEST AT HOME</b>	M	<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"> <li>An introduction to rapid self-testing</li> <li>An NHS video demonstrating how to carry out a test</li> <li>A step-by-step visual guide on how to do the test</li> </ul> <p>All staff have been advised to read the privacy notice and sign the consent form.</p> <p>The staff member will store the kit at room temperature</p>	Y	KW/IL	25.1.21	L

		<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 event of spillage to clean it up immediately and in the event of contact with the skin to rinse.</p>	Y	KW/IL	25.1.21	
		Tests will be carried out at home, in the morning before leaving for work, twice weekly (3 or 4 days apart)				
		The staff member will leave at least 30 minutes after eating/drinking before taking the test.				
		<p>Each time they complete a test staff will;</p> <ol style="list-style-type: none"> <li>1. Report the results online <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a></li> <li>2. Advise their school/nursery of the result so it can be recorded and any relevant actions taken</li> </ol>				
		<p>Staff members are responsible for reporting incidents relating to the testing and will report as follows;</p> <ul style="list-style-type: none"> <li>• Report any clinical issue (eg bleeding, allergic reaction) <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a></li> <li>• Report any non-clinical issue via 119 (eg items missing from their kit)</li> <li>• Inform their school/nursery of any ongoing test related problems</li> </ul>				
<b>ACTIONS FOR THE STAFF MEMBER TO TAKE IN THE EVENT OF A VOID RESULT</b>	M	<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>	Y	KW/IL	25.1.21	L
<b>ACTIONS FOR THE STAFF MEMBER TO TAKE ON RECEIPT OF A POSITIVE TEST RESULT</b>	H	<p>On receipt of a positive LFD test the staff member will advise the school, begin to self-isolate immediately and book a PCR test.</p> <p>In the event that the PCR test is negative they can return to work and cease self-isolating</p> <p>Existing guidance should be followed</p>	Y	KW/IL	25.1.21	M
<b>SCHOOLS LOGGING TEST RESULTS</b>	M	<p>A test results register/log will be maintained by the school/nursery</p> <p>Ensure that for GDPR reasons the results register is a separate document to the test kit log</p>	Y	KW/IL	25.1.21	L

		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.	Y	KW/IL	25.1.21	
<b>SCHOOLS REPORTING INCIDENTS</b>	M	Repeated issues will be reported by the school/nursery to the DfE helpline (eg multiple repeated void results, leaking/damaged tubes/unclear results) DfE coronavirus helpline 0800 046 8687	Y	KW/IL	25.1.21	L
<b>LOW TAKE UP OF STAFF:</b>	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	Y	KW/IL	25.1.21	L
<b>INCORRECT STORAGE:</b>	H	The test cartridge and extraction solution will be stored at ambient temperature (2-30 degrees Centigrade).	Y	KW/IL	25.1.21	M
	H	Incorrect storage: The reagents and devices will be at room temperature (15-30 degrees centigrade) when used for testing.	Y	KW/IL	25.1.21	M
	H	Incorrect waste Disposal: 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.	Y	KW/IL	25.1.21	M
<b>Inaccurate test result potentially leading to asymptomatic individuals believing themselves to have been confirmed with negative result Subjects and their contacts</b>  <b>Inaccurate test result potentially leading to asymptomatic individuals believing themselves to have been confirmed with negative result</b>	M	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.	Y	KW/IL	25.1.21	L
<b>Incorrect waste separation and disposal</b>	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.	Y	KW/IL	25.1.21	L