

RISK ASSESSMENT FOR: Lateral flow testing of Primary staff (home testing)		 Hertfordshire	
See school COVID risk assessment for all normal school wide controls			
Establishment: Bushey Heath Primary school	Assessment by: P Barefoot	Date: 25 th 01 2021	
Risk assessment number/ref: <i>(add your own if so desired): RA-001</i>	Manager Approval:	Date:	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Ineffective testing / failure to follow instructions for test and interpretation of test	Staff, Students / wider contacts Spread of COVID 19	Key DfE documentation provided on primary school sharing platform to be shared with staff: How to self-test video, visual guide on how to test and step by step guide for COVID-19 testing; All staff to read before starting any testing. Staff are able to contact school for further advice; School have nominated a COVID Co-ordinator [name] and Registration Assistant(s) [name(s)] Copy of new instructions 'Your step by step guide for COVID-19 self-testing' (v1.3.2) will be provided at time kits are distributed to staff;		HT AM (BC and SC)	25th January	

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		<p>Staff to feedback any concerns over use.</p> <p>All kits are single use and disposed of after use. In event of a void test do not re-use anything from the first kit.</p>				
<p>Inappropriate test use</p> <p>Symptomatic staff decide use the LFT instead of getting a PCR</p> <p>Testing of other household members</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff to be clear that these are only for their individual use.</p> <p>If staff are symptomatic (high temperature, new continuous cough, loss of or change in normal sense of taste/ smell) they should follow government guidelines, self-isolate and obtain a PCR test.</p> <p>As in the wider school risk assessment no attendance on site if symptomatic.</p>		HT AM (BC and SC)	25th January	
Staff coming into school to obtain test kits	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>See school wide COVID risk assessment measures, maintain 2m social distancing and all expected controls.</p> <p>School appointed 'Registration assistant' distributes kits to staff ensuring social distancing maintained and face coverings are worn.</p> <p>Schedule for collection in place to ensure social distancing.</p> <p>Staff sign for kits school to record lot number against name-template log provided by DfE.(Record on one drive)</p>		HT AM (BC and SC)	25th January	
Poor uptake amongst staff	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Not mandated that staff participate, but will be encouraged.</p> <p>Numbers of staff who do not use the device should be documented and recorded.</p> <p>All existing COVID secure controls within school are adhered to regardless of test results / uptake.</p>		HT AM (BC and SC)	25th January	

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Negative test results reducing adherence to other expected covid secure controls	Staff, Students / pupils / wider contacts Spread of COVID 19	School wide controls (see overarching school COVID risk assessment) and expectations re-iterated to staff. No relaxation on social distancing, hand hygiene etc. Continued adherence to these local controls are monitored by SLT.		HT AM (BC and SC)	Ongoing	
Non reporting of positive / void results	Staff, Students / wider contacts Spread of COVID 19	Staff to be clear that they must report online after each test result regardless of result. Staff also to report the results themselves direct to the school. Positive tests reported immediately (All positive results must be logged within 24 hours) School to maintain their own register in order close contacts can be identified following a positive case.				
School occupants coming into contact with asymptomatic staff	Staff, Students /wider contacts Spread of COVID 19	Adequate number of kits provided and distributed to staff. Staff take test 2x per week 3-4 days apart Recommend that test be taken in morning before attending school but could be evening before particularly for 1 st test. In the event of a positive LFT test PCR test to be booked and staff, their household / support bubble must self-isolate until the results of that PCR are received. In the event of 2 void test results on same day PCR test to be booked.	Test kits reordered as required	All staff	Ongoing	
Inappropriate waste disposal	Staff, Students / pupils / wider contacts	Plastic bag supplied with each kit for waste. Staff clear this can then be disposed of in their normal domestic waste stream (even if positive) <i>Pour any residual buffer solution away first.</i>		All staff	Ongoing	

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	Spread of COVID 19					
Contact with extraction solution which comes with the test kit	Staff Household members Sensitisation / irritations	Low quantities in use. Expiry dates on solution checked and not used if expired. Keep out of reach of children Buffer solution not hazardous but if ingested accidentally seek medical advice.		All staff	Ongoing	
Inappropriate storage	Ineffective test result-temperature affecting extraction solution	Test kits stored internally within school for collection by staff (2 - 30 deg C); 'Staff only' area used for storage / distribution to staff. Location for storage / distribution allows for sufficient social distancing (2M); Stored and used at room temperature domestically. Not to be kept in fridge. Keep out of reach of children.		Office	Ongoing	
Data collection and storage	Non-compliance with Data protection principles	Results to be logged online with NHS T&T www.gov.uk/report-covid19-result using the QR code / ID no on each LFD. Staff can also report via phone 119 School's local test results register in place to enable local tracking of cases and identification of close contacts. School results register kept until further guidance is produced. This must be separate from the test kit log for the allocation of kits to comply with Data Protection Law. All data kept securely		Office	Ongoing	
Incident reporting Unclear results Repeated void results	Staff	Staff sign for kits, record lot number in box against name-template log provided in case of any recalls etc. School contact identified for staff in event of queries / incident etc.		All staff	Ongoing	

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Swab breaking		<p>Non-clinical issues reported via 119 e.g. damaged kit, missing items, unable to log result etc. and inform the school.</p> <p>Clinical incident (swab breaking, allergic reaction etc.)– these are unlikely. Seek medical care if required via 111 / 999 and report to MHRA yellow card system online.</p> <p>School to report any repeated issues (repeated void tests, damaged kits etc.) to the DfE helpline.</p>				