



Lateral Flow Testing RISK ASSESSMENT (Home Self-Test)

Assessment Date	25/01/2021	Lead Risk assessor	J Callaway	Headteacher
Activity / Task				
Description of task / process / environment being assessed	Avalon School: Rapid Self testing for COVID-19 using Lateral Flow Device			
Activities Involved	Testing primary schools and nurseries staff			
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓
		Service User ✓		

Hazard Identification and evaluation								
No	Category	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
					Probability	Severity	Risk	
1	LFD KITS SUPPLY and DISTRIBUTION	Stock Shortages (LFD kits)	Stock of LFD may run out and Staff may be asymptomatic with COVID-19 and attending school	COVID-Co-ordinator keeps a log of stocks and re-orders new supplies in good time so that stocks/ supplies do not run out.	Possible	Minor	6	No
2		Unavailable storage between 2-30 degrees C (LFD kits)	LFD kits may not be as effective and affecting test results	Testing kits are stored at room temperature, in a secure room (Headteacher's office) before distribution to staff	Unlikely	Negligible	2	No
3		LFD distribution management and tracking (LFD kits)	LFD kits not distributed correctly or tracked on school test kit log	<ul style="list-style-type: none"> A test kit log is in use and kept up to date with the relevant information required. The appointed COVID-19 coordinator (JC) is responsible for risk management and overseeing the staff self-testing scheme. COVID co-ordinator assigns each testing kit to one member of participating staff and logs the LOT number and staff member details for tracking purposes. Staff reminded that only the person assigned to each kit should use the tests. 	Unlikely	Negligible	2	No



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4		Safe distribution of kits (LFD kits)	Staff not socially distanced when collecting testing kits leading to increase in transmission or infection of COVID-19	<ul style="list-style-type: none"> Testing kits are only issued to authorised staff members and regular contractor workers on site (ICS cleaners), peripatetic staff Authorised persons participating in the rapid test program read and sign the school's consent form and agree to comply with the measures and procedures as set out by DfE and DHSC guidance Terms and conditions for Covid-19 testing (Primary Schools) Testing kits are stored indoors between a temperature of 2 to 30°C, in an environment which allows enough space for social distancing (Headteacher's office) Staff are instructed to administer their tests at home, and not on site, ensuring safe disposal of used testing kits. Staff are instructed to collect self-test kits from the designated collection point. All staff given instructions to ensure that they socially distance when collecting their testing kits from the Test collection point (Headteacher's office). Staff stagger collection times to ensure social distancing. 	Possible	Minor	6	No
			No protective measures not put in place leading to increase in transmission or infection of COVID-19	<p>Staff collecting testing kits are socially distanced 2m from COVID Co-ordinator at test collection point and asked to wear a face covering.</p> <p>Staff collect their own test kit and instructions guide from collection point to limit touched surfaces. All staff reminded to wash hands / hand sanitise following collection of test kit.</p> <p>Test Collection point is in a well-spaced area, to allow for 2m social distancing</p>	Possible	Minor	6	No
5		Timely re-distribution of kits before staff run out of them (LFD kits)	Stock of LFD may run out and Staff may be asymptomatic with COVID-19 attending school leading to increase in transmission or infection of COVID-19	<ul style="list-style-type: none"> COVID Co-ordinator will send timely reminders to staff via various communication methods: weekly diary, daily briefing notices and email, to collect next testing kit to avoid running out of tests. COVID Co-ordinator will re-order supplies of testing kits from DfE before stock in school runs out. 	Possible	Minor	6	No
6	RESULTS REPORTING and RECORDING	Reporting of only positive results (LFD test reporting)	Tracking of test results not comprehensive to show patterns or trends for NHS Test and trace	<ul style="list-style-type: none"> Information shared with staff includes the requirement to report all test results to Test and Trace, not just a positive result. Staff are informed that they must report the results of their tests to the NHS either online, or by phone, every time they take a test, even if the result was negative or void. Staff briefed on requirements to report results correctly to Test and Trace when they collect their testing kits. All rapid-result testing is carried out in line with the DHSC 'Terms and conditions for Covid-19 testing (Primary Schools)' guidance. Self-testing only commences once all staff have been adequately briefed and provided with the relevant step-by-step guide for COVID-19 self-testing handout. 	Possible	Minor	6	No



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7	Poor result reporting compliance to schools (LFD test reporting)	<p>School not made aware of test results and unable to track patterns or trends to inform practice and measures to combat COVID-19</p> <p>School not able to track results and put any protective measures in place if a positive result or to inform DfE</p>	<ul style="list-style-type: none"> Information shared with staff includes the requirement to report test results separately to school for tracking purposes. Privacy notice shared with staff to inform them of how the data collected will be used Staff briefed on arrangements for reporting results correctly and separately to school when they collect their testing kits. Staff are informed that they must communicate their results with the school's designated COVID-19 coordinator(J Callaway) . Staff who test positive following a rapid test are informed they must self-isolate until they secure a confirmatory polymerase chain reaction (PCR) test. If PCR test is positive, they must self-isolate for 10 days. Timely reminders to staff to report testing results to school, via email, briefing notices All rapid-result testing is carried out in line with the DHSC 'Terms and conditions for Covid-19 testing (Primary Schools)' guidance. Self-testing only commences once all staff have been adequately briefed and provided with the relevant step-by-step guide for COVID-19 self-testing handout. Self-testing is conducted by staff members twice a week (3 to 4 days apart), ideally before staff come into work. 	Possible	Minor	6	No
8	Reporting of incidents to school to help school identify emerging issues and escalate to DfE/DHSC (LFD test reporting)	Staff do not report clinical or non-clinical issues with testing to school leading to possible affect on efficacy of LFDs and testing results	<ul style="list-style-type: none"> Staff are told to contact the COVID-19 coordinator (JC) if they have an incident at while testing at home. Staff briefed and information shared on importance of reporting any clinical and non-clinical issues with self-testing and LFDs. School is able to escalate any incidents or emerging issues to DfE or DHSC. 	Possible	Minor	6	No
9	Incident escalation protocols and feedback loop (LFD test reporting)	Staff do not report clinical or non-clinical issues with testing to school leading to possible affect on efficacy of LFDs and testing results DHSC and DfE unaware of clinical / non-clinical	Staff briefed and information shared on importance of reporting any clinical and non-clinical issues with self-testing and LFDs. School is able to escalate any incidents or emerging issues to DfE or DHSC. Staff reminded to report all clinical or non-clinical issues or incidents.	Possible	Substantial	9	No



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			incidents or issues with LFD					
10	BUSINESS CONTINUITY	Managing business continuity with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	Staffing capacity is compromised due to increase in staff isolating or number of cases and school is unable to continue to be open for provision for Critical Worker children or vulnerable children in school leading to full closure of school	<ul style="list-style-type: none"> • Clear communication to parents from Board of Governors, outlines staffing situation in school and all children provided with remote learning until school can partially re-open again, as per the school's contingency policy. • Staff available asked to work remotely from home to provide online remote learning for children until school can partially re-open • School to liaise with the Local Authority to support any vulnerable children or children of critical workers who need an emergency school place • 	Possible	Substantial	9	No
11	COVID and OUTBREAK RESPONSE	Managing public health response with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	School does not inform PHE team of increase in case numbers or staff isolating, leading to the possibility of further transmission and cases of infection	<ul style="list-style-type: none"> • School will liaise closely and in a timely manner, with local PHE response team to manage communications and the school's response to an increase in number of cases and staff isolating. • Local HPT to Avalon: PHE Cheshire and Merseyside Health Protection Team, Suite 3B 3rd Floor Cunard Building, Water Street, Liverpool, L3 1DS View on Google Maps View on Open Street Map Phone: 0344 225 0562 option 1 Out of hours for health professionals only: please phone 0151 434 4819 ask for public health on-call 	Possible	Substantial	9	No
12	COMMS and ENGAGEMENT	Stakeholder management (communication and engagement) (Asymptomatic testing impact)	Poor communication throughout school community with no clear response to increase in number of cases leading to the possibility of further transmission and cases of infection	<ul style="list-style-type: none"> • School will liaise closely and in a timely manner, with local PHE response team to manage communications and the school's response to an increase in number of cases and staff isolating. 	Possible	Substantial	9	No



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Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	This risk assessment is monitored and updated regularly as part of the school and programme governance process.	School Testing COVID Coordinator	Weekly	
2	Communication to all relevant staff, as necessary	School Testing COVID Coordinator	26/01/21	

Additional Notes



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Personal Protective Equipment to be used (Insert ✓)

Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

Likelihood

Rare, will probably never happen/recur
Unlikely, do not expect it to happen, but is possible
Possible, Might happen
Likely, will probably happen
Almost Certain, will undoubtedly happen

Severity

Negligible
 Minor
 Moderate
 Major
 Critical

Risk control strategies

Intolerable – stop activity, take immediate action to reduce the risk
Substantial - Take action within an agreed period
Tolerable – monitor the situation
Trivial – No action required

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to be as low as is reasonably practicable.

Persons involved in assessment

J Callaway (Headteacher & COVID Co-ordinator) A Evans (School Business Manager)

Signature of Lead Assessor

Joanna Callaway

Date 26/01/21



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Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident

Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature