

Primary School LFD Test Risk Assessment (GENERIC)

Location: St Bernadette's Catholic Primary School

Assessor: C Orrell

Signed:



Date of Assessment: 29 January 2021

Review Date: OPEN

Activity: COVID-19: Primary School – Lateral Flow Device Testing.

On 15th January 2021, the UK Government in response to the coronavirus pandemic announced a further control measure to safeguard the health of the teaching workforce and enable all staff in school to be tested. The Government will be making rapid-result coronavirus (COVID-19) testing available to all members of staff and pupils in schools, with a phased approach beginning on the 25th January 2021. The LFD test kits are not a substitute for maintaining good hygiene practice. Hands, Face, Space.

- The **school workforce** to conduct twice weekly LFD testing - this will help identify those who are carrying the virus without displaying symptoms, reducing the risk of transmission.
- **Staff and pupils** to complete daily testing for consecutive 7 days, for those identified as close contacts of a workforce colleague, or pupil that have tested positive. (**Paused at this time.**)

For every person, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools. In line with routine infection control practice, close contacts who decide not to be tested daily (for 7 days) will need to self-isolate in line with [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Swabbing and processing of these tests will be conducted at home in the evening or morning prior to starting work at school **twice a week**, with **results available in around 30 minutes**.

Links to published guidance:

- Coronavirus Asymptomatic Testing in Schools and Colleges. Dated 20 01 21.
- <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>
- NHS Guidance. COVID-19 National Testing Programme: 'How to Guide' Rapid Testing in Schools and Colleges 30 12 20
- https://drive.google.com/drive/folders/1jYv0MjFYllbzgPn_1S10OuRgfrj_b5_P
- Gov.uk Blog. Mass Testing in Schools Q&As
- <https://dfemedia.blog.gov.uk/2020/12/15/mass-testing-in-schools-your-questions-answered/>

Schools and colleges can email rapidtesting.schools@education.gov.uk or call 0800 046 8687 (Mon-Fri 8am-6pm; Sat-Sun 10am-6pm) if they have further questions.

This assessment is undertaken in compliance with the Management Regulations to aid their planning and monitoring, to operate as safely as possible.

| Hazard | Risk | Individuals at risk | Risk – L/M/H | Control Measures (Current) | Control Measures (Additional – Proposed) |
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| Staffing responsibilities | | COVID-19 Coordinator | | <ul style="list-style-type: none"> Communications to stakeholders CO Ensures staff have the right new instructions and signs for the test kits. CO Storage and recording results.KH Re-orders LFD test kits KH/CO Data collection and records tests. KH | <p>School staff (Can be the same person)</p> <p>Templates and documents are available on the DfE Document sharing platform. https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRgrj_b5_P</p> |
| | | Registration Assistant | | <ul style="list-style-type: none"> Distribution the correct number of LFD kits. CO Records the lot numbers. CO Inputs tests results into the schools register. KH Sends reminders to participants to record the test results online and at school. CO Works with the Coordinator to manage stock. KH Responsible for ensuring subjects have registered and distributing test kits on arrival. CO | <p>Test Log kept by CO</p> <p>Results Log by KH</p> <p>Tests kept at room temperature in HT Office</p> |
| School receives a delivery of test kits. | | Parent and Staff | | <p>Testing kits are delivered in large boxes each containing 54 boxes of 7 kits. Plus, new user instructions for use. In HT Office</p> <p>Identify secure storage with restricted access control HT Office.</p> <p>Check contents including guidance information. Report any damaged kits.CO checked on arrival</p> <p>The test kits should be kept at a temperature of between approximately 2°C and 30°C. HT Office Issues for use in a temperature of 15°C and 30°C</p> | <p>If not received by the 25 01 21 call the DfE helpline.</p> <p>Kits comprise of;</p> <ul style="list-style-type: none"> Swabs. LFD Cartridges. Packets of extraction solution. Extraction tubes. Unique test Barcodes for each test Kit <p>Guidance Information v1.3.2</p> |
| Administration | | Staff | | <p>Send letter via most appropriate channel (email) to inform testing activities taking place, attach test guidance and privacy notice</p> | <p>See NHS Guidance. Schools Testing Handbook. V1.3.2 for example Letters, forms and guidance.</p> |
| | | Staff | | <p>Raise awareness of testing activities, provide reassurance (e.g., staff meetings)</p> <p>Send reminder of testing activities.</p> | <p>IMPORTANT: Please amend the sample letters, privacy notice with your school details etc.</p> <p>Schools in England can raise specific questions to the Department for</p> |
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| | | “ “ “ | | <p>Issue test kits to staff home and testing guidance.</p> <p>Provide advice on new approach to managing close contacts of positive cases and daily 'serial testing' arrangements.</p> <p>Start testing, communicate test results to named staff, students and parents as appropriate.</p> | <p>Education, via the DfE coronavirus helpline: 0800 046 8687(Mon-Fri 8am-6pm; Sat-Sun 10am-6pm) or email at RapidTesting.SCHOOLS@education.gov.uk</p> <p>For clinical concerns and arrange a PCR test, call the NHS by calling 119.</p> <p>Clinical incidents should be reported to testing.incidents@dhsc.gov.uk</p> |
| Training of staff | Competency | Testing Team staff | | <p>There will be introductory webinars, available online. See details published in the NHS guidance for Schools.</p> <ul style="list-style-type: none"> • Testing Process Overview to include Roles and Responsibilities. • On-Line Training – Webinars subject to staff role. • On site demonstration/Briefing of the system | <p>On-line resources on the Document sharing platform.</p> <p>https://drive.google.com/drive/foldersoffice/1jYv0MjFyllbzgPn_1S10OuRgfrj_b5_Pht</p> |
| Staff | Control of virus transmission | Staff | | The staff to conduct twice weekly LFD testing 3 to 4 days apart. | Provided with home test kits, available in HT Office |
| Individuals receive LFD test kits for testing at Home | Break chains of transmission | Staff | | <p>Collect test kits and the updated test instruction sheet from the school collection point. HT Office</p> <p>Ensure space to allow social distancing.</p> <p>Staff to wear a face mask.</p> <p>Staff sign for the home test kits and details recorded at school CO on Test Kit Log</p> | Staff to read the guide and watch the online video. Sent in staff group email |
| Individual preparation of LFD Test Kits. | Cross Contamination | Staff | Low | <p><u>Prepare your test area and unpack your equipment at home</u></p> <ul style="list-style-type: none"> • Read the instructions carefully. Taking the test may feel a little uncomfortable and unusual for most people. • Wash your hands thoroughly for 20 seconds, using soap and warm water. This is so that you do not contaminate the test kit. • Now dry your hands. • Clean and dry a flat surface, where you will take the test. | <p>You can see a demonstration of how to take the test by watching this video: https://learninghub.nhs.uk/self-swab</p> <p>Use the extraction tube holder provided, to keep the extraction tube upright and prevent spillage.</p> |

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| | | | | <ul style="list-style-type: none"> • Unpack the sealed test equipment for one test and place onto the clean flat surface. • Check your contents. Ensure that the test device (called 'antigen test cartridge'), swab and extraction solution are not damaged, broken or out of date. | |
| Test and process your sample. | Cross contamination | Staff | Low | <p>Take your swab sample Back of throat and nasal sample.</p> <ul style="list-style-type: none"> • Gently blow your nose into a tissue to get rid of excess mucus. • Wash and dry your hands again (or use sanitiser if this is available). • Check the swab in the sealed wrapper in front of you. Identify the soft, fabric tip of the swab. • Place the extraction tube in the extraction tube holder provided to keep it upright. • Unscrew the extraction buffer pot. • Place 6 drops only of the extraction buffer into the extraction tube. Try to avoid touching the tube with the bottle. Reseal the extraction buffer for future use. • Open the package and gently take out the swab. • Do not touch the fabric end of the swab. <ul style="list-style-type: none"> ○ Put the swab into the mouth and gently bush the tonsils at the back of the throat. ○ Put the swab gently into one nostril, you may feel a slight resistance (insert about 1.5cm or about half an inch). Roll the swab 10 times slowly along the inside of the nostril. Remove the swab and repeat 10 times in the other nostril. • Now put the fabric end of the swab into the bottom of the extraction tube. Press the swab head against the edge of the tube with force, while rotating the swab around the tube for 10 seconds to squeeze as much fluid out as possible. • Take out the swab while squeezing the tube and fabric end of the swab. Place the swab back into the wrapper and dispose of it at home in your household rubbish bin. • Press the nozzle cap tightly on to the tube to avoid any leaks. | See NHS Step by Step Guide for Self-Testing. |

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| | | | | <ul style="list-style-type: none"> • Turn the tube upside down and lightly squeeze two drops onto the test strip specimen well. • Place the Rapid Test Strip on a flat surface for 30 minutes. Set a clock, timer, or watch and wait 30 minutes to read the results. Do not read your results until the 30 minute mark is up. | Ensure they are liquid bubbles and not just air bubbles |
| Read Test Result | | Staff | | <p>Read test strip result;</p> <ul style="list-style-type: none"> • If your LFD test is positive You will have to take a subsequent PCR test and self-isolate until results of the PCR test are known. • If your LFD test is negative You do not need to self-isolate. Attend school. • If the result is Void Complete a second LFD test. If result is void again. Contact 119 to take a PCR test and self-isolate until the result of the PCR test is known. | <p>Self-isolate based on current government guidance. This means:</p> <ul style="list-style-type: none"> • You and the people you live with must self-isolate for 10 days from the date of the test. • Call 119 to get a PCR test within 48 hours that will be processed in a lab to confirm the LFD test result. <p>You can stop self-isolating on day 11 if they haven't had a high temperature for 48 hours and you are well.</p> |
| Report your result. | | Staff | | <p>Staff records the result via the web link or by phone.</p> <p>Staff must inform the school of test results.</p> | <p>Links stated in the On-line resources on the Document sharing platform.</p> <p>https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRgrj_b5_P</p> |
| Safely dispose of test equipment | Contamination | Parents and Staff | | <p><u>Test completed at home - waste disposal route is:</u> Place all items in the waste bin bag provided with the kit, secure and dispose in the general household black bin.</p> | |

Note 1.

Warning:

Schools should make it clear to staff and parents that a negative test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene procedures and observe social distancing measures, whether or not they have been tested.

Note 2. Not applicable to Primary Schools

If for any reason the test cannot be completed at home the setting up of a test area and completing the LFD test is completed as above. However, the school is classed as Business and therefore the procedure for disposal of Clinical waste is stated below;

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| Disposal of Waste Materials at schools. | | | | <u>Test completed at School Establishments is not happening in a Primary School</u> | <p>For School Establishments: For waste that is stored in black bin bags, you may dispose of this through your general waste route.</p> <p>For both the yellow and tiger bin bags, you will need to arrange waste collection via your existing hygiene waste provider or contact the DfE coronavirus Helpline. 0800 046 8787 for further advice.</p> |
| Being in close contact of a person who has tested positive – Serial Testing | Continue attending school and to return to school if they agree to be tested daily for 7 days. | Staff | | <p>Staff and pupils who are close contacts of a positive case, should repeat daily tests each morning prior to attending school until 7 - negative tests days have elapsed. Not applicable to Primary schools and paused in Secondary schools.</p> <p>If the adult/child does not wish to be tested daily or are unable to be tested for any reason, they must self-isolate in accordance with national guidance until 10 days after the person they were in contact with, was tested positive.</p> | <p>If the week elapses on a non-school day, they must isolate until they can test one final time on the next school day. I.e., if the week spans over a weekend the pupil should isolate over the weekend. Not applicable</p> <p>Follow the national guidance, and take a confirmatory PCR test, self-isolate until the result of your PCR test is available.</p> <p>Complete 10 days self-isolation. All other identified close contacts and household members of this positive case will now also have to follow the national guidance.</p> |
| <p>PHE NHS Update Daily contact testing of pupils and school staff who have come into contact with positive cases, is temporarily paused. Regular testing of staff will continue to twice weekly, to help break chains of transmission. Guidance will be updated shortly. All other testing should continue.</p> <p>Those who have come into contact with positive cases should follow contact self-isolation guidance. https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</p> | | | | | |
| Data security and handling | Loss or misuse of data. | All. | | There is a small amount of processing of personal data which will be needed as part of the testing programme. Data should be deleted by the organisation for a minimum of 14 days , or a month after the testing programme has ended. | Follow your Data Protection Policy for reporting a breach of date. loss or incidents of miss-use. Data Protection Legislation. |
| Employee Wellbeing | Anxiety | School Staff and their families | | <ul style="list-style-type: none"> Employee Assistance Programme can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls | |

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| | | | | <p>charged at local rate). Open 24/7</p> <ul style="list-style-type: none"> • A new virtual video counselling service is available via our Occupational Health Provider, Wellbeing Partners. • Citizens Advice – offer free, independent, confidential and impartial advice on a range of financial issues. | <p>For Council Employees complete the counselling referral form and return it directly to Well Being Partners</p> |
| <p>Further Information: The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site.</p> <p>LFD = Lateral Flow Device test PCR = Polymerise Chain Reaction</p> | | | | | |

ADDITIONAL INFORMATION:

Contact points.

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| • St Bernadette’s Catholic Primary School | 01257 401125 |
| • Police, Fire and Rescue, Ambulance | 999 |
| • Health Protection Team | 01942 404240 |
| • DfE coronavirus helpline: | 0800 046 8687 |
| • Health and Wellbeing Team | 01942 827857 |