

## COVID19- Schools Lateral Flow Resting Risk Assessment

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly.

This risk assessment should be used in conjunction with other health and safety risk assessments/ arrangements the school has in place. Specifically, the School's Covid19 Risk Assessment which details the range of measures and controls that are in place to protect staff, pupils and visitors.

Assessment Date	1/3/21	Lead Assessor	D. Westmoreland J. Nicholls	Assessment Number: 1	
<b>Activity / Task</b>					
<b>Description of task / process / environment being assessed</b>	Storage on school site, distribution and recording of home Covid-19 Lateral Flow Device Tests.				
<b>Activities Involved</b>	Home testing of school staff and Year 7 to 13 students			<b>Location</b>	Trinity CofE High School
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓

### Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Score (Probability x Impact= Severity)	Further Points to Consider

1. LFD Kits Supply and Distribution.							
1	Shortage of LFD testing kits for distribution to staff.	Required testing of staffing is not completed. Asymptomatic cases are not identified potentially leading to transmission of the virus.	<ul style="list-style-type: none"> <li>Ensure supply chain of LFD testing kits is robust.</li> <li>Approximate how many testing kits will be distributed on a weekly basis</li> <li>Contact Dfe for additional kits when stock running low.</li> <li>Staff able to use Community Test Sites if necessary.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Weekly audit of LFD testing kits carried out by 'Lateral Flow Testing team'.</li> <li>'Covid-19 coordinator': Student Services manager to liaise with Dfe for additional kits.</li> <li>Approximate testing kits confirmed after consent received.</li> </ul>
2	Unavailable storage between 2-30 degrees C (LFD kits)	Results of LFD testing is invalid. Asymptomatic cases are not identified leading to transmission of the virus.	<ul style="list-style-type: none"> <li>Ensure there is appropriate storage facility for the LFD testing kits within the school site.</li> <li>Storage of LFD testing kits should be in a cool, dry space. This should be lockable so only able to be accessed by authorised individuals.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>All LFD testing kits to be stored in lockable storage room next to Deputy Head office.</li> <li>Unique key used to lock room. Site team and Deputy Head to have access.</li> <li>Staff LFD testing kits stored in strong room.</li> </ul>
3	LFD distribution management and tracking (LFD kits)	Required testing of staffing is not completed. Asymptomatic cases are not identified potentially leading to transmission of the virus.	<ul style="list-style-type: none"> <li>Ensure supply chain of LFD testing kits is robust.</li> <li>Approximate how many testing kits will be distributed on a weekly basis</li> <li>Contact Dfe for additional kits when stock running low.</li> <li>Staff able to use Community Test Sites if necessary.</li> <li>Ensure there is appropriate storage facility for the LFD testing kits within the school site.</li> <li>Storage of LFD testing kits should be in a cool, dry space. This should be lockable so only able to be accessed by authorised individuals.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Weekly audit of LFD testing kits carried out by 'Lateral Flow Testing team'.</li> <li>'Covid-19 coordinator': Student Services manager to liaise with Dfe for additional kits.</li> <li>Approximate testing kits confirmed after consent received.</li> <li>All LFD testing kits to be stored in lockable storage room next to Deputy Head office.</li> <li>Unique key used to lock room. Site team and Deputy Head to have access.</li> <li>Staff LFD testing kits stored in strong room.</li> </ul>
4	Safe distribution of kits (LFD kits)	Access to LFD kits is not controlled.	<ul style="list-style-type: none"> <li>Consider appointing one/two members of staff to be responsible for the distribution of LFD testing kits.</li> <li>Robust administration/ recording in place for the allocation and distribution of LFD testing kits.</li> <li>Testing kits are stored in a lockable, dry storage space prior to distribution.</li> <li>Face coverings and 2m social distancing is maintained when distributing LFD testing kits.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Staff: Distributed from main reception following signature of collection.</li> <li>Students: Distributed from student services following signature of collection</li> <li>Face coverings and 2m social distancing is maintained when distributing LFD testing kits. Signage visible.</li> </ul>

5	Timely re-distribution of kits before staff/pupils run out of them (LFD kits)	Required testing is not completed. Asymptomatic cases are not identified potentially leading to transmission of the virus.	<ul style="list-style-type: none"> <li>Ensure supply chain of LFD testing kits is robust.</li> <li>Approximate how many testing kits will be distributed on a weekly basis</li> <li>Contact Dfe for additional kits when stock running low.</li> <li>Staff able to use Community Test Sites if necessary.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Weekly communication to staff (staff briefing) and students (registration) reminding individuals to collect new LFD testing kit before they have ran out.</li> <li>'Covid-19 coordinator': Student Services manager to liaise with Dfe for additional kits</li> </ul>
6.	Staff are not provided with instructions how to take the LFD test	Required testing of staffing is not completed correctly. Invalid test result is returned. Asymptomatic cases are not identified potentially leading to transmission of the virus.	<ul style="list-style-type: none"> <li>Ensure all staff/ pupils are provided with the NHS 'Your Step by Step Guide for Covid-19 Self Testing'.</li> <li>Refer all staff to the instructional video on YouTube as detailed in the 'How To Guide'.</li> </ul>				<ul style="list-style-type: none"> <li>Staff and students directed to COVID 19: 'Lateral Flow testing' page of school website which will contain the NHS 'Your Step by Step Guide for Covid-19 Self Testing'.</li> </ul>
<b>2. Results Reporting and Recording</b>							
7	Reporting of only positive results (LFD test reporting)	Negative tests are not reported.	<ul style="list-style-type: none"> <li>Ensure the LFD Testing Co-ordinator records all tests distributed to staff/pupils, and staff/ parents then confirm ALL test outcomes to the Co-ordinator.</li> <li>Keep details of those staff/ pupils that have indicated they will not complete the LFD testing. (if applicable).</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Staff and students encouraged to log all LFD test results both positive and negative.</li> </ul>
8	Poor result reporting compliance to schools (LFD test reporting)	Individual does not report the test result to school. Access school premises with positive test, resulting in increased transmission of the virus.	<ul style="list-style-type: none"> <li>Ensure the LFD Testing Co-ordinator records all tests distributed to staff/ pupils, and staff/ parents then confirm test outcomes to the Co-ordinator.</li> <li>Keep details of those staff/ pupils that have indicated they will not complete the LFD testing. (if applicable).</li> <li>Robust administration in place for the recording of test results.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>MS forms link set up to centralise all test results. Monitored by Student services manager and Deputy Head.</li> </ul>
9	Reporting of incidents to school to help school identify emerging issues and escalate to DfE/DHSC (LFD test reporting).	Individual does not report the test result to school. Access school premises with positive test, resulting in increased transmission of the virus.	<ul style="list-style-type: none"> <li>Ensure the LFD Testing Co-ordinator records all tests distributed to staff/ pupils, and staff/ parents then confirm test outcomes to the Co-ordinator.</li> <li>Keep details of those staff/ pupil that have indicated they will not complete the LFD testing. (if applicable).</li> <li>Robust administration in place for the recording of test results.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>MS forms link set up to centralise all test results. Monitored by Student services manager and Deputy Head.</li> <li>Staff/students informed of process in event of a positive LFD test. Staff to contact HR. Students to contact students services. Staff and students will then be informed of next steps.</li> </ul>

10	Positive LFD test is not followed up with confirmatory PCR test.	Individual does not have confirmatory PCR test. Individual and close contacts isolate when may not be needed (if LFD is a false positive).	<ul style="list-style-type: none"> <li>Ensure all staff/ pupils are aware that following a positive home LFD test, they need to have a confirmatory PCR test. (This should be booked in the normal way through <a href="http://www.gov.uk">www.gov.uk</a>).</li> <li>All PCR test outcomes are reported to the Testing Co-ordinator.</li> <li>Robust administration is in place to track/ ensure PCR test takes place.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Staff/students informed of process in event of a positive LFD test. Staff to contact HR. Students to contact students services. Staff and students will then be informed of next steps</li> <li>Any subsequent positive <b>PCR</b> cases reported to Manchester Test and Trace in the usual way using the on-line form by Student Services manager.</li> </ul> <p><a href="https://forms.office.com/Pages/ResponsePage.aspx?id=Xn3OsM2B-0eU9ydsYmt7CTHy2kLkbJ5OmiWI1yWP18VUQTlxN0plTDUxRjZUWjXR09YUDBYNUxJVC4u">https://forms.office.com/Pages/ResponsePage.aspx?id=Xn3OsM2B-0eU9ydsYmt7CTHy2kLkbJ5OmiWI1yWP18VUQTlxN0plTDUxRjZUWjXR09YUDBYNUxJVC4u</a></p>
<b>3. Business Continuity</b>							
11	Managing business continuity with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	Reduction in staffing numbers resulting in difficulty to provide full educational offer.	<ul style="list-style-type: none"> <li>Ensure the school's Covid 19 Risk Assessment is adhered to. Specifically;</li> <li>Class bubbles are maintained, staff cross over between bubbles is only in exceptional circumstances, face masks are worn in communal spaces, social distancing is adhered to by staff at all times, protocols and procedures in place for staff room, office, meeting rooms, photocopiers are adhered to, and regular hand hygiene and cleaning.</li> <li>Consideration as to what tasks can be completed by those staff isolating e.g. on-line learning, welfare calls, administration.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Staff and students reminded to adhere to updated RA and 'September protocols'.</li> </ul>
<b>4. Covid and Outbreak Response</b>							

12	Managing public health response with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	Reduction in staffing numbers resulting in difficulty to provide full educational offer.	<ul style="list-style-type: none"> <li>• Regular communication with Local Authority SSQA and Manchester Test and Trace Team.</li> <li>• Ensure the school's Covid 19 Risk Assessment is adhered to. Specifically;</li> <li>• Class bubbles are maintained, staff cross over between bubbles is only in exceptional circumstances, face masks are worn in communal spaces, social distancing is adhered to by staff at all times, protocols and procedures in place for staff room, office, meeting rooms, photocopiers are adhered to, and regular hand hygiene and cleaning.</li> <li>• Consideration as to what tasks can be completed by those staff isolating e.g. on-line learning, welfare calls, administration, communications.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Deputy Head in regular communication with Local Authority SSQA and Manchester Test and Trace Team.</li> <li>• Staff and students reminded to adhere to updated RA and 'September protocols'.</li> </ul>
----	---	--	--	---	---	---	--

5. Comms and Engagement							
13	Stakeholder management (communication and engagement) (Asymptomatic testing impact)	Reduction in staffing numbers results in limited communication with the school community- staff, parents, governors, local authority etc.	<ul style="list-style-type: none"> <li>Regular communication with school community through newsletters, email etc.</li> <li>Regular communication with Local Authority SSQA, Manchester Test and Trace Team, Dfe</li> <li>Named person(s) responsible for stakeholder comms to ensure continuity if one becomes ill.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Regular communication with school community via email, website, newsletter completed by range of individuals.</li> </ul>
6. Other/ Miscellaneous							
14	Manual handling	Hazards and risks associated with manual handling of LFD testing kits.	<ul style="list-style-type: none"> <li>For all manual handling activity you should always take into account the nature of the task, the capabilities of the individual performing it, the load and the layout of the environment.</li> <li>Refer to your school's Manual Handling risk assessment</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Refer to school manual handling risk assessment.</li> <li>Any site staff managing large orders (e.g. on pallets) are trained in safe manual handling.</li> <li>All materials for testing are divided into small lightweight packages.</li> <li>Information for correct usage provided.</li> <li>As a result: the risk of any person receiving an injury due to incorrect manual handling is minimised.</li> </ul>
15	Unauthorised access to LFD testing kits to members of the public.	Unauthorised access to school site. Safeguarding risk.	<ul style="list-style-type: none"> <li>Access controlled to school grounds; perimeter fencing, gated entry to car park, access controlled to school building.</li> <li>Visitors only allowed on site currently by appointment and in very specific circumstances.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Access controlled to school grounds; perimeter fencing, gated entry to car park, access controlled to school building.</li> </ul>

16	Inclement weather	<p>Staff unable to get to school to obtain LFD testing kits to complete at home.</p> <p>Increased slip risk.</p>	<ul style="list-style-type: none"> <li>• Refer to school's snow/ ice policy/ risk assessment.</li> <li>• Staff able to use Community Test Sites if necessary.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Refer to school's snow/ ice policy/ risk assessment.</li> <li>• If insufficient number of staff to complete test process, tests will be deferred.</li> </ul>
----	-------------------	--	--	---	---	---	---