

RISK ASSESSMENT Wootton Academy Trust	Activity – Lateral flow testing of Secondary school staff and pupils (at home twice a week). Pupils year 7 and above Home testing to start week commencing 15th March 2021		Wootton Upper School And Kimberley College
Assessment completed by: K Hance	Date Completed:	05/03/2021	
PRINT NAME: KEN HANCE	Next Review Date Due:	22/03/2021	

COVID Coordinator	Carrie McMorn, Liz MacKay, Steph McMenamy	Tasks such as: <ul style="list-style-type: none"> • communicating with stakeholders • ensuring staff are using the right instructions and that the 'test kit log' is completed as the test kits are distributed to staff. • reporting incidents and carry out risk management. • storing and reporting any required data • reorder tests when required (advice on how to do this will follow)
Registration Assistant (can be the same person if needed)	Helen Darlow Steph Hills / Nicky Lowe / Michael Martin	Tasks such as: <ul style="list-style-type: none"> • distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits • inputting test results from staff into your school/college or 'test results register/log'. • sending reminders to participants to communicate their results online, or by phone, and to the school / college. • responding to staff questions • working with the COVID-19 Coordinator to manage the stock of kits

No	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Adequate
	Poor management of the lateral flow testing for staff (at home)	Staff and pupils	Staff and pupils asymptomatic passing on virus which leads to illness or death	<ul style="list-style-type: none"> School/college to follow all guidance in google drive and check regularly for any updates. The member of staff/pupil will record the test result on the NHS Test and Trace website at www.gov.uk/report-covid19-result or call 119 within 24 hours of test. Staff/pupils should report the result: <ul style="list-style-type: none"> - every time they use a lateral flow test kit - as soon as possible after the result Result must be reported within 24 hours. The reporting must also include the barcode on the test strip or the ID number printed under it (the test strip is the part of the kit that shows the result) Member of staff to submit their mobile phone number so they can receive a text to confirm their result has been received by the NHS system. School/college are unable to view the results that their staff/pupils have uploaded to the online service. Staff/pupils should also communicate ALL results positive, negative or invalid to their school/college COVID coordinator/Register Assistant following /college procedure "Test result log" used to identify staff/pupil with positive results, bubble management and contact tracing. Encourage staff/pupils to follow requirements when reporting results (send reminders on test days to take a test and report results). Small ATS provision at school/college for pupils unable to test at home. 	Y	Y
					Y	Y
					Y	Y
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					Y	Y
					Y	Y
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					Y	Y
					Y	Y

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2	Inadequate storage and distribution of kits	Staff and pupils	Lack of testing equipment creating an increased risk of infection in school/college	<ul style="list-style-type: none"> • Test kits stored in an area to prevent unauthorised access to the test kits, Science Prep rooms • Test kits stored in temperatures between 2°C and 30°C • Allow enough space for social distancing between staff/pupils when picking up kits. • Pupil kits could be distributed through registration process in classrooms • Member of staff coordinating the handing out of the test kits should wear an appropriate face covering at all times and maintain a 2 metre distance from staff/pupils receiving their test kits. • COVID coordinator to ensure a record of how many tests are available to staff/pupils are recorded and new tests are reordered within an appropriate time scale • Registration assistant to distribute the test kits to classrooms and sign for each child as they receive their home kit. • Registration assistant to wear a face mask and ensure social distancing when distributing the testing kits • COVID coordinator to record information on 'test kit log'. Information includes: Record kept of: name of school/college, person issuing the test, date of issue, LOT number and person (staff or student) using the test. • 'Instructions For Use' (with a blue front cover and dated 15th January 2021 v1.3.2) hand out provided to staff/pupils testing at home. 	Y	Y
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					Y	Y
					Y	Y
					Y	Y

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	Conducting Test (cont)	Staff and their family where test is being undertaken at home	<p>Infection of Tester from Air Borne Particles</p> <p>Infection of Tester from contaminated surfaces</p>	<ul style="list-style-type: none"> • Single bag all negative tests and dispose of in household waste • Staff member taking test to record result online www.gov.uk/report-covid19-result or call 119 • Member of staff/pupil should also communicate ALL results positive, negative or invalid to their school/college COVID coordinator/Register Assistant following school/college procedure. • Record of tests and test results to be kept by COVID coordinator/assistant, must include Time, Date, Name, Result, Comments, Actions following positive test 	Y	Y
4	Extraction solution which comes with the test kit	Staff/parent /pupils using the solution		<ul style="list-style-type: none"> • Gloves do not need to be worn when using extraction solution. • Do not use if the solution has expired • Wash hands thoroughly if extraction solution is spilt. • Parents/carers to assist their child in the processing if required. 	Y	Y
					Y	Y
					Y	Y
					Y	Y

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5	Contact Following a Positive Test	Staff	Cross contamination of other family members from used testing materials	<ul style="list-style-type: none"> All members of staff will confirm, via questionnaire, they have watched YouTube instructional video about self administering tests All staff who take the tests will receive the guidance document 'Instructions For Use' v.1.3.2 Parent/carers and pupils provided with leaflet links to video on self-testing at home. Wash hands with soap for 20 seconds or sanitise prior to and after testing All surfaces to be wiped down (with a anti viral wipe or spray) before and after testing Staff/pupil member testing positive must isolate immediately with their household, not go into school/college and contact school/college COVID coordinator. Staff /pupil testing positive will self isolate at home and organise an NHS PCR COVID Test get tested Candidate to double bag all waste materials and place in household waste The member of staff/pupil will record the test result on the NHS Test and Trace website Staff/pupil should also communicate ALL results positive, negative or invalid to their school/college COVID coordinator/Register Assistant following school/college procedure. 	Y	Y
					Y	Y
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					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y

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6	Contact during a void test	Staff	Cross contamination of other family members from used testing materials	<ul style="list-style-type: none"> All members of staff will confirm, via questionnaire, they have watched YouTube instructional video about self administering tests All staff/pupils who take the tests will receive the guidance document 'Instructions For Use' v.1.3.2 Parent/carers and pupils provided with leaflet links to video on self-testing at home. Wash hands prior to and after testing All surfaces to be wiped down before and after testing Staff or pupil receiving a void test must complete a second test. If the subsequent test comes back void, the member of staff or pupil must organise a NHS PCR COVID test and the COVID coordinator contacted. The member of staff/pupil will record the test result on the NHS Test and Trace website at www.gov.uk/report-covid19-result or call 119 Staff/pupil should also communicate ALL results positive, negative or invalid to their school/college COVID coordinator/Register Assistant following school/college procedure. 	Y	Y
					Y	Y
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					Y	Y

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7	Contact during negative result	Staff	Incorrect logging or result resulting in risk of infection	<ul style="list-style-type: none"> All members of staff will confirm, via questionnaire, they have watched YouTube instructional video about self administering tests All staff/pupils who take the tests will receive the guidance document 'Instructions For Use' v.1.3.2 Parent/carers and pupils provided with leaflet links to video on self-testing at home. Wash hands with soap for 20 seconds prior to and after testing All surfaces to be wiped down before and after testing If a negative result is received, the member of staff/pupil should go into school/college as normal and inform the COVID coordinator about the result The member of staff/pupil will record the test result https://www.gov.uk/report-covid19-result or call 119 Staff should also communicate ALL results positive, negative or invalid to their school/college COVID coordinator/Register Assistant following school/college procedure. 	Y	Y
8	Test Failure	Staff and pupils	Candidates continue to work due to a false negative test result	<ul style="list-style-type: none"> All members of staff will confirm, via questionnaire, they have watched YouTube instructional video about self administering tests All staff who take the tests will receive the guidance document 'Instructions For Use' v.1.3.2 Parent/carers and pupils provided with leaflet links to video on self-testing at home. Registration Assistant should carry out routine and documented checks to ensure correct procedure continues to be followed Test kits to be stored and managed by the Registration Assistant in line with the DfE storage guidelines to prevent damage to equipment Staff should also communicate ALL results positive, negative or invalid to their school /college COVID coordinator/Register Assistant following school/college procedure. 	Y	Y

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9	Legal Considerations	Staff and pupils	The school/college has no legal right to make staff undertake lateral flow testing and may be liable to legal challenge	<ul style="list-style-type: none"> All staff/parents has been clearly communicated the legal position of the voluntary testing programme. The testing program is recommended and supported, but not mandated. Staff/pupils will not be prevented from going into school/college if they do not take part in self testing. Testing will not be undertaken on staff/pupils without their consent. Tests will be self-administered to a participant's own throat and nose at home. Staff and pupils who decline to participate in this testing programme should follow national guidelines on self isolation and get tested if they show symptoms. Guidance on self-isolation, further testing will be provided to those testing positive. Staff/Pupils should be given access to the privacy notice and must have read this before self testing.(available on site, website and comms) The school/college's "test kit log" and "test results register/log" must be separate documents for data protection purposes (so that the signing for results cannot see the results of their colleagues). School/college to follow DFE guidance on record retention (not yet published). 	Y	Y
					Y	Y
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					Y	Y
					Y	Y
10	Non reporting	Staff and pupils in school/college	Spread of the virus leading to spread of infection and illness and death	<ul style="list-style-type: none"> Staff/pupils participating voluntary in scheme should report the result https://www.gov.uk/report-covid19-result or call 119 and also inform the school/college their result. Good communication of procedures so staff are confident with process so there is full reporting online and school/college within timeframes. 	Y	Y
					Y	Y
11	Poor uptake on self testing	Staff and pupils in school/college	Spread of the virus leading to spread of infection and illness and death	<ul style="list-style-type: none"> Staff and pupil training on how to take test safely using YouTube instructional video about self administering tests Support to staff that are worried about taking the test to alleviate any fears Staff who decline to participate in this testing program should follow the usual national guidelines on self isolation and get tested if they show symptoms. 	Y	Y
					Y	Y
					Y	Y

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12	Poor Communication	Staff and pupils in school/college	Spread of the virus leading to spread of infection and illness and death	<ul style="list-style-type: none"> • Inform staff/parents/pupils what rapid testing is and make video content on the document sharing platform available to them • Inform staff/parents/pupils who is the School/college's COVID-19 Coordinator and Registration Assistant (this may be the same person). • Staff/parents and pupils are given sufficient time to watch instructional video and read literature on testing and ask any questions • Explain that the Registration Assistant distributing the test kits will sign for children/staff as they receive their home kits and record the lot number on the box of their test kits against their name. • Staff/pupils are informed how and when they can collect/will receive their test kits. • Inform staff/parent/pupil of requirement to report test results. • Regular communication to staff/parent/pupils on process and how it is going in school/college and response to any concerns/issues. • COVID coordinator/registration assistant to answer any staff questions. 	Y	Y
					Y	Y
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					Y	Y
					Y	Y
					Y	Y

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
Reviewed by: Signature:	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
PRINT NAME:				

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Consultant
MEDIUM (M) Possibility of significant injury or over 7 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

Key documentation

How to guide – rapid testing of primary and nursery workforce https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54

https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRgfrj_b5_P

Recording Test result <http://www.gov.uk/report-covid19-result>