



Home Test Kit (LFD)

RISK ASSESSMENT Covid LFT Manager- Paul Chell Covid LFT Administrator – Fran Best

Part A

| | | | | | | | | | | |
|---|---|---|--------------------|-------------------|-------------------|---------------------------------|---|--------------------------------|-------------------------|-------------------------|
| School/Premises | | Christ Church Academy | | | | | | | | |
| Assessor/ Person(s) assisting with the assessment | | Helen Williams BDAT Estates and Health & Safety | | | DATE | Updated 12/4/2021 | | | | |
| TASK / ACTIVITY (Include duration and frequency of task activity) | | LFD Twice Weekly Testing of Staff in a Primary Setting. | | | | | | | | |
| Likelihood of Occurrence | Severity of Outcome | | | | | Persons / groups at risk | | | | |
| | 1 Negligible | 2 Slight | 3 Moderate | 4 Severe | 5 Very Severe | A | Employees | E | General Public / Pupils | |
| | 2 Unlikely | LOW (2) | LOW (4) | LOW (6) | MEDIUM (8) | MEDIUM (10) | B | New Employees | F | Visitors |
| | 3 Possible | LOW (3) | LOW (6) | MEDIUM (9) | HIGH (12) | HIGH (15) | C | Contractors / Sub-Contractors | G | Volunteers |
| | 4 Probable | LOW (4) | MEDIUM (8) | HIGH (12) | HIGH (16) | HIGH (20) | D | Young person / Work experience | H | Clients / Service users |
| | 5 Very Likely | LOW (5) | MEDIUM (10) | HIGH (15) | HIGH (20) | HIGH (25) | Likelihood of occurrence X Severity of outcome = Risk Rating | | | |
| | Example: Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9) | | | | | | | | | |
| Notes: This risk assessment should be read in conjunction with the Revised Opening of Schools RA 2021. | | | | | | | | | | |
| The Trust understands and is engaged with NHS Test and Trace process and are aware of how to contact their local Public Health England health protection team. Staff members will understand that they will need to be ready and willing to: <ul style="list-style-type: none"> • book a PCR test if they test positive through the home test kit or display symptoms - staff must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them when at the setting. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace and to self-isolate in line with Govt. guidance. | | | | | | | | | | |
| Training and Instruction: The content of this risk assessment must be communicated with all staff and toolbox talks should be regularly delivered to ensure that staff are regularly refreshed on the procedures in place to keep themselves and others as safe as reasonably practicable. | | | | | | | | | | |



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Staff undertaking home testing will receive suitable and sufficient training for them to undertake to test from the government document sharing platform, https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54 . They will receive instruction on how to record test results and how to dispose of used tests safely.

Reference Documents

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

https://drive.google.com/drive/u/1/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries>

<https://www.gov.uk/get-coronavirus-test>

<https://www.gov.uk/report-covid19-result>

<https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#infection-prevention-and-response-system-of-controls>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Management of Health and Safety Regulations 1999

The Workplace Health, Safety and Welfare Regulations 1992

The Health and Safety at Work Act 1974

WHO: Getting your workplace ready for COVID-19

PHE: Advice on the Coronavirus for places of Education

GOV.UK: Guidance to Educational Settings about COVID-19.



Home Test Kit (LFD)

Part B

| What are the hazards and What could happen | Affected persons groups | What are the existing control measures | Risk rating (refer to chart) | Further action required to eliminate or reduce the risk | Residual risk rating (refer to chart) |
|---|-------------------------|--|---------------------------------|--|--|
| <p>Coronavirus (Covid-19) being accidentally brought onto the site. Infection of others.</p> <p>Cross contamination on collection of test kits.</p> | <p>Staff</p> | <p>Staff and pupils with underlying health issues advised to follow government guidelines around shielding.</p> <p>Staff and pupils showing signs of a high temperature above 37.8C or a persistent cough or a change in their sense of smell or taste should not attend the school.</p> <p>Hand sanitiser on entry and at various points around school. Hand washing facilities in place.</p> <p>Social distancing 2 metre in place and must be adhered to.</p> <p>Cleaning frequently touched surfaces e.g. equipment, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as household detergents.</p> <p>Brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>Hand sanitiser available in all areas</p> <p>Please see the Revised Opening of Schools Risk Assessment 2021 on the</p> | <p>H15</p> | <p>All staff encourage to fully partake in the LFD testing programme to limit the spread of COVID – 19 in the work setting.</p> <p>Reminder to be issued to all staff of current government guidelines and expectations of LFD testing, along with obtaining and recording consent for LFD testing.</p> <ol style="list-style-type: none"> Guidelines including instructions and video support issues to staff on the 22/1/21. Roll out explained at the team's staff meeting on the 20/1/21. Further updated information to be share with the team at next teams staff meeting on 27/1/21 SBM has contacted relevant line managers for catering and cleaning staff and agreed a formal training session with our cleaning team to be held on Tue 26/1/21. In addition 1-1 held with Head of catering team | <p>M9</p> |



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| | | <p>school's website.</p> <p>No equipment to be shared with other staff members.</p> <p>Doors to remain open using fire stop guard or (wedged open only whilst occupied) to enable free flow and limiting touch points.</p> <p>Staff to maintain a 2-metre distance from each other at all times.</p> <p>Existing enhanced cleaning regime in place during this period.</p> <p>All LFD test kits to be logged out including Lot number, individuals name & DOB, date of issue, new instructions leaflet – v. 1.3.2 and signed by individual.,</p> | | <p>and all information rolled out with all documents and support available shared via email. Both companies will advise SBM of collective results every Thu/Mon AM</p> <p>Staff must keep contact with other staff to the minimum where possible and will observe social distancing, sanitising hands and wearing a mask.</p> <p>Relevant PPE to be available in school, used, removed, and disposed of in accordance with guidelines. In place 25/1/2021</p> <p>All individuals involved must receive appropriate training before home testing sessions commence. Record of training to be kept in school. See above. Both test kit and test results logs completed, will also include confirmation of training received and understood</p> <p>Queues to be managed to maintain social distancing with a staggering of staff times to collect test kits from collection area. Tests to be given out over 2 day period covering 28th</p> | |



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| | | | | <p>and 29th of Jan from the Blue Room</p> <p>All staff involved with the LFD testing to be aware of their role in the programme. Named individuals to be logged for the COVID Coordinator & the Registration Assistant in school. Paul Chell LFT Manager Fran Best LFT Administrator</p> <p>The distribution point for issue of test kits will be cleaned down as necessary to reduce the likelihood of cross contamination at frequent or appropriate intervals.</p> <p>To be completed by LFT Manager & Admin team after each pick up</p> <p>Staff member handing out the test kits must wear a face covering as well as ensuring good hand hygiene, keeping 2 m away from staff and cleaning of area.</p> <p>Collection station set up in the assistant Head's office.. All necessary PPE equipment is in place including Visors, hand gels, masks, cleaning wipes, test kits. In addition copies of individual letters and GDPR notices to readiness for</p> | |



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| | | | | <p>hand out</p> <p>Individuals not in agreement to LFD testing to follow existing control measure as identified in Revised Opening of schools Risk Assessment 2021. All staff advised to inform SBM of any concerns with regards to testing process</p> | |
| <p>Lack of resources, limited availability or accessibility, storage issues. Inability to deliver programme of testing.</p> | <p>All</p> | <p>Government delivery of LFD test kits planned for w/c 18/01/2021.</p> <p>PPE available in school for use to issue LFD test kits.</p> <p>Tests to be received and store in accordance with Government guidelines. 2 - 30 degree C in a secure location both in school and at home.</p> | <p>M9</p> | <p>Ensure planned delivery of test kits received and checked for damage missing or non-delivery. In line with online portal delivery and contents schedule. Along with additional deliveries during the testing period. Test Kits delivered 20/1/21 – Boxes opened and no signs of damage. LFT team will complete ongoing checks with future deliveries</p> <p>Assess current PPE capacity in school and place orders to ensure sufficient stocks available to carry out LFD hand out of tests in accordance with government guidelines as required. PPE stock levels are at required levels. New order of masks to be delivered 26/1/21</p> | <p>L6</p> |



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| | | | | <p>Designated location to be identified for storage of tests and stock levels to be monitored and maintained in line with testing regime. Staff twice weekly tests to be stored in an area maintained between 2-30 degrees C. Stored in Assistant Head's office which is within temperature parameters</p> <p>Record of all individuals to be tested and frequency of tests to be recorded along with test dates and results in a secure GDPR compliant format. Administration team to keep all results in a locked cupboard, accessible by Admin and Manager only.</p> <p>Requirements, if necessary, for additional test kits to be reviewed weekly to ensure sufficient time to</p> <p>access supplies and ensure stock levels sufficient to maintain the testing programme.</p> <p>Manager to review stock levels on a weekly basis.</p> | |



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| Issues relating to home test area and procedures. Results contaminated or equipment defects. | All | <p>Government guidelines to be adhered to in setting up the home test area and storing the test kits.</p> <p>Staff to complete training guidance before carrying out self-testing.</p> <p>Equipment provided to be used only once.</p> <p>The ambient temperature should be between 15-30 degrees C in test area.</p> <p>Storage of LFD to be between 2-30 degrees C.</p> <p>If stored in a cool area (do not store in the fridge or direct sunlight) leave for 30 minutes in a normal room temperature before use.</p> <p>Ensure the test area is flat clean and wash your hands before starting.</p> <p>Keep test kit away from children</p> | H12 | <p>School to issue instructions for self-testing and publish links to Primary Schools Document Sharing Platform for all staff to access before self-testing. Link issued on 27/1/21.</p> <p>Read the instructions before starting. Watch the guidance videos.</p> <p>Ensure the test kit is at room temperature 15-30 degrees C.</p> <p>Only use each item in the kit once.</p> <p>If you have a nose piercing swab the other nostril. It pierced on both sides, remove the piercing on one side before swabbing.</p> <p>If you've had a nosebleed in the last 24 hours, swab the other nostril or wait 24hours.</p> <p>Do not eat or drink for at least 30 minutes before doing the test.</p> <p>If there is a reason you cannot take a throat swab, swab both</p> | L4 |



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| | | | | <p>nostrils instead.</p> <p>Ensure you have a watch (or clock) tissues, a mirror and either hand sanitiser or soap and warm water.</p> <p>Follow items 1 to 7 in the 'Your step-by-step guide for COVID-19 self-testing/ watch the video.</p> <ol style="list-style-type: none">1 Prepare your test kit and check your test kit contents.2 Set up your test.3 Take your swab sample.4. Process the swab sample.5 Read your results.6 Report your results.7 Safely dispose of your test kit. <p>Do not use the test strip if the sealed packaging is damaged.</p> <p>Any damaged broken or missing items should not be used. Any equipment which fails must be reported. Staff to notify Covid team of any obvious damage to test kits</p> <p>If you have been harmed or had a reaction using the test kit, report it on the Coronavirus Yellow Card</p> | |



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| | | | | <p>Reporting Site https://yellowcard.mhra.gov.uk</p> <p>You can safely throw away all of the LFD test kit in the bag provided in your general household waste bin.</p> <p>Never touch the soft, fabric trip of the swab with your hands.</p> <p>Do not touch the tongue, teeth, cheeks, gums, or any other surfaces with the fabric tip of the swab.</p> <p>Make sure you place the test strip on a flat surface. Do not move the strip during the test.</p> <p>Do not leave the test to develop, for longer than 30 minutes as this will make the result void.</p> <p>If your test result is positive you and your household must</p> <p>self-isolate following government guidelines.</p> <p>Once your test is complete, put all</p> | |



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| | | | | <p>of the used kit contents in the waste bag provided. Put this in your general household waste.</p> <p>Make a note of your test results.</p> <p>An inconclusive result will require a retest. Both results will need reporting.</p> | |
| Effect on wellbeing. Mitigating anxiety amongst staff and pupils, | All | The school have wellbeing procedures currently in place to support all staff. See current Revised Reopening of School RA 2021 where these are listed. | H12 | <p>In order to manage and reduce anxiety due to the proposed LFD testing the school will provide guidance of the process and methodology in advance issuing home test kits.</p> <p>Staff who will be issuing test kits will be able to provide current guidance and reassure staff to reduce anxiety levels and offer further support if necessary.</p> <p>Staff to be encouraged to access</p> <p>further support available in school should they receive a positive result</p> <p>or anxiety levels are increased due</p> | M8 |

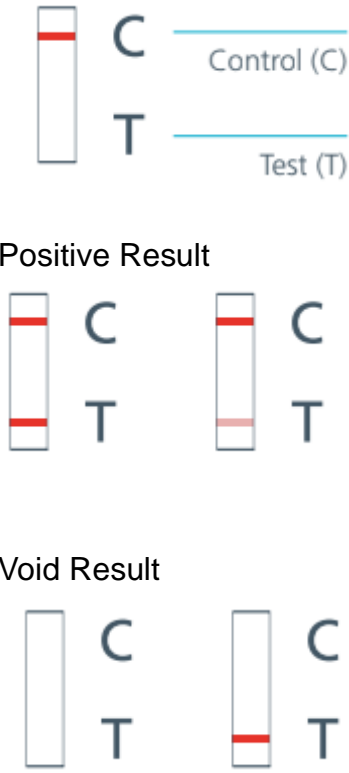


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| | | | | to the process. | |
| Incorrect reading of results, poor reporting to T&T and school following testing, resulting in ineffective process of thorough testing for setting and staff attending school when they should be isolating. | All | <p>Staff training to be provided through the links on the Primary Schools Document Sharing Platform.</p> <p>In particular:</p> <p>Your step-by-step guide for COVID-19 self-testing guide.</p> <p>‘How to guide’ Rapid testing of primary and nursery workforce guide.</p> <p>How to Do a Rapid COVID-19 Self-Test guide.</p> <p>How to Self-test Video.</p> <p>The process for informing test and trace and school is provided through the training documents above.</p> <p>Results Guide.</p> <p>Negative Result.</p> | H12 | <p>Staff encouraged to refresh their understanding of reading test results and having the guidance document to hand when confirming results.</p> <p>‘All staff/pupils to be offered and undertake home testing on a Sunday and Wednesday evening until guidance changes.’</p> <p>Encourage home assistance if necessary, to undertake test.</p> <p>If test shows a negative result staff can advise of test results on return to work on Monday / Thursday mornings. If in the event of a positive or 2 void tests staff to advise SBM & Head via text message.</p> <p>If you have a positive result, you, anyone who lives with you, and anyone in your support bubble, must self-isolate in accordance with current national and local guidance, which can be found at www.nhs.uk/conditions/coronavirus-</p> | M8 |




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| | |  <p>Positive Result</p> <p>Void Result</p> <p>Report Your Results.</p> <p>You will need the QR code or the ID</p> | | <p>covid-19/self-isolation-and-treatment/</p> <p>A test kit log and test kit result register to be set up in accordance with GDPR guidelines and the data protection act. See above</p> <p>Staff who test positive will be asked to book a PCR test and be reminded of current government guidance. Staff will be advised that a positive result of their LFD test means their household should follow current government guidance and isolate until the results of the staff members PCR tests are known. If the PCR test result is positive further isolation of the household will be required in accordance with government guidelines. Currently 10 days from positive test if asymptomatic.</p> | |



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|--|-------------------------|---|--|--|---|
| | | number under it, on the test strip to report your results  | | Report online at www.gov.uk/report-covid19-results Or telephone 119 And with school. | |

Part C



Home Test Kit (LFD)

| | | | |
|--|---|---------------------|--------------------|
| <p>Links to other risk assessments and or safe working instructions - please see above.</p> | <p>Please see the Revised Opening of Schools Risk Assessment 2021 on the schools website in conjunction with this risk assessment. Along with current government links to guidance documents in he notes section above.</p> | | |
| <p>Name / Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented</p> | <p>Paul Chell – LFT Manager</p> | | <p>Date</p> |
| | | | <p>12/4/2021</p> |
| <p>Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?</p> <p>Please record any changes required and or action taken, then date and sign</p> | | | |
| <p>Reviewer Name & Date</p> | | <p>Notes</p> | |
| <p>Reviewer Name & Date</p> | | <p>Notes</p> | |
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