

Risk Assessment Form (RA1)

Department:	Service: <i>Hillcrest School</i>	Reference: <i>Education</i>
Activity: <i>Coronavirus (COVID-19) Rapid Testing of Education Staff and Secondary Age Pupils <u>at Home</u> (Self-Test)</i> This assessment has been produced by the NCC Corporate Health and Safety Team in collaboration with the NCC Public Health Team.		Site: <i>Primary/Secondary/Special schools, school-based nurseries and maintained nursery schools throughout Northumberland.</i>
People at Risk: <i>School Staff, Pupils</i> <i>All staff and volunteers are aware of the content of this risk assessment.</i>		Additional Information: <i>guidance on completion: risk assessment form</i> <i>This assessment should be read in conjunction with the <u>'How to Guide' Rapid Testing of education Staff and Secondary Age Pupils at Home (Self-Test) - Blue Guide</u> and the <u>Clinical Standard Operating Procedure (SOP) Rapid Asymptomatic Testing of Education Workforce at Home</u></i> <i>See end of this document for links to <u>further information and useful links</u>.</i>
<p><i>Testing to be carried out twice weekly (3-4 days apart) before coming into the education setting. The guidance recommends tests are carried out in the morning although there is some discretion to allow this to be done the evening before. Testing to be carried out at home and the test should not be used by anyone other than the person it has been assigned to. Prior to use all have been briefed regarding the testing process and in the case of pupils/young people have had supervised use of testing kits. Staff have been provided with access to the training, instruction and guidance documents and have had the opportunity to raise questions.</i></p> <p><i>Note: No test is 100% sensitive and lateral flow testing may not pick up all positive cases. To minimise the risk of COVID-19 transmission and associated disruption, all must continue to maintain social distancing and any other prevention measures implemented by the school.</i></p>		
Name of Person Completing Form: Date: <i>05/03/21</i>	<i>Andrea Mead/Alison Miller/Debra Thompson</i>	Job Title: <i>Hillcrest SLT</i> Review Date: <i>As per NCC or Government Updates</i>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<p><i>Delivery and receipt of LFT testing kits</i></p> <p><i>Incorrect handling/storage resulting in compromised test result.</i></p> <p><i>Test stock runs out.</i></p>	<p><i>Failure to test/inaccurate test leading to false result giving rise to potential Covid transmission and disruption to school staffing arrangements</i></p>	H	<p>A Covid Coordinator and Registration Assistant have been appointed to oversee the testing process and maintain the required records [Debra Thompson and Tina Taggart] and are aware of their responsibilities to carry out the duties described in the How To Guide. Deliveries are checked by [Debra Thompson or Tina Taggart] on receipt to ensure kits are complete (using the “How To Guide”) and in good condition. They should be stored in a secure indoor area at room temperature (between approx. 2 ° C and 30 ° C).</p> <p>Deliveries are logged to establish a ‘Test Kit Log’ recording test kit ‘lot number(s)’ to allow quantities to be monitored and to facilitate reordering. Any problems are logged on an incident reporting log to support process review, capture lessons learnt and ongoing improvement.</p>	L	<p>Schools should complete the Privacy Notice and issue to staff and pupils participating in the testing process.</p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • Covid Co-ordinator and Registration Assistant completed all training modules for testing • Test kits checked against delivery receipt • Stored in safe location meeting storage requirements • Log of kits issued maintained
<p><i>Collection point – incorrect set up</i></p> <p><i>Collection of testing kits by staff</i></p> <p><i>Symptomatic persons may present at school to collect testing kits</i></p>	<p><i>Covid transmission</i></p>	H	<p>Collection of LFD test kits are carefully controlled. A designated collection point is established in an appropriately secure location and allows for 2m social distancing to be maintained. <i>Office set up for issue of kits to ensure safe storage at all times (fob access entry). Windows for collection used.</i></p> <p>Face coverings are worn within this area.</p> <p>Staff and pupils are issued with test kits (either 2 packs of 3 or 1 pack of 7) so they can test twice a week by the Registration Assistant and records kept</p>	L	<p>Existing individual risk assessments for staff who are CV and taking part in testing are reviewed and updated to reflect this.</p> <p>Training webinars are also available. They cover: Webinar 1 - Overview Webinar 2 - How to do a test and recording</p> <p>All other resource such as templates are available at this link: Document Sharing Platform</p>

			<p>within the record log. All recipients are reminded that tests must only be used by the person assigned the kits and that they should not be used by anyone else.</p> <p>The Covid Coordinator will ensure that staff have signed for their test kits, including the Instructions for Use (version 1.3.2). The old instructions are inside the box of test kits. The most up-to-date instructions come in a separate bundle.</p> <p>Clear instructions are issued to staff that anyone with Covid symptoms or who lives with someone who is showing symptoms of Covid must self-isolate immediately and book a test through the NHS symptomatic testing programme.</p>		<p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • Staff issued with kit and revised instructions. • Guidance on instructions provided in email to staff and also at point of collection • Staff familiar with testing process due to in-school testing previously carried out • List maintained of all staff receiving test kit • Risk Assessments in place outlining self-isolation requirements for symptomatic persons and clear guidance on what to do
<p>Requirements not adequately communicated to staff and pupils</p> <p>Testing process and/or follow up action not implemented correctly</p> <p>Limited uptake of testing</p> <p>Staff and pupils not reporting results</p>	<p>Failure to test or inaccurate test leading to false result giving rise to Covid transmission and disruption to school staffing arrangements</p>	H	<p>Prior to testing all staff and pupils have been briefed regarding the testing process and have had the opportunity to raise questions. They have been directed to the YouTube and video content available on the Document Sharing Platform, read the How to Guide and follow the specific instructions provided when their test kit is issued.</p> <p>All staff reminded of the reasons for testing and importance. Key messages for staff are conveyed to them by relaying the relevant information contained within the How To Guide' - Rapid Testing of Primary and nursery workforce (in particular Step 5 'What you need to tell your staff') and the Instructions for Use. Posters displayed in staff areas.</p> <p>Repeated problems (e.g. multiple void tests) are reported by the school to the DFE helpline who will</p>	L	<p>Whilst taking part in LFD testing is not mandatory, staff and pupils are strongly encouraged to take part.</p> <p>Confirmed staff cases of Covid-19 should be recorded via ANVIL, as they may be RIDDOR reportable. You should seek further advice via NCC's Corporate Health and Safety team (or your own H&S provider for some Academies)</p> <p>Household contacts of staff members and pupils testing positive by an LFD test should follow guidance on self-isolation. Refer to Your step-by-step guide for COVID-19 self-testing for further information. If the confirmatory PCR test is</p>

		<p>escalate to DHSC for investigation. Schools should record the time, date and details reported.</p> <p>Testing is undertaken prior to attending the setting (preferably morning before school – Sunday and Wednesday evenings or Monday and Thursday mornings). Staff and students report result (even if negative or void) to NHS Test and Trace and their educational setting where the Registration Assistant enters the results on a 'test results monitoring log'.</p> <p>Staff member/Pupil's parent informs Head Teacher / School Lead immediately if the LFD test is positive and does not attend the setting. They are requested to book a PCR test and PHE guidance on self-isolation is followed - Stay at Home. Their close Household contacts should also self-isolate. If the confirmatory PCR is negative, self-isolation can be discontinued</p> <p>In the event of a positive LFD test result, the school identifies any close contacts within the school and provides self-isolation advice. Those close contacts are asked to self-isolate in line with Government Stay at Home guidance. If the confirmatory PCR is negative, self-isolation can be discontinued.</p>	<p>negative, self-isolation can be discontinued for the case and close contacts.</p> <p>Report a Covid test result online. Education settings are not able to view the results that their staff and students have uploaded to the online service. You should therefore also communicate results separately with your education setting, so that they can respond accordingly.</p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • <i>Emails to staff regarding testing issued</i> • <i>Letter to parent/carers issued</i> • <i>List created of students requiring home testing kits</i> • <i>Staff and students confirm test results to school to enable records to be updated, monitoring of usage of kits for reordering/issue</i> • <i>Staff and Parents/Carers provided with guidance on PCR testing and self-isolation requirements in the event of positive test at home</i>
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Contact with potentially infectious test samples and other test kit materials by household members	Exposure to virus resulting in contracting Covid	H	<p>Test participants are instructed to ensure testing kits are stored securely outside of the school setting to restrict access by other persons.</p> <p>Staff and pupils using testing kits are advised to ensure samples are taken in a clean and secure location and to take reasonable steps to prevent others from handling test kits prior to and after testing.</p>	L	<p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> Guidance issued on how to undertake tests including clean areas
Exposure to chemicals contained in LFD kits	Potential health hazard	L	Under the intended conditions of use, the quantities concerned, and component chemicals are not defined as hazardous and therefore do not have hazard labels associated with them (as per the NHS Test and Trace Risk Assessment Template, (see Schools Document Sharing Platform – Templates).	L	
Inappropriate use/handling/disposal of waste (including used LFD kit/PPE)	Covid transmission	H	<p>Handwashing / hand-hygiene maintained</p> <p>Used kits are to be placed in the waste bag provided, sealed, and disposed of in the general household waste. Areas where testing has been conducted are wiped down and cleaned after the test process is completed.</p>	L	<p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> Guidance issued on how to undertake tests including clean areas

Further information

Government/Public Health England Advice: <https://www.gov.uk/coronavirus> / [Coronavirus \(COVID-19\) asymptomatic testing in schools and colleges / Asymptomatic testing in schools and colleges - GOV.UK](#)
[Mass asymptomatic testing: schools and colleges](#)
[Mass asymptomatic testing in specialist settings](#)
[Clinical Standard Operating Procedure for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges \(LFD Testing SOP\)](#)
HSE Advice: <https://www.hse.gov.uk/news/coronavirus.htm>
NHS: [NHS Hand Washing Techniques](#)
[COVID-19 National Testing Programme: "How to Guide" Rapid Testing of Education Staff and Secondary Age Pupils at Home](#)

[Clinical Standard Operating Procedure \(SOP\) Rapid Asymptomatic Testing of Education Workforce at Home](#)

DfE coronavirus helpline: 0800 046 8687 **Opening hours** Monday to Friday 8am to 6pm, Saturday and Sunday 10am to 6pm.

Document History

Item	Nature of change	Date of Update
First Issue	N/A	04/03/2021