

Staffordshire County Council – Codsall High Federation of Schools General Risk Assessment Record Form



1. **Section/Service/Team**...Education / SLT..... 2. **Assessor(s)**.....Neil Eveson,

2. Description of Task/Activity/Area/Premises etc. ...**Use of Lateral Flow Test Kits at Home**

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Failure to engage staff in the LTF testing programme	School Community Poor participation may result in increasing transmission	-School promotes the use of Lateral Flow (LFT) test kits with staff by providing information and training and support e.g. NHS training video, the correct How-to Self-Test guide etc. - All employees are encouraged to participate - LFD tests are approved by the MHRA for the purpose of staff testing	H	Staff consent forms have gone to all staff. Communication ongoing as to importance of ongoing testing. Signage around school.	Ongoing	H
Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death.	Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the	H	LFT tests to enable early identification and isolation Support from Covid team. Online training delivered.	Ongoing	H

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		<p>virus or have been in close contact with someone who is displaying symptoms.</p> <ul style="list-style-type: none"> • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival and adherence to this enforced by 				

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		<p>reception staff.</p> <ul style="list-style-type: none"> • Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management and sampling staff. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 				
Failure to manage test kits on school premises	Employees Failure to follow agreed Standard Operating Procedures may	<ul style="list-style-type: none"> - Non-delivery of test kit supplies is immediately referred to DfE helpline - replacement LFT kits are ordered in a timely manner - Supplies of LFT test kits are securely stored between 2 and 30 degrees C - Participants are made aware of who is co-ordinating and monitoring home 	M	<p>Locked away in secure storage room</p> <p>Packs prepared in sets ready for use.</p> <p>Staff trained to manage the process.</p>	Ongoing	L

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	jeopardise the validity of testing resulting in <ul style="list-style-type: none"> • false or inaccurate results • reduced testing capacity • Transmission of COVID-19 • injury to users 	testing activity (insert name). Incidents whilst using kits are reported to this person. <ul style="list-style-type: none"> - Collection times for test kits are staggered to avoid crowding and to maintain social distancing requirements. Face coverings worn - Test Kit Log is used to record lot numbers and confirms issue of correct instructions - Participants collecting test kits sign the Test Kit Log to confirm receipt and are advised how to report their test result - Scheduling of testing is organised to meet operational requirements 				

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Failure to obtain consent from those being tested	School and employees Failure to follow agreed Standard Operating Procedures and breach of data protection protocols	- Participation in home testing is voluntary and by consent. Those staff unwilling to take home tests and who do not display symptoms can attend school. - Participants are advised of how the test data will be used and have received a copy of the privacy notice	L	Consent forms issued ICT system set up. Staff without consent are not allowed to test.	Ongoing	L
Persons displaying Covid symptoms or who has contact with someone with symptoms attends the school site to collect LTF test kit.	School population may be harmed by transmission of the virus leading to ill health or potential death	-Participants should not attend school to collect test kits if: - they have any symptoms of COVID 19, or - live with someone who is showing symptoms of COVID 19, or - if they have been advised to self-isolate with a household member, or - have ongoing contact with someone who has received a positive test	H	Reminded to isolate and report to the school	Ongoing	H
Test participants displaying symptoms are advised to take	School Community Failure to follow agreed	-Anyone with symptoms must book and take a PCR test through the national system -Lateral flow test kits should not be	H	Online training for staff leading the process undertaken. PPE worn throughout process Area cleaned thoroughly with Ramsol	Ongoing	M

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the wrong type of test	Standard Operating Procedures may jeopardise the validity of testing	used until the end of the isolation period - If a staff member has had a positive test result confirmed by a PCR test then they do not need to test for 90 days as they should have sufficient antibodies for this period and may show a positive result again during this timeframe.		Isolation period followed		
Inappropriate storage and disposal of test kits	School community/ Participant and their household Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing	Workplace – Home test kits once received must be stored inline with guidance provided in a secure location and records kept on distribution to employees. Employees Home Test kits are stored out of reach of children, other vulnerable individuals and pets - Test kits are stored at room temperature or in a cool dry place (2-30 degrees C) - Test kits must not be stored in a fridge or freezer or left in direct sunlight - If the kit has been stored in a cool	L	Safe and secure storage followed	Ongoing	L

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		area (less than 15 degrees C) it has been at room temperature for 30 minutes (15-30 degrees C) before it is used by the participant. - All items of the test kit are placed in the waste bag on completion of the test. This is placed in the domestic refuse - Any spillages of test solution are absorbed by wiping with a paper towel or tissue. This is placed in the waste bag - The participant washes their hands before & after testing, and cleans surfaces used for testing				
Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs	Participant Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort	- A complete box of 7 test kits is provided to each participant - adequate supplies for 2-3 weeks of home testing. -- Participants must not eat or drink for 30 minutes prior to the test - Any damaged swab/test packaging is not used and its non-use reported. - Participants do not re-use any of used/damaged test kits - The participant has discarded the original instructions in the box - Separate revised instructions have	M	Signage and training to support	Ongoing	L

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		<p>been provided to participants with the box of LFT swabs. This provides guidance and illustrations on how to use the swab in throat and nose</p> <ul style="list-style-type: none"> - Participants must have been shown a training video showing them how to self-swab and must consistently follow the instructions - Participant has available clean flat surface for using test kit and a timing mechanism available - Participant must wash or sanitise hands, use a tissue, and wash or sanitise hands again before opening swab packet 				
Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs	Participant Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort	<ul style="list-style-type: none"> - Participants are required to swab both tonsils (or where they would have been) x 4 and the nostrils alongside the lining of the nose - Participant to report any incident with the testing kit or personal injury to the schools. 	L	Signage and training to support	Ongoing	L

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Use of test solutions when processing test kit. Contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	Participant could be harmed by inappropriate use of chemicals	<ul style="list-style-type: none"> - Chemical components are not classified as hazardous for use as designed. - Participants should keep test kits out of the reach of children, vulnerable adults and pets when stored at home - Participant should not use test solution if use by date has expired - COSHH assessment for testing solution is available in school 	L		Ongoing	L
Participants have an allergy	Participant may suffer an allergic reaction	<ul style="list-style-type: none"> - the swabs in the Innova SARS-CoV-2 Antigen Rapid Qualitative Test kit are latex free - participant to report any allergic reaction to the as a yellow card incident to the MHRA and to the school 	H	Consent given for all tests	Ongoing	L
Failure to manage personal samples and to interpret coding	School community and households Failure to follow agreed	<ul style="list-style-type: none"> - Lateral Flow device is only for use by person they have been issued to and they should not use the test kit on family members etc. - LTF test kit is single use only - swab contents are processed in 	H	Guidance and training followed	Ongoing	L

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	Standard Operating Procedures – for processing the sample at home may jeopardise the validity of testing	<p>accordance with training video and written instructions</p> <ul style="list-style-type: none"> - All the extraction fluid must be used - All the liquid from the swab tip should be squeezed into the extraction tube - Participants must allow 30 minutes for sample to register results. - Participants are made aware that even a faint line against the T on the slide indicates a positive sample and this must be reported to the NHS and school and a confirmatory PCR test taken. - If sample is void another LTF test is carried out - Voids results are reported to the school Covid testing co-ordinator - Results/incidents are monitored by the school - Participants are advised to book and attend a PCR test if they have had two void results in a row 				
Participants do not report results to Test and Trace	Failure to follow agreed Standard Operating	<ul style="list-style-type: none"> - Participants receiving test kits are advised how to report their test result on-line when they collect them - Participants book the test on-line on 	H	Participants to inform school of tests	Ongoing	L

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	Procedures may jeopardise the validity of testing	the Covid 19 Test and Trace website (school may book the test if internet access if not available) - Participants have downloaded the NHS Test and Trace App and report test results to Covid 19 Test and Trace website. -- Participants can alternatively telephone 119 to report results - Participants report every test result including void tests - Participants correctly report the test kit ID number				
Failure to respond to a Positive Test for COVID 19	Other occupants of the school or home environment could be exposed to could be exposed to COVID19 virus	- participant should inform the school of a positive test so cover can be provided - Participant must follow national isolation guidance with their household - The school updates their Covid register if there is a positive Covid result and seeks advice from Local Outbreak Control Team regarding isolation of other contacts	H		Ongoing	H

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Failure by participant to report incidents or concerns about home testing or LTF kits	Employees Failure to manage could impact the quality or safety of testing	<ul style="list-style-type: none"> - Participants are advised to report any concerns/incidents with the test kit to the school. E.g. damaged kit, multiple void tests, unclear results, inability to record results to the school and by telephoning 119 - Incidents requiring medical care should be reported by contacting 111 or 999 - clinical incidents with the potential for harm e.g. a swab breaking in the mouth, or an allergic reaction is reported by the participant as a yellow card concern to the MHRA 	L		Ongoing	L
Failure by school to report incidents or concerns about home testing or LTF kits	Employees Failure to manage could impact the quality or safety of testing	<ul style="list-style-type: none"> - Concerns raised by individual participants are recorded and responded to - Repeated incidents or patterns of concern are reported to the DfE helpline 	L		Ongoing	L

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery		Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
						✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example, a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

		Potential severity of harm <i>(this may injury, loss or damage)</i>		
		Minor Harm 1	Moderate Harm 2	Serious Harm 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

Risk Rating	Action Priority
High (6-9)	Immediate action required
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must implemented.
Low (2)	Implement reasonable control measures and monitor.
Trivial (1)	No action required unless level of harm or likelihood changes.

6. Assessment

Signature of Assessor(s): Neil Eveson
Print Name:

Signature of Line Manager: Alun Harding
Print Name:

Date Assessed: March 2021

Review Date: April 2021 (ongoing)

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

*On school shared area.
Inhouse training
Online training sessions
In house communication.*