

## NPAT COVID-19 Rapid Testing Risk Assessment March 2021

<b>Description:</b>	Covid-19 Lateral Flow Testing Risk Assessment	<b>Assessment reviewed by manager name:</b> *This risk assessment must be reviewed by all managers as priority, due to COVID-19 hazards identified.
<b>Date of managers assessment:</b>	19/01/21	

This is Risk Assessment for Covid-19 Lateral Flow Testing in schools during the current Covid-19 pandemic. It is unlikely to cover all scenarios and schools should consider their own unique circumstances so need to review and ensure any school specifics such as locations, persons or times are made school specific. More detailed and specific assessments, can be found:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools coronavirus operational guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

[https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=ca1c659b-95d6-490e-87c6-d6c09e85ecfb&utm\\_content=immediately](https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm_medium=email&utm_campaign=govuk-notifications&utm_source=ca1c659b-95d6-490e-87c6-d6c09e85ecfb&utm_content=immediately)

During January, primary schools are being provided with testing kit including PPE. There is comprehensive guidance, training materials and support to introduce a testing programme that works for staff to be carried out at home.

For every staff member testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools. In line with routine infection control practice, close contacts, who decide not to be tested, will need to self-isolate in line with the [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

In response to any positive test results advice will be sort by the school from PHE in line with the RA.

**Guidance Documents:**

- **How to Guide – Rapid Testing of Primary and Nursery Workforce**
- **Your step by step guide for COVID-19 self-testing**

**It should also be made site specific and communicated to all employees/volunteers involved in this activity, so they can read and understand the control measures detailed within it.**

**This document should also be read in conjunction with the full school opening risk assessment.**

**This risk assessment is applicable to: Simon de Senlis Primary**

- **Primary school staff**

**Primary school pupils will not be asked to test at this time.**

**NOTE: Testing is voluntary.**

**Roles**

- COVID Coordinator- Julie Johnson
- Registration Assistant- Andrea Price

## Responsibilities for safe and effective testing

### Governance



The antigen LFD rapid tests do not require a clinician to deliver the testing. However, it is important to have clear responsibilities to ensure safe and effective testing.

#### PROVIDED BY DHSC / NHS TEST & TRACE

- ☐ Clinical Standard Operating Procedure
- ☐ Home test kits
- ☐ Instructional videos
- ☐ NHS T&T result notification system
- ☐ Digital kits re-ordering system (in development, guidance to follow)

#### PROVIDED BY DFE

- ☐ Overall operational delivery oversight
- ☐ Helpline service for technical and operational aspects of lateral flow testing
- ☐ Issuing frequently asked questions and best practice advice
- ☐ Central incident tracking and triage system, providing advice and support for escalating issues
- ☐ Coordinate reporting back to DHSC on clinical assurance
- ☐ Providing a link between local, regional and national response

#### PROVIDED BY THE SCHOOL/NURSERY

- ☐ Appropriate oversight and governance of testing at the school/nursery
- ☐ Communication with staff and other stakeholders
- ☐ Managing test stock and re-ordering
- ☐ Setting up & maintaining Test Kit Log
- ☐ Incident reporting and response including lessons learnt
- ☐ Alignment with local public health response to Covid-19



To ensure testing is running well, we will be in contact with schools to follow-up on any incident reported and from time to time to find out how testing is going to learn any lessons. Guidance will be updated to reflect this.

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Task / Activity	Hazard	Who might be harmed and how?	Are your team carrying out this Task/Activity (COVID-19 only)	Existing control measures	Recommended control measures
Initial Preparations	COVID-19 Virus Biological Hazard	All persons involved in named activity.  Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death	Yes	<ul style="list-style-type: none"> <li>School Premises Covid-19 Risk Assessment formulated and actioned alongside the schools planning framework</li> <li>All schools to follow Government and Local Authority guidance.</li> <li>Anyone showing symptoms of, coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, their normal sense of taste or smell - anosmia), or have someone in their household who is, not allowed in a school or childcare setting.</li> <li>Staff and families with COVID-19 symptoms to follow <a href="#">government guidance</a> and self-isolate at home</li> </ul>	<ul style="list-style-type: none"> <li>Communicate the testing approach to all testing staff</li> <li>Ensure all relevant staff read the NHS and DFE guidance and watch the supporting video</li> <li>Determine suitable storage space for testing kits at 2-30o C (if below 15 degrees allow to reach greater than 15 degrees prior to use)</li> <li>Plan out dissemination of testing kits to staff</li> <li>Ensure you have enough of the appropriate PPE for staff</li> </ul>
Preparation of Testing Supply Area	COVID-19 Virus Biological Hazard	All persons involved in named activity.  Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.	Yes	<ul style="list-style-type: none"> <li>Testing Supply Area Identified.</li> <li>Prepare consent forms to gain formal consent for testing procedures and sharing results</li> <li>Schedule staff for test collection</li> <li>Cleaning the testing supply area between supply and following PPE contamination protocols</li> <li>Alternatively, packs will be delivered to staff in school by the administrator-wearing masks and following Government guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Test supply site must be <b>well lit</b> and have <b>good airflow</b></li> <li><b>One-way direction of travel</b> for collecting staff. If not possible, enough room should be provided for staff to exit room whilst maintaining social distance</li> <li>Follow other key considerations include social distancing, disability access, and fire safety regulations</li> <li>Follow the NHS Covid-19 National Testing Programme- Schools and Colleges Handbook</li> </ul>

Training	<b>COVID-19 Virus Biological Hazard</b>	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>		<ul style="list-style-type: none"> <li>Testing staff identified and trained</li> </ul>	<ul style="list-style-type: none"> <li>It is essential that all staff who will conduct LFD are required to watch the NHS training videos video and sign their consent form</li> <li>Each school needs to ensure that testing staff have access to the testing guidance and reporting procedures</li> </ul>
Testing	<b>COVID-19 Virus Biological Hazard</b>	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>		<ul style="list-style-type: none"> <li>Testing staff identified and trained, and appropriate PPE provided</li> </ul>	<ul style="list-style-type: none"> <li>Have an agreed upon procedures set for invalid LFD tests and any staff who cannot or refuse to test</li> </ul>
Test Analyse	<b>COVID-19 Virus Biological Hazard</b>	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>		<ul style="list-style-type: none"> <li>Teaching and non-teaching staff of primary schools should take twice-weekly tests (every 3 or 4 days apart e.g. Monday am and Thursday am). This includes permanent, temporary and voluntary school staff.</li> <li>Staff who do not wish to be tested or are unable to be tested for any reason, must self-isolate in accordance with <a href="#">national guidance</a> until 10 days after the person they are a contact of tested positive or if they have Covid-19 symptoms</li> <li>All staff should be offered testing even if they have received the vaccine.</li> <li>Home kit instructions to be followed.</li> <li>Test results should be logged on the entrance device on Monday and Thursday morning.</li> </ul>	<p><b>Negative Lateral Flow Test Result</b></p> <ul style="list-style-type: none"> <li>Continue with your normal activities until your next test is due.</li> <li>But must follow coronavirus advice including regular hand washing, social distancing and the wearing of face coverings where required.</li> </ul> <p><b>Positive Lateral Flow Test Result</b></p> <ul style="list-style-type: none"> <li>Follow the <a href="#">national guidance</a>, and take a confirmatory PCR test, self-isolate until the result of the PCR test is available. Inform the Head straight away.</li> </ul> <p><b>Void Lateral Flow Test Result</b></p> <ul style="list-style-type: none"> <li>Complete another test at that time and act on the results accordingly (see above). If there is another Void result then inform school with the test details as normal and book at PCR test- follow the guidance below.</li> </ul> <p><b>If the PCR test is positive</b></p> <ul style="list-style-type: none"> <li>Complete 10 days self-isolation. All other identified close contacts and household members of this positive case will now also follow the <a href="#">national guidance</a>.</li> </ul> <p><b>If the PCR test is negative</b></p> <ul style="list-style-type: none"> <li>Continue with your normal activities until your next test is due.</li> </ul>

PPE Requirements	<b>COVID-19 Virus Biological Hazard</b>	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>		<p>All staff to wear appropriate PPE:</p> <ul style="list-style-type: none"> <li>• face mask</li> <li>• Wash hands between supplying of testing kits</li> <li>• Maintain social distancing throughout</li> </ul>	<ul style="list-style-type: none"> <li>• PPE to be supplied to schools alongside the testing kits as required</li> </ul>
Storage	<b>COVID-19 Virus Biological Hazard</b>	<p>All persons involved in named activity.</p> <p>Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death.</p>		<ul style="list-style-type: none"> <li>• Secure Storage Facilities Identified</li> </ul>	<ul style="list-style-type: none"> <li>• Kits can be stored at room temperature</li> <li>• Store extraction solution at 2-30o C</li> <li>• Store the test cartridge at 2-30o C</li> </ul>

Follow [guidance on PPE](#) (GOV.UK). Additional guidance on [Disposal of PPE- see Gov guidance \(cleaning\)](#)

General training for staff- toolbox talks, etc

[Personal hygiene- hand washing etc before and afterwards](#)- See HSE guidance

Expiry dates of PPE and checking these <https://www.gov.uk/coronavirus/education-and-childcare>