

**General Risk Assessment Record Form**

1. **School/Academy Name:** Ankermoor Primary Academy

2. **Assessor(s):** Simon Russell

2. **Description of Task:** Use of Lateral Flow Test Kits at home by Primary School employees. Lateral Flow Antigen testing is used to estimate the incidence and prevalence of COVID19 in school employees. It involves the processing of human nasal swabs, throat swabs, or sputum samples with a Lateral Flow Device (LFD) in accordance with Staffordshire and Stoke Standard Operating Procedure. The testing is voluntary and should take place twice weekly at home. The LFD test kit uses immunochromatography, which draws the sample along the device in a similar way to a home pregnancy test kit. LFDs are designed to be used outside a formal laboratory setting and is used for testing asymptomatic people.

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State the date completed and sign.	<b>What is the risk rating now – H, M, L?</b> See Section 5
Failure to engage staff in the LFT 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	L			

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Failure to manage test kits on school premises	<p>Employees</p> <p>Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing resulting in</p> <ul style="list-style-type: none"> <li>• false or inaccurate results</li> <li>• reduced testing capacity</li> <li>• Transmission of COVID-19</li> <li>• injury to users</li> </ul>	<p>- Non delivery of test kit supplies is immediately referred to DfE helpline</p> <p>- replacement LFT kits are ordered in a timely manner</p> <p>- Supplies of LFT test kits are securely stored between 2 and 30 degrees C</p> <p>- Participants are made aware of who is co-ordinating and monitoring home testing activity (Simon Russell). Incidents whilst using kits are reported to this person.</p> <p>- Collection times for test kits are staggered to avoid crowding and to maintain social distancing requirements. Face coverings worn.</p> <p>- Test Kit Log is used to record lot numbers and confirms issue of correct instructions.</p> <p>- Participants collecting test kits sign the Test Kit Log to confirm receipt and are advised how to report their test result.</p> <p>- Scheduling of testing is organised to meet operational requirements.</p>	L	<p>Staff to be emailed with appropriate time to collect tests in organised manner.</p> <p>Office admin to ensure all tests are signed for using pre-recorded data sheet.</p> <p>First test to take place on Wednesday evening and following day for those not in school on initial collection day.</p> <p>(All above completed by the office staff).</p>	26.1.21	1

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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	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Participants are advised of how the test data will be used and have received a copy of the privacy notice.</li> </ul>	L			
Persons displaying Covid symptoms or who has contact with someone with symptoms attends the school site to collect LFT test kit.	School population may be harmed by transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>-Participants should not attend school to collect test kits if:               <ul style="list-style-type: none"> <li>- they have any symptoms of COVID 19, or</li> <li>- live with someone who is showing symptoms of COVID 19, or</li> <li>- if they have been advised to self-isolate with a household member, or</li> <li>- have ongoing contact with someone who has received a positive test.</li> </ul> </li> </ul>	L	Ensure staff are reminded to follow guidance and do not attend site (Head).	26.1.21 (Ongoing)	1

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Test participants displaying symptoms are advised to take the wrong type of test	School Community Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing	<ul style="list-style-type: none"> <li>-Anyone with symptoms must book and take a PCR test through the national system.</li> <li>-Lateral flow test kits should not be used until the end of the isolation period.</li> <li>- 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.</li> </ul>	L			

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Inappropriate storage and disposal of test kits	<p>School community/ Participant and their household</p> <p>Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing</p>	<p><b>Workplace</b> – Home test kits once received must be stored inline with guidance provided in a secure location and records kept on distribution to employees.</p> <p><b>Employees Home</b> Test kits are stored out of reach of children, other vulnerable individuals and pets</p> <ul style="list-style-type: none"> <li>- Test kits are stored at room temperature or in a cool dry place (2-30 degrees C)</li> <li>- Test kits must not be stored in a fridge or freezer or left in direct sunlight</li> <li>- If the kit has been stored in a cool 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.</li> <li>- All items of the test kit are placed in the waste bag on completion of the test. This is placed in the domestic refuse</li> <li>- Any spillages of test solution are absorbed by wiping with a paper towel or tissue. This is placed in the waste bag</li> <li>- The participant washes their hands before &amp; after testing, and cleans surfaces used for testing</li> </ul>	L	<p>Ensure staff are given all instructions and are directed to the documents sent out via the website.</p> <p>Signpost staff to the video to remind them on how to complete test.</p>	26.1.21	1

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<p>Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs</p>	<p>Participant Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort</p>	<ul style="list-style-type: none"> <li>- A complete box of 7 test kits is provided to each participant - adequate supplies for 2-3 weeks of home testing.</li> <li>-- Participants must not eat or drink for 30 minutes prior to the test</li> <li>- Any damaged swab/test packaging is not used and its non-use reported.</li> <li>- Participants do not re-use any of used/damaged test kits</li> <li>- The participant has discarded the original instructions in the box</li> <li>- Separate revised instructions have 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</li> <li>- Participants must have been shown a training video showing them how to self-swab and must consistently follow the instructions</li> <li>- Participant has available clean flat surface for using test kit and a timing mechanism available</li> <li>- Participant must wash or sanitise hands, use a tissue, and wash or sanitise hands again before opening swab packet</li> </ul>	<p style="text-align: center;">L</p>	<p>Any staf who are unsure of process to be guided be Covid Co-ordinator. Staff must ask if unsure.</p>	<p>Ongoing until all staff confident.</p>	

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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"> <li>- Participants are required to swab both tonsils (or where they would have been) x 4 and the nostrils alongside the lining of the nose</li> <li>- Participant to report any incident with the testing kit or personal injury to the schools.</li> </ul>	M	Direct staff to the video link so that they can follow directives given. (head)	26.1.21	L
Use of test solutions when processing test kit. Contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)	Participant could be harmed by inappropriate use of chemicals	<ul style="list-style-type: none"> <li>- Chemical components are not classified as hazardous for use as designed.</li> <li>- Participants should keep test kits out of the reach of children, vulnerable adults and pets when stored at home</li> <li>- Participant should not use test solution if use by date has expired</li> <li>- COSHH assessment for testing solution is available in school</li> </ul>	M	Ensure COSHH risk assessment are available to staff on the school Team's site. (Admin to upload)	26.1.21	L
Participants have an allergy	Participant may suffer an allergic reaction	<ul style="list-style-type: none"> <li>- the swabs in the Innova SARS-CoV-2 Antigen Rapid Qualitative Test kit are latex free</li> <li>- participant to report any allergic reaction to the as a yellow card incident to the MHRA and to the school</li> </ul>	M	Ensure staff read the label and ensure they check if they are allergic to any part of the test. (Check when handed out).	26.1.21	L

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Failure to manage personal samples and to interpret coding	School community and households Failure to follow agreed Standard Operating Procedures – for processing the sample at home may jeopardise the validity of testing	<ul style="list-style-type: none"> <li>- 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.</li> <li>- LFT test kit is single use only</li> <li>- swab contents are processed in accordance with training video and written instructions</li> <li>- All the extraction fluid must be used</li> <li>- All the liquid from the swab tip should be squeezed into the extraction tube</li> <li>- Participants must allow 30 minutes for sample to register results.</li> <li>- 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.</li> <li>- If sample is void another LFT test is carried out</li> <li>- Voids results are reported to the school Covid testing co-ordinator</li> <li>- Results/incidents are monitored by the school</li> <li>- Participants are advised to book and attend a PCR test if they have had two void results in a row</li> </ul>	L			



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Participants do not report results to Test and Trace	Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing	<ul style="list-style-type: none"> <li>- Participants receiving test kits are advised how to report their test result on-line when they collect them</li> <li>- Participants book the test on-line on the Covid 19 Test and Trace website (school may book the test if internet access if not available)</li> <li>- Participants have downloaded the NHS Test and Trace App and report test results to Covid 19 Test and Trace website.</li> <li>-- Participants can alternatively telephone 119 to report results</li> <li>- Participants report every test result including void tests</li> <li>- Participants correctly report the test kit ID number</li> </ul>	T			
Failure to respond to a Positive Test for COVID 19	Other occupants of the school or home environment could be exposed to COVID19 virus	<ul style="list-style-type: none"> <li>- participant should inform the school of a positive test so cover can be provided</li> <li>- Participant must follow national isolation guidance with their household</li> <li>- 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</li> </ul>	T			

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Failure by participant to report incidents or concerns about home testing or LFT kits	Employees Failure to manage could impact the quality or safety of testing	<ul style="list-style-type: none"> <li>- 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</li> <li>- Incidents requiring medical care should be reported by contacting 111 or 999</li> <li>- 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</li> </ul>	M	Ensure full guidance is shared with staff and reminders given. (co-ord/admin)	Ongoing	
Failure by school to report incidents or concerns about home testing or LFT kits	Employees Failure to manage could impact the quality or safety of testing	<ul style="list-style-type: none"> <li>- Concerns raised by individual participants are recorded and responded to</li> <li>- Repeated incidents or patterns of concern are reported to the DfE helpline</li> </ul>	L	Ensure staff are reminded to log results each time test is taken otherwise other staff may be put at risk. (Covid co-ordinator and Admin).	Ongoing reminders required.	

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.



