

DAT COVID- 19 LATERAL FLOW HOME TESTING



Academy	Blowers Green Primary
Activity / Procedure	Lateral Flow Home Testing – COVID19 (version 1.0)
Assessment Date	25/01/2021 – to be reviewed and updated regularly

Identify People at Risk	YES or NO
Employees	YES
Pupils	YES
Visitors	YES
Contractors	YES

At Blowers Green Primary School all staff now have the opportunity to take part in Mass Testing. It is offered on a voluntary basis; however, everyone is encouraged to engage with this as a process. Testing is important because staff could be carrying the virus without knowing it and may spread it to others. Testing all staff without symptoms will support Blowers Green Primary and nursery to continue to operate.

Important: This asymptomatic testing programme does not replace current guidance for those with symptoms or those identified as a close contact of a positive case. Anyone with symptoms, whether they are involved in this programme or not, should book [a free NHS test](#) and follow government self-isolation guidance until the results of their test are known. Testing also does not replace basic preventative measures such as regular handwashing, PPE and social distancing.

Hazard	Associated Risk	Rating	Success Criteria	Actions
Running of Collection Point	Increased risk of cross contamination and serious injury.	Low	<p>COVID-19 Coordinator and Registration Assistant in place (can be the same person if needed) to support and carry out key activities.</p> <p>Important: The ‘Registration Assistant’ should wear an appropriate face covering when giving out the test kits, and ensure social distancing of 2 meters is maintained.</p>	<ul style="list-style-type: none"> – communicate with all stakeholders – ensure staff are using the right instructions and that they sign for the test kits using the ‘test kit log’ – report incidents and carry out risk management – store and report any required data – reorder tests when required – distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits – input test results from staff into schools ‘test results register/log’ – send reminders to participants to communicate their results online, or by phone, and to the school – respond to staff questions – manage the stock of kits.
Signing for the test kits		Low	Test Kit Log records when kits are issued to staff using the lot number on the back.	<p>Test Kit Log should include:</p> <ul style="list-style-type: none"> – name of school – name of person issuing test – date of issue

				<ul style="list-style-type: none"> – lot number of test kit – confirm receipt of new Instructions for Use – name of person using the test <p>Note: test kit log should be kept until further guidance is provided.</p>
Key messages for staff and distributing test kits	Transmission of the virus leading to ill health or potential death.	Low	<p>Information about rapid testing has been shared and the Document Sharing Platform has been made available to all staff.</p> <p>Important: Hand out new Instructions for Use (with a plain blue cover and dated 15 January 2021 v 1.3.2 on the last page of the printed instructions) to staff members.</p>	<ul style="list-style-type: none"> – Staff to be informed who is acting as the COVID-19 Coordinator and Registration Assistant (this can be the same person) – Staff to sign for their test kits and record the ‘lot’ number on the box of their test kits against their name – Ensure staff know how they can collect their test kits and are using the correct instructions testing (inform staff the separate instruction document replaces the instructions inside the box) – Staff to be aware of the requirement for them to report their test result – Ensure staff know who to contact if they have an incident while testing at home.

Setting up of test	Transmission of the virus leading to ill health or potential death.	High		<ul style="list-style-type: none"> – Prepare test area and check test kit contents – make sure nothing is damaged or broken – Read instruction guide carefully – Clear, clean and dry a flat surface immediately before starting the test – Wash hands thoroughly for 20 seconds, using soap and warm water, or hand sanitiser to ensure test kit does not get contaminated.
Participation and Data Protection		Low	<p>All participation in testing is voluntary.</p> <p>Any staff who choose to participate are committing to self-administer the test and provide their results.</p>	<p>Before taking the test all staff should:</p> <ul style="list-style-type: none"> – Read the privacy notice to understand what will happen with their data – Take a copy of the new Instructions for Use v1.3.2 and ensure it is the correct version – Record details in the ‘test kit log’ – Any member of staff who declines to participate in this testing programme should follow the usual national guidelines on self-isolation and get tested if they show COVID-19 symptoms. – ‘Test Kit Log’ and ‘Test Results Register/Log’ must be kept

				separate for data protection purposes
Staff reporting test results		Low		<ul style="list-style-type: none"> – Staff are required to report the results of their test online, or by phone, every time they take a test, even if the result was negative or void. – Staff to communicate results separately with the school so that the school can respond accordingly.
Recording results and reporting incidents		High	<p>All test results are logged to support staff to follow the correct guidance depending upon their test result.</p> <p>A ‘yellow card’ is raised if there are any issues with the tests that could potentially impact the quality or safety of testing.</p>	<ul style="list-style-type: none"> – Identify staff with positive results for bubble management and contact tracing – Ensure appropriate management of stock and distribution of kits to staff – Encourage staff to follow requirements when reporting results online or by phone – Consider sending reminders on test days to take a test and report results. <p>Incidents - in the case of an issue, it is most likely that this will be experienced by an individual at home (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE</p>

				<p>Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.</p> <p>Clinical Issues - If there is a clinical incident which led or has potential to harm, staff are advised to report it by raising a ‘yellow card’.</p> <p>This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</p> <p>Non-clinical issue - for incidents occurring at home, staff are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119.</p> <p>Staff to inform the school of any ongoing test-related problems, so they can check if this is a wider issue across other users.</p>
<p>Equality, Diversity and Inclusion(EDI)considerations: school does not have due regard for health and safety and equalities duties.</p>	<p>Materials and processes are inaccessible to all and barriers to participation are created.</p>	<p>Low</p>	<p>The school acknowledges its legal obligation and responsibility to ensure materials and processes are accessible to all and are mindful of potential barriers to participation. Some guiding principles include:</p> <ul style="list-style-type: none"> - Communication - Engagement 	<p>Following the steps in this risk assessment will mitigate the risks of coronavirus (COVID-19) to pupils and staff and help the school to meet its legal duty to protect staff and others from harm.</p> <p>Communication formats to be accessible to everybody including those who have disabilities, those who</p>

			<ul style="list-style-type: none"> - Representation and language appropriateness - User guidance - Data - Isolation Support 	<p>are digitally excluded or face language barriers. E.g. font size, clearly visible text on paper.</p> <p>Engagement with all stakeholders whose co-operation and support can mitigate concerns of those who have limited trust or confidence in the Government.</p> <p>Ensure visual images and language used in communications is appropriate, representative and inclusive.</p> <p>Privacy notice to be provided to all staff to clearly explain what data is collected, why it is being collected and how it will be used.</p>
Staff member tests positive for COVID-19 on a Lateral Flow Device (LFD)	Transmission of the virus leading to ill health or potential death	High	All staff are aware of what action to take if they test positive for COVID-19.	<ul style="list-style-type: none"> - Any details of the staff member to be recorded securely to protect their privacy. <ul style="list-style-type: none"> - Positive case to undertake a confirmatory Polymerase Chain Reaction (PCR) test and follow the self-isolation guidelines. <p>IMPORTANT: If at any point a staff member begins displaying symptoms they must follow government guidelines, order a PCR test and self-isolate.</p>

Sample disposal and waste disposal	Transmission of the virus leading to ill health or potential death.	Low		Once test is complete, all used test kit contents to be disposed of in general household waste.
Damaged, broken or missing test kits	No result communicated to individual.	Low		Do not use testing kit. Call the customer contact centre (119) immediately to report the damaged, broken or missing contents. Lines open every day, 7am to 11pm

Declaration by staff involved in the activity detailed above.

I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and guidance so as to enable me to conduct this activity with the minimum of risk to myself and others.