

# RISK ASSESSMENT

<b>Title:</b>	Asymptomatic Testing - Lateral Flow Device (LFD) home testing kits for Primary staff				
<b>School:</b>	Isambard Kingdom Brunel Primary School	<b>Department:</b>	Education	<b>Number of staff/children:</b>	12 staff/ 46 children (Reception and Nursery)
<b>Name of Assessor:</b>	Richard Healey	<b>Position:</b>	Headteacher	<b>Date of Assessment:</b>	24/01/21
<b>Annual Review:</b> <i>To take place sooner should a significant change or incident occur</i>	This risk assessment MUST be read in conjunction with the IKB Full opening risk assessment				

This Risk Assessment responds to the risks related to carrying out asymptomatic testing for COVID-19 in primary school environments. This template Risk Assessment is provided for IKB Primary School and all its staff. This Risk Assessment sits alongside the broader IKB ‘Full Opening’ Risk Assessment and therefore responds to additional risks related to the testing task specifically. Existing control measures, including the ‘System of Controls’ remain in place and are not referenced in detail within this Risk Assessment except where they are impacted by testing activities.

Government provided guidance and resources, specifically, Mass Asymptomatic Testing Handbook’: <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

**Rationale:**

Up to a third of individuals who test positive for COVID-19 have no symptoms at all and can therefore spread it unknowingly. That is why the testing of people without symptoms is vital. Identifying those individuals will save lives.

- Testing will involve staff being offered two Lateral Flow Device (LFD) rapid tests spaced three to four days apart.
- Testing means that all staff can have access to 2 LFD tests on a weekly basis.

Possible Hazards	Who is at risk?	What is being done to alleviate risk?	Further Action Required
Consent not obtained or sufficient for testing	IKB staff	<ul style="list-style-type: none"> <li>Consent format prepared centrally in IKB office based on guidance – emailed to <a href="mailto:office@ikbschool.co.uk">office@ikbschool.co.uk</a>.</li> <li>Consent will be sought for periodic lateral flow device (LFD) testing.</li> <li>Any individual who has previously had COVID-19 is not required to have a lateral flow test if they have had a positive PCR test within the last 90 days. We are waiting for this to be changed in the guidance imminently. However, given the current prevalence of the virus and the pressing need to reduce transmission, we encourage staff to take an LFD test regardless of whether they have tested positive previously as this is a good indicator of high viral load, and therefore infectiousness.</li> <li>Anyone who is COVID-vaccinated can undertake normal testing and will need to isolate if they test positive or identified as a close contact.</li> </ul>	All consent received and confirmed before any mass testing.
Lack of training/ awareness/ competence	IKB staff	<ul style="list-style-type: none"> <li>All staff will have received the instruction handout 1.3.2 (no picture on the front) and signed to state they have understood the testing process.</li> <li>All staff have accessed the DfE resources for asymptomatic testing and viewed the video with Dr Amir Khan explaining the entire process of undertaking the self-test, from preparing the area to disposal of the used kit.</li> <li>All staff involved have signed to state they have received and understand the training and their role within the process.</li> <li>The COVID coordinator (RH) oversees testing arrangements (including distributing the test kits for staff), recording this on the Test Kit Log, providing monitoring of standards and opportunities to conduct further training are provided if needed.</li> <li>All staff have seen and read this asymptomatic testing risk assessment.</li> <li>The Registration Assistant (VH) will record all staff test results onto a local database as well as updating the Test Kit Log. The two need to be separate for Data Protection purposes.</li> <li>Handout 1.3.2 is included in testing kits that are picked up from the school Collection Point (IKB studio), explaining how to complete a swab of the mouth and nose and then how to process the test. <b>It is important to ensure staff understand the instruction leaflet in the box is the old version (with image on cover) and should be disregarded and replaced with 1.3.2 version (without an image on the front).</b></li> </ul>	<p>All staff signatures checked by COVID Coordinator (RH) / Registration Assistant (VH).</p> <p>Regular monitoring of process undertaken by COVID coordinator (RH).</p>

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		<ul style="list-style-type: none"> <li>The solution must only be used in-line with the instructions in handbook 1.3.2. Do not ingest any testing fluid – in the event of a clinical issue that requires medical assistance please phone 111 or in an emergency event phone 999.</li> </ul>	
Inappropriate storage of equipment	IKB staff	<ul style="list-style-type: none"> <li>Unused tests, ready for collection are stored in a secure lockable area with ambient temperature of between 2 and 30°C at IKB.</li> <li>Tests are collected by staff and stored in an environment between 2 and 30°C. They should not be kept in a car, fridge or any place in the home where temperatures fall above or below the recommended storage temperatures.</li> <li>At time of use the tests temperature should be 15-30°C. If it's below this then leave it at room temperature for 30 minutes before beginning the test.</li> <li>Unused tests are stored in maintained outer packaging to prevent contamination.</li> <li>System in place for stock control and units used, monitored by COVID Co-ordinator (RH).</li> </ul>	RH will ensure testing equipment moved from storage to test collection area the night before and is fully labelled alphabetically by staff member last names.
Capacity to safely collect test kits	IKB staff	<ul style="list-style-type: none"> <li>All IKB staff will collect their tests from the studio area. The COVID coordinator (RH) or assistant (VH) will ensure they understand the steps.</li> <li>Staggered and controlled entry into the collection point. Overseen by COVID Coordinator (RH).</li> <li>Social distancing (2m) achieved before, during and after collection of the test.</li> <li>Temperature for collection should be between 2 and 30°C.</li> <li>This area should be subject to a clean-as-you-go routine to avoid risk of transmission and contamination.</li> <li>The COVID Coordinator (RH) will record the batch number of the test an individual takes home in case of recall or other product issues.</li> <li>Supply staff should be tested before they commence teaching if consent is received.</li> </ul>	<p>COVID Registration Assistant (VH) supporting RH during this time.</p> <p>IKB have no supply staff at present therefore the last bullet point is currently N/A.</p>
Inadequate hand and respiratory hygiene	IKB staff	<ul style="list-style-type: none"> <li>Hands should be washed after blowing nose (see 1.3.2 Handout).</li> <li>Use the waste bag available to dispose of tissue and other waste (including test, swab, etc, after use).</li> <li>All surfaces should be wiped clean before and after every test, to avoid contamination.</li> </ul>	IKB staff to ensure testing areas at home are fit for purpose and in line with guidance.

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Timing of testing	IKB staff	<ul style="list-style-type: none"> <li>Staff to be communicated with that testing is only for asymptomatic identification not for those presenting with symptoms. No-one should attend site if they have COVID symptoms.</li> <li>It is recommended that once staff test themselves they are extra vigilant in terms of restricting contact with others so there is less chance they get infected between taking the test and attending school. IKB have chosen timings of before midday on Sunday and before 18:00 on Wednesday to give SLT enough time to react to a positive test result and enable enough time for planning as a result of this.</li> <li>The testing routine will consist of two tests 3 to 4 days apart (if this isn't possible, they should be spaced apart, around staff working hours, and still conducted twice a week), testing should not take place within 30 minutes of eating.</li> </ul>	<p>RH sending out regular COVID reminders and updates to all staff each week.</p> <p>RH ensures the IKB COVID plan is an agenda item at every meeting at IKB e.g. briefing, phase meetings, staff meetings, etc.</p> <p>RH has sent out staff LFD testing guidance to all staff who are signing to state they have read and understand the guidance.</p>
Correct test set-up to avoid cross contamination and transmission	IKB staff	<ul style="list-style-type: none"> <li>Do the test alone, to avoid the risk of contamination.</li> <li>The test area should be well lit and have good airflow.</li> <li>The ambient temperature should be 15-30°C for the lateral flow devices to operate and 2-30°C for storing them.</li> <li>Lateral flow test cartridges should remain on a clean, flat surface such as a table.</li> <li>Step by step video guide - Step by step Dr Amir Khan.</li> </ul>	<p>RH has sent out staff LFD testing guidance to all staff who are signing to state they have read and understand the guidance.</p>
Staffing	IKB staff	<ul style="list-style-type: none"> <li>Adequate numbers of staffing are available to cover all the separate roles as identified within the guidance - COVID Coordinator (RH) + Registration Assistant (VH).</li> <li>Contingency staff are available to cover any absence or emergency – GH + NF (Staff should be regularly involved to maintain competence).</li> <li><b>Awaiting confirmation that Pregnant staff, CV or CEV should not be involved in the testing process.</b></li> </ul>	<p>At present IKB do not have any staff who are pregnant, CV or CEV so currently the last bullet point is N/A.</p>
Strict scheduling to avoid mixing and allow for social distancing to prevent transmission	IKB staff	<ul style="list-style-type: none"> <li>When collecting the test from the IKB studio staff are to make sure that they follow instructions and the schedule that the COVID Coordinator (RH) has sent out. To always ensure social distancing of 2m during the collection process.</li> </ul>	<p>RH and VH to call staff to the studio to collect testing kits one at a time to ensure social distancing and to allow cleaning</p>

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			down of the collection point in between staff members.
Isolation of staff who test positive	IKB staff	<ul style="list-style-type: none"> <li>If a staff member tests positive using the LFD then they should book a PCR test as soon as possible and isolate. Inform the school of the test result.</li> <li>The current national policy does not require close contact self-isolation as a legal requirement for LFD results until the positive, confirmatory test result, but in the interest of public health, contacts should self-isolate.</li> </ul>	See IKB full opening risk assessment in conjunction with this.
COSHH	IKB staff	<p>COSHH Extraction solution which comes with the lab test kit contains the following components:</p> <p>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)</p> <p>These components <b>do not have any hazard labels associated with them</b>, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</p>	
Running out of tests	IKB staff	<ul style="list-style-type: none"> <li>The information on the Test Kit Log will identify what, and how much equipment is being delivered.</li> <li>The stocks will be monitored and re-ordered where applicable by the COVID Coordinator (RH).</li> </ul>	First delivery of LFD testing kits is due on 26/1/21.
Recording and Reporting	IKB staff	<ul style="list-style-type: none"> <li>Each member of staff will need to record any result on the government website <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> and inform the Registration Assistant (VH) of their result.</li> </ul>	RH shared government website link with all staff.

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		<ul style="list-style-type: none"> <li>Any clinical issues using the test kits (that cause staff members physical harm) need to be reported to <a href="https://coronavirus-yellowcard.mhra.gov.uk/">https://coronavirus-yellowcard.mhra.gov.uk/</a> . In the event of any emergency issue staff should contact 111 or 999.</li> <li>Non—clinical issues such as faulty/ broken equipment should be resolved by contacting 119.</li> </ul>	
Incorrect result, wrong samples or miscoding of results	IKB staff	<ul style="list-style-type: none"> <li>Detailed operating arrangements are provided in the IKB LFD testing staff guidance and also in handout 1.3.2. Resources and training in order to minimise the risk of incorrect allocation or recording of results.</li> <li>Instructions are followed as per handbook 1.3.2.</li> <li>Monitoring of process and staff competence is undertaken regularly.</li> <li>If a staff member records two void tests in a row (this is very unlikely), they should then get a PCR test.</li> </ul>	Swab taken to processor - attach the barcode.