



Asymptomatic Testing (LFT) Risk Assessment – William Law CE Primary School

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

Assessment Date	22/01/2021	Lead Assessor	Tracey Cunningham	Contract		Assessment Number	1
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing at William Law CE Primary School						
Activities Involved	Traversing the site on foot Testing school staff				Location	Staff Homes School	
Who Might be affected	Employee ✓	Client	Contractor	Visitor	Service User		

Roles

- COVID Coordinator- [Tracey Cunningham](#)
- Registration Assistant- [Denise Walden](#)



Hazard Identification and evaluation					
No.	Hazards	Associated Risks	Current Control/Mitigation Measures	Do you need to do anything else to manage this risk?	Additional Control needed?
1	Inadequate information, instruction and training	Staff and pupils may become infected with COVID-19 if a staff member is positive with COVID-19 but has not been instructed and trained adequately in the process.	<ul style="list-style-type: none">• School staff to have a whole staff briefing on the LFT process• School should arrange for all staff taking part in the testing to complete the instructional video on YouTube. https://www.youtube.com/watch?v=S9XR8RZxKNo&list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ&index=1• TC, DS and DW to attend both Webinar 1- Overview and Webinar 2- How to do a test and recording.	Monitor and review TC/DS/DW	



2	Inadequate storage and distribution of test kits	Staff and pupils may become infected with COVID-19 if tests are not for for purpose and a staff member continues to attend school when they are asymptomatic.	<ul style="list-style-type: none">● Upon arrival of the test kits, record lot number(s) of the test kits delivered.● Test kits to be stored in the Headteacher's room where the registration assistant will supervise them.● Test kits should not be stored outside. Temperature for storage of test kits should be between 2 and 30 degrees.● Allow for enough space to ensure social distancing is adhered to.● Staff who 'opt-in' must read key information and privacy notice to understand data protection for testing.● Deliver tests from school and updated instructions for use.● Staff must sign for receipt of the test and instructions.● Registration Assistant should set up a Register and must record which staff were undertaking the testing:● The Register must include the following:<ul style="list-style-type: none">➢ Name of School➢ Name of person issuing the test➢ Date of issue➢ Lot number of test kit➢ Name of person using the kit● IMPORTANT: The Registration Assistant must ensure that the correct 'instructions for use' are given out when issuing out the kits. These instructions replace those instructions found within the inside of the test kit box. USE INSTRUCTIONS WITH NO PICTURE.	Monitor and review TC/DS/DW	
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3	Inadequate completion of rapid testing at home for school staff	Staff and pupils may become infected with COVID-19 if a staff member is positive with COVID-19 but has not been instructed and trained adequately in the testing process.	<ul style="list-style-type: none">• Staff to complete testing twice a week with 3 to 4 days apart. We are saying Sunday and Wednesday evening.• The test MUST only be completed by the person it is assigned to.• Test to be carried out the evening before attending school.• Test to be completed and the results should show after 30 minutes. Please note that the results are invalid after 30 minutes.• If a negative test is identified, you can continue to attend your workplace.• If a positive test is identified, you must isolate immediately and book a PCR Test.• If a void result is identified, take another Lateral Flow Test (LFT). If a second void is identified, a PCR test should be booked.• All incidents must be reported to school to TC/DS or DW.	Monitor and Review TC/DS/DW	
4	Poor Communication of results	Staff and pupils may become infected with COVID-19 if a staff member is positive with COVID-19 but has not been instructed and trained adequately in the testing process.	<ul style="list-style-type: none">• All results MUST be relayed back to the school whether the results are void, negative or positive email denise.walden@williamlaw.peterborough.sch.uk or phone 01733 577600 ext 206.• If the result is positive the staff member should send a copy to the Registration Assistant, denise.walden@williamlaw.peterborough.sch.uk and phone Tracey or Darren's mobile as soon as possible.• We will record all results in our online system.• The COVID coordinator should ensure that staff are reminded of their test days, how to collect a test kit and that all test results should be reported.	Monitor and Review TC/DS/DW	



5	Clinical Issues/Incidents	Staff taking part in testing at home.	<ul style="list-style-type: none">● If a member of staff testing at home has any clinical issue from taking a test, they should raise a Yellow Card. This can be done by reporting the issue at: https://coronavirussyellowcard.mhra.gov.uk● Member of staff should inform school as soon as possible.● For medical attention, the member of staff should follow usual procedures:● Call their GP for advice/medical support● Call 111 for advice/medical support● Call 999 for urgent medical help	Monitor and Review TC/DS/DW	
6	Incidents with testing/testing kits	Staff taking part in testing at home.	<ul style="list-style-type: none">● Repeated incidents/issues- such as multiple repeat void tests, unclear results, leaking/damaged tubes- should be communicated by staff to the school. The school should then report these issues to the DfE Helpline on 088 046 8687	TC to monitor and communicate with SLT to escalate further if needed	
7	Transmission of COVID-19 when a positive case is identified.	Staff and pupils may become infected with COVID-19 via airborne droplets.	<ul style="list-style-type: none">● Any staff member with a positive result must stay at home and self-isolate immediately.● They must then take a PCR test and follow public health guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	Monitor and Review TC/DS/DW	

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document: <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>



Date review required:	Date review required:	Date review required:	Date review required:
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<i>Consultation method:</i>	<i>Who has RA been consulted with?:</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date</i>
Zoom meeting, face to face meetings	HT/DT/Teaching Staff/Support Staff/Site Team/Catering Team/ OSC	21 st January 2021			