

RISK ASSESSMENT

Workplace	Heathfield CC	Department	Whole School
Risk Assessor	Debbie Stanger		
Room/Area	Whole School		
Activity/Task/Persons at Risk	Asymptomatic COVID-19 testing at home for secondary school pupils/staff	Date	22 March 2021
Benefit of Activity	Safety whilst on site		

RPR Key: **Low = Acceptable (No further action required)** **Med = Tolerable (Look to improve)** **High = Unacceptable, (Take immediate action to reduce the RPR before activity can go ahead)**

What are the significant, foreseeable hazards?	Who is at Risk?	Current Control Measures (What is already in place/done)	L	S	RPR	What additional control measures can be put in place to reduce the risk further?	L	S	RPR
1. Incorrect handling/storage of tests kits in school could lead to compromised test result	Staff Pupils	<ul style="list-style-type: none"> The Facilities Manager is appointed as testing coordinator to ensure test kits are complete (using the How to guide) and in good condition. Deliveries are logged in a test kit log to allow quantities to be monitored and to facilitate reordering. Any problems also logged. Kits are stored in the Dining Hall in a cool, dry place in the school which is between 2°C -30°C and not in direct sunlight, fridge or freezer. 	2	2					

		<ul style="list-style-type: none"> • Test kits are stored securely in the school Dining Hall, this area is locked outside of normal school hours to prevent unauthorised access. • Consideration has been given to any manual handling issues upon receipt of bulk test deliveries - appropriate training/equipment etc. The storage area is located to the rear of College to allow easy access to minimize the amount of travel with bulk items. 						
2. Incorrect handling/storage of tests kits at home could lead to compromised test result	Pupils Staff	<ul style="list-style-type: none"> • Clear instructions have been given to families about storage temperatures. Kits to be stored in a cool, dry place ideally inside in between 2°C -30°C and not in direct sunlight, fridge or freezer. • Guidance provided about storing tests safely and checking that the packaging has not been compromised prior to testing. • If the kit has been stored in a cool area (less than 15°C), leave it at normal room temperature for 30 minutes before using. • Kits securely stored at home to prevent child/other unauthorised household access/use. • See ‘Your step-by-step guide for COVID-19 self-testing’ booklet provided by NHS Test and Trace, a copy of which is included in all home testing kit packs. 	2	2				
3. COVID-19 transmission during test collections	Staff Pupils	<ul style="list-style-type: none"> • Overarching COVID19 risk assessment in place and is followed. RAFA0053. • Collection/delivery of LFD kits is carefully controlled. Pupils and staff clear about when and where to collect tests with time slots allocated. See schedules. • Staff collection point is located at reception, test kits are secured overnight, outside of normal opening times and only accessible when duty reception staff are 	2	2				

		<p>present.</p> <ul style="list-style-type: none"> • Staff are allocated 1 box of 7 tests and all relevant details including LOT numbers are logged electronically by the issuing member of staff. See Google Doc. • The designated collection points are established in an appropriately secure location and allows for 2m social distancing to be maintained. • Collection areas are well ventilated. • Face coverings are worn within this area as per current college procedures on face coverings. • Students are allocated 4 boxes of 3 tests, these are collected after the completion of test 3 of on-site testing. All relevant details including LOT numbers are detailed in class lists. • All tests must only be used by the person assigned the kits and all recipients reminded that they should not be used by anyone else. • Robust/regular cleaning regime in place in ‘hand-out’ area. • Hand washing/sanitising expectations clear before and after collections. • Existing individual risk assessments for staff who are CV and taking part in testing are reviewed and updated to reflect this. • Adherence to all aspects of training which is available on the government document sharing platform. Access to Webinars and templates. 							
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<p>4. Failure to test or incorrectly conducting a test could lead to a false result which may give rise to COVID-19 transmission</p>	<p>Staff Pupils</p>	<ul style="list-style-type: none"> Information supplied that test kits should be at room temperature e.g. around 15°C - 30°C when completing the test. Clear instructions on the testing process have been given and are handed out with tests. Checks made to ensure that these are the latest versions. The 'How to' guide has been made available. Pupils/students aged 18 and over to self-test and report the result, with assistance if needed. Pupils aged 12 - 17 can self-test and report with adult supervision. The adult may conduct if necessary. Pupils aged 11 (who attend secondary school) can be tested by an adult and the result reported. The reasons for the testing have been clearly conveyed to pupils. Testing information provided by DHSC shared. Pupils and parents understand who to ask if they have questions about testing. A small testing facility remains in school to enable some pupils to continue to take tests in school if there are reasons why this cannot be done at home. A risk assessment is in place for on-site Asymptomatic Testing. Avoid eating or drinking half an hour before the test. A small amount of water is acceptable. See NHS guide. See 'Your step-by-step guide for COVID-19 self-testing' booklet distributed with all test kits. Detailed information on how to self-swab and process 	<p>2</p>	<p>2</p>					
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		<p>the tests is in the Instructions for Use and there is an NHS video demonstrating how to carry out a test . In addition, a detailed How to Guide for home testing, has been made available. The home testing instructions have been translated into multiple languages online through this link here: https://www.gov.uk/guidance/covid-19-self-test-help</p>						
5. Low uptake of testing means the programme does not achieve its aims and COVID-19 transmission is not reduced	Staff Pupils	<ul style="list-style-type: none"> • The college has a 97% uptake for school/home testing. • Different methods used for communication: emails, videos, phone calls etc. Including the importance of testing, what being asymptomatic means and a brief outline as to how the testing is done. • Parents and pupils fully informed of purpose and benefits of asymptomatic testing and given opportunity to discuss any concerns. • Facilities Manager is the designated ‘COVID-co-ordinator’ appointed for any questions. • Heads PA & Office Manager is the designated ‘Registration Assistant’ to support COVID co-ordinator. • Pupils who decline to participate should continue to follow the usual national guidance on self-isolation and to get tested if they are symptomatic. Attendance is not predicated on pupils taking tests. • Testing is voluntary. Pupils can still attend school if they choose not to participate 	2	2				
6. Student being tested does not know how their data is being used	Pupils	<ul style="list-style-type: none"> • Privacy notice shared with parents, carers and staff alongside other key information, privacy notice is from the government document sharing platform. • Test kit log and test results stored securely on the College network, access restricted to named personnel 	2	1		Ensure data protection policy is updated with relevant		

		only.				sections added			
7. Tests are used by individuals other than those in the school student populations	Staff Pupils	<ul style="list-style-type: none"> • Access to data controlled • Message reinforced to staff, parents and students that tests must only be used by the person allocated the kits. • See class lists as a record of when and who kits have been allocated to, this includes LOT number. • Parents informed of how other members of the household can access home testing kits through community sites. • Parents/students advised to inform the school of positive test results only. 	3	2					
8. Tests are not replenished regularly which means there is not continuity of testing in line with the guidance	Staff Pupils	<ul style="list-style-type: none"> • Stocks monitored by coordinator. • Engagement with DfE, deliveries monitored and chased up accordingly. 	3	2					
9. Results of tests are not recorded accurately with the school which may lead to asymptomatic pupils being in school and the test and trace system not being effective	Staff Pupils	<ul style="list-style-type: none"> • Clear system in place and communicated for the sharing and recording of test results, including who to report to in the school and when. • Instructions on requirements to complete NHS track and trace shared with parents, students and staff. See NHS booklet included with all test kit packs. 	2	2					
10. Correct action is not taken on positive or void results	Staff Pupils	<ul style="list-style-type: none"> • Staff and students informed that they must not attend school following a positive result but should book a confirmatory PCR test. 	2	2					

		<ul style="list-style-type: none"> • Staff and students informed that upon a void test results a second LFD should be taken, if a second void is received, a confirmatory PCR test should be booked. • Staff & students will self-isolate until receipt of PCR test result. • Incidents are recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Record to include the time, date and details reported. • Guidance on how individuals can report incidents shared with staff, parents and students. • Communicate to families the actions that should be taken by household members of pupils testing positive in an LFD test. • In the event of a positive LFD test result, the school will identify any close contacts within the school and provide self-isolation advice. Those close contacts are asked to self-isolate in line with NHS Track and Trace guidance. 						
11. Contact with potentially infectious test samples and other test kit materials by household members which leads to exposure to virus and possible contracting of COVID-19	Pupils Staff Families	<ul style="list-style-type: none"> • Test participants have been instructed to ensure testing kits are stored securely outside of the school setting to restrict access by other persons. • Staff and pupils using testing kits have been advised to ensure samples are taken in a clean and secure location and to take reasonable steps to prevent others from handling test kits prior to and after testing. • Pupils reminded that they should maintain hand hygiene. • Pupils understand the need to place used kits in the waste bag provided, sealed and disposed of in the 	3	2				

		<p>general household waste.</p> <ul style="list-style-type: none"> • Areas where testing has been conducted should be wiped down and cleaned after the test process is completed. 						
12. Exposure to chemicals contained in LFD kits	Pupils Staff Families	<ul style="list-style-type: none"> • Families and staff have been informed that, under the intended conditions of use, the quantities concerned, and component chemicals are not defined as hazardous and therefore do not have hazard labels associated with them. • Extraction solution which comes with the LFD test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride). These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated if individuals follow the instructions for use. 	3	1				
13. Some pupils may be unable or unwilling to test themselves at home	Pupils Staff	<ul style="list-style-type: none"> • A small on-site ATS has been setup in the Dining Hall so that we can offer testing to pupils/students unable or unwilling to test at home. • A risk assessment is in place for on-site Asymptomatic Testing. • A testing workforce in school have passed the NHS Test and Trace training assessments. • Any staff or volunteers involved in testing on the school site meet appropriate safeguarding requirements, including DBS. See separate RA. • If a child or young person is unable to administer their own test due to physical and health needs, a trusted appropriately trained adult from the setting may supervise the self-swab of the test. 	3	2				

		<ul style="list-style-type: none"> In exceptional circumstances, the setting may agree to a parent coming in to support their child to self-swab or to swab the child. 						
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Likelihood (L)	1 - Almost Impossible	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
Severity - Consequence of Hazard (S)	1 - Insignificant (Minor Injury - No Time Off)	2 - Minor (Injury - Up To 7 Days Off)	3 - Moderate (Injury - Over 7 Days Off)	4 - Major (Death or Serious Injury)	5 - Catastrophic (Multiple Deaths)
Risk Priority Rating (RPR) Likelihood x Severity	Low Risk (1-8)		Medium Risk (9-14)		High Risk (15-25)

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Updates to Parents/Carers			1/4/2021
See Updated Guidance on Website			1/4/2021

Name of Manager:		Signature of Manager:		Date:	
1st review undertaken on:		Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	