

### Appendix: Lateral Flow Device Testing of Staff (Primary Home Testing Programme)

School: Deerhurst and Apperley C of E Primary School

Date Completed: 1<sup>st</sup> February 2021

This risk assessment is should be read in conjunction the school's full risk assessment

Hazard	Who is at risk?	Controls to alleviate risk	Further action required
Consent not obtained for testing	All staff and regular visitors	<ul style="list-style-type: none"> <li>Consent will be obtained for periodic lateral flow device (LFD) testing prior to the issuing of home test kits (staff given privacy notice in line with Glos CC Testing FAQ (DFE) and sign for test and by doing so consent to participate in testing.</li> <li>Any individual who has previously had COVID-19 should have a lateral flow test</li> <li>Anyone who is COVID-vaccinated should undertake normal testing and will need to isolate if they test positive or identified as a close contact</li> </ul>	NFA
Risk of data being collected and stored without consent		Ensure that all staff are aware of (via the Privacy Notice): <ul style="list-style-type: none"> <li>how their data will be kept and used - Data shared with school</li> <li>Personal Data will be involved</li> <li>Processing of personal data after a positive response explained</li> <li>Staff rights</li> </ul>	NFA
Lack of training/ awareness/ competence	All staff and regular visitors	<ul style="list-style-type: none"> <li>All staff have received the instructions sent out (updated) on how to self administer LFT</li> <li>All Staff to watch How to self-test video with Dr Amir Khan</li> </ul>	NFA

		<ul style="list-style-type: none"> <li>All staff will have received an instruction handout. Staff must ensure they use the correct version (V1.3.2) not the instructions that are in the box (All staff have been given the up to date version and not the blue books that came in the testing boxes)</li> <li>The COVID coordinator (HT) distributes the test kits and appropriate paper work for staff - recording this on the Test Kit Log, providing monitoring.</li> <li>All staff have seen and read this asymptomatic testing risk assessment.</li> <li>The Registration Assistant (SM) will record all staff test results onto a local database</li> <li>Staff will also report their results to the DFE via the website sent out</li> <li>The instruction handout (V1.3.2) that are included with testing kits explain how to complete a swab of the mouth and nose and then how to process the test.</li> </ul>	Send RA to all staff for email reply to confirm it has been read
Inappropriate storage of equipment	All staff and regular visitors	<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.</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 (HT) and the use of the register</li> </ul>	NFA
Capacity to safely collect test kits	All staff and regular visitors	<ul style="list-style-type: none"> <li>Staff will collect their tests from a designated area (HT's office)</li> <li>Staggered and controlled entry into the collection point. Overseen by COVID Coordinator. Organised collection via HT</li> <li>Social distancing (2m) achieved before, during and after</li> </ul>	NFA

		<p>collection of the test.</p> <ul style="list-style-type: none"> <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 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> <li>• Staff to not open test at school and instead take home to open. Staff to open only when they are about to take the test.</li> </ul>	
Inadequate hand and respiratory hygiene	All staff and regular visitors	<ul style="list-style-type: none"> <li>• <b>In the unlikely event of a test being done at school:</b></li> <li>• Hands should be washed after blowing nose</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> <li>• Otherwise testing will be completed at home following the guidance provided</li> </ul>	NFA
Timing of testing	All staff and regular visitors	<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>• Tests are only for the use of the person assigned the kits – they should not be taken by anyone else</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> <li>• Staff to test on the rota that they are on twice during that time (once being the night before first commencement of rota)</li> </ul>	NFA
Correct test set-up to avoid cross contamination and	All staff and regular visitors	<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</li> </ul>	NFA

transmission		<p>flow devices to operate and 2-30°C for storing them.</p> <ul style="list-style-type: none"> <li>• Lateral flow test cartridges should remain on a clean, flat surface such as a table.</li> <li>• Staff who have suffered a recent nose bleed should swab the other nostril</li> <li>• If staff have a nose piercing, they are advised to swab the other nostril. If both sides are pierced, remove piercing on one side before swabbing</li> </ul>	
Staffing	All staff and regular visitors	<ul style="list-style-type: none"> <li>• Adequate numbers of staffing are available to cover both roles as identified within the guidance - COVID Coordinator + Registration Assistant. These roles can be combined if necessary. These roles are shared between HT and SM</li> <li>• Contingency staff are available to cover any absence or emergency. (Staff should be regularly involved to maintain competence). Staff on rotas attending school A and B</li> </ul>	NFA
Isolation of staff who test positive	All staff and regular visitors	<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>	Staff to inform HT immediately of a positive result
Running out of tests	All staff and regular visitors	<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 (HT)</li> </ul>	NFA

Recording and Reporting	All staff and regular visitors	<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 of their result.</li> <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>	NFA
Incorrect result, wrong samples or miscoding of results	All staff and regular visitors	<ul style="list-style-type: none"> <li>Detailed operating arrangements are provided in the instruction handout. Resources and training in order to minimise the risk of incorrect allocation or recording of results.</li> <li>Instructions are followed as per the handout</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>	NFA