

Staploe Education Trust Risk Assessment



Risk Assessments for:	Covid Testing of Primary School Staff		
Assessed by: LT/DP/HTs	Date: Jan 2021	Review Date: Ongoing	

Impact

1=extremely low 2=low 3=serious 4=severe 5=extremely severe
(If, no measures were put in place)

Likelihood

1=very rare 2=rare 3=likely 4=very likely 5=extremely likely
(When, measures are put in place)

1 - 3	Low risk
4 - 6	Moderate risk
7 - 12	High risk
13 - 25	Extreme risk

Types of Hazard(s) identified (assuming no controls)	Who might be harmed?	Impact	Likelihood	Risk Rating	What are you already doing?	Responsible Person(s)
Inadequate information provided to staff	Staff	4	2	H	<p>The aim of asymptomatic testing is to break the transmission of the virus by identifying and isolating those individuals that do not have any symptoms.</p> <p>Senior staff to attend webinars as appropriate.</p> <p>Staff briefings to be held electronically.</p> <p>The video on the Document Sharing Platform or one provided by the Local Authority should be shared with staff.</p> <p>Please note that testing is optional and staff can “opt-out” of the programme.</p> <p>Staff to be provided with privacy notices and consent forms.</p>	<p>Senior team Headteacher</p> <p>All</p>

					<p>Advise staff where to find the collection centre for collection of test kits.</p> <p>Self-testing will be carried by out by staff at home using a lateral flow device (LFD).</p> <p>The device detects the presence or absence of the virus with results being ready within 30 minutes.</p> <p>Tests must be conducted twice per week at least 3-4 days apart.</p> <p>Ideally, tests will be conducted at the beginning of the day before attending school.</p>	
Inadequate storage and distribution of test kits	Staff	4	2	H	<p>Test kits must be stored securely between 2-30C in a designated collection space.</p> <p>On delivery of the test kits, the “lot” numbers must be recorded.</p> <p>The collection space should allow for the required social distancing measures to be implemented.</p> <p>Registration assistant(s) to be appointed.</p> <p>Registration assistants must set up a register to record the supply of test kits to staff.</p> <p>The register must include;</p> <ul style="list-style-type: none"> ● Name of school ● Name of person issuing the test ● Date of issue ● Lot number of test kits ● Confirm receipt of new “Instructions for Use” ● Name of person using test kit <p>The Registration assistant must ensure the correct “Instructions for use “are provided to staff with their</p>	

					<p>test kit. These instructions replace those located inside the kit.</p> <p>Staff issuing the test kits must wear a face covering and maintain a 2m distance from staff collecting their test kits.</p> <p>Staff must sign for their test kit.</p> <p>The Registration assistant must oversee the recording of the results of every test into a "test results register".</p> <p><i>Therefore, there will be two separate registers; one for the collection of test kits and one for the recording of results.</i></p>	
<p>Incorrect use of the lateral flow device</p>	<p>Staff Pupils</p>	<p>4</p>	<p>2</p>	<p>H</p>	<p>The test must only be completed by the person whom it has been assigned.</p> <p>The test kit must be stored at room temperature or in a cool dry place between 2-30C.</p> <p>If the kit has been stored at less than 15C, leave at room temperature for 30 minutes prior to use.</p> <p>Do not leave in direct sunlight or in a fridge or freezer.</p> <p>A separate test kit must be used for each individual.</p> <p>Each item in the test kit must only be used once.</p> <p>Do not eat or drink for at least 30 minutes prior to performing the test to reduce the risk of spoiling the test.</p> <p><u>Prepare your test area and check contents of test kit</u></p> <p>Read the instructions carefully.</p> <p>There is an online video available at; www.gov.uk/covid19-self-test-help</p>	<p>All</p> <p>All</p>

					<p>Clear, clean and dry a flat surface immediately before starting the test.</p> <p>Wash your hands thoroughly for 20 seconds, using soap and water or hand sanitise.</p> <p>Ensure your hands are dry.</p> <p>Check the contents of the test kit, ensuring that nothing is broken or damaged.</p> <p>The kit should include;</p> <ul style="list-style-type: none"> • Test strip in sealed packaging • Extraction buffer sachet • Extraction tube holder (attached to the box) • Swab inside sealed wrapper • Extraction tube • Plastic waste bag <p>Do not use the test strip if the sealed packaging is damaged.</p> <p>If you are unable to use the kit due to damage or missing items, collect another kit from school.</p> <p><u>Set up your test</u></p> <ul style="list-style-type: none"> • Take the test strip out of the sealed packaging and place it on the cleaned flat surface. Once opened start the test within 30 minutes. • Carefully twist or snap open the sachet. Open it away from your face and be careful not to spill any of the liquid. • Open the extraction tube and gently squeeze all of the liquid from the buffer sachet into the tube. Avoid touching the sachet against the tube. 	All
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| | | | | | <ul style="list-style-type: none">• Place extraction buffer sachet in the plastic waste bag provided.• Place the filled tube in the extraction tube holder (attached inside the box) to avoid spilling the liquid.• You can also use a small cup to hold the tube.• Gently blow your nose into a tissue and throw the tissue away in a closed bin.• Wash your hands thoroughly again for 20 seconds using soap and warm water or use sanitiser.• Find the swab in the sealed wrapper in front of you. Identify the soft, fabric tip of the swab.• Peel open the swab packaging only when you are ready to use and gently take out the swab. Never touch the soft, fabric tip of the swab with your hands.• Take your swab sample.• Holding the swab between your fingers, open your mouth wide and rub the fabric tip of the swab over both tonsils. Swab both tonsils (or where they were) four times.• Carefully remove the swab.• Put the same swab gently into one nostril until you feel a slight resistance (about 2.5cm up your nose).• Roll the swab firmly around the inside of the nostril, making ten complete circles. | |
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This may feel uncomfortable, do not insert the swab any deeper if you feel resistance or pain.

					<p><u>Process the swab sample:</u></p> <ul style="list-style-type: none">• Pick up the extraction tube and place the fabric tip of the swab into the extraction tube so it is in the liquid.• Press the tip against the edge of the extraction tube with force, while rotating it around the extraction tube for 15 seconds. This is to transfer your sample into the liquid.• Pinch the extraction tube against the swab as you remove it. Make sure you remove all liquid from the tip of the swab.• Place the swab in the plastic waste bag provided.• Press the cap tightly on to the extraction tube to avoid any leaks.• Gently squeeze the extraction tube to place 2 drops of the liquid onto the specimen well (S) on the test strip.• Make sure that you are dropping liquid and not an air bubble.• Put the extraction tube in the plastic waste bag along with the swab. <p>Make sure you place the test strip on a flat and level surface. Do not move the strip during the test.</p> <ul style="list-style-type: none">• Check the time and set a timer for 30 minutes before you read the result.• The result can appear sooner, though you must wait the full 30 minutes, but not any longer.	All
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				<p><u>Read your result:</u></p> <p>Negative:</p> <p>One line next to “C” shows the test is negative.</p> <p>Positive:</p> <p>Two lines, one next to “C” and one next to “T”, even faint lines, shows a positive test.</p> <p>Void:</p> <p>No lines or one line next to the “T” is a void result.</p> <p><u>Report your result:</u></p> <p>You must inform your school of the result.</p> <p>You must report your result to the NHS.</p> <ul style="list-style-type: none"> You will need the QR code or the ID number under it, on the test strip to report your result. Report online by visiting; <p>www.gov.uk/report-covid19-result</p> <p>OR</p> <ul style="list-style-type: none"> Report by telephone using 119 <p>Lines are open every day 7am – 11pm and free from both mobiles and landlines.</p> <p><u>What your results mean:</u></p> <p>Negative:</p> <p>You can continue to attend your school setting.</p> <p>You must continue to follow the national guidelines that includes regular hand washing, social distancing and wearing of face coverings where required.</p>	<p>All</p> <p>All</p> <p>All</p>
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				<p>Positive:</p> <p>You must book a PCR test.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Tests can be booked through the NHS testing and tracing for coronavirus website;</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus</p> <p>or ordered by telephone via NHS 119</p> <p>You and every member of your household and support bubble must self isolate for 10 days in line with current guidance.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Essential workers including those working in education have priority access to testing.</p> <p>Staff should follow the Trust “January 2021 School Opening” risk assessment when reporting a positive test.</p> <p>The schools will continue to follow the protocols in this document when managing a positive case.</p> <p>Void:</p> <p>You must take another test using a new test kit.</p> <p>If a further test records a void reading then a PCR test must be booked.</p>	
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					<p><u>Safely dispose of your test kit:</u></p> <ul style="list-style-type: none">• Once your test is complete, place all of the components of the test kit in the waste bag provided.• Place in your usual household waste.	All
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Assessors Name:	LT/Primary HTs	Assessors Signature		Date:	January 2021
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