

## Primary School LFD Test Risk Assessment

**Location:** Hindley Junior and Infant School

**Assessor:** Mr Stephen Wallace (Headteacher) & Mr Graham Doubleday (Chair of Governors)

**Date of Assessment:** 7/3/21

**Review Date:** OPEN

**Activity:** COVID-19: Primary School – Lateral Flow Device Testing.

In January 2021, the UK Government in response to the coronavirus pandemic announced a further control measure to safeguard the health of the teaching workforce and enable all staff in school to be tested. The Government will be making rapid-result coronavirus (COVID-19) testing available to all members of staff and pupils in schools, with a phased approach beginning on the 25<sup>th</sup> January 2021. The LFD test kits are not a substitute for maintaining good hygiene practice. Hands, Face, Space.

- The **school workforce** to conduct twice weekly LFD testing - this will help identify those who are carrying the virus without displaying symptoms, reducing the risk of transmission.

For every person, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools. In line with routine infection control practice, close contacts will need to self-isolate in line with [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Swabbing and processing of these tests will be conducted at a home in the morning prior to starting work at school **twice a week**, with **results available in around 30 minutes**.

Links to published guidance:

- Coronavirus Asymptomatic Testing in Schools and Colleges. Dated 20 01 21.
- <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>
- Gov.uk Blog. Mass Testing in Schools Q&As
- <https://dfemedia.blog.gov.uk/2020/12/15/mass-testing-in-schools-your-questions-answered/>

Schools and colleges can email [rapidtesting.schools@education.gov.uk](mailto:rapidtesting.schools@education.gov.uk) or call 0800 046 8687 (Mon-Fri 8am-6pm; Sat-Sun 10am-6pm) if they have further questions.

This assessment is undertaken in compliance with the Management Regulations to aid their planning and monitoring, to operate as safely as possible.

***For the purpose of this document, the duties of the COVID-19 Coordinator and registration Assistant will be carried out by Steven Hyde, Rhian Speakman and Stephen Wallace (The agreed segregation of duties can be seen in the appendices).***

Hazard/Area of concern	Individuals at risk	Risk – L/M/H	Control Measures
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Staffing responsibilities	COVID-19 Coordinator	L	<ul style="list-style-type: none"> <li>• Communications to stakeholders</li> <li>• Ensures staff have the right new instructions and signs for the test kits.</li> <li>• Storage and recording results: two separate registers (kept securely)</li> <li>• Re-orders LFD test kits: long term calendar been devised with preliminary dates set to re-order</li> <li>• Data collection and records tests.</li> <li>• Templates and documents, available on the DfE document sharing platform, to be used for 'Staff registers' and 'COVID kit logs'.</li> </ul>
	Registration Assistant	L	<ul style="list-style-type: none"> <li>• Distribution the correct number of LFD kits. Records the lot numbers.</li> <li>• Inputs tests results into the schools register.</li> <li>• Sends reminders to participants to record the test results online and at school.</li> <li>• Works with the Coordinator to manage stock.</li> <li>• Responsible for ensuring subjects have registered and distributing test kits on arrival. Ensures orderly entry of subjects onto the testing site.</li> </ul>
School receives a delivery of test kits.	Parent and Staff	L	<ul style="list-style-type: none"> <li>• Testing kits are delivered in large boxes each containing 54 boxes of 7 kits. Plus, new user instructions for use.</li> <li>• Identify secure storage with restricted access control: site managers office (locked)</li> <li>• Check contents including guidance information. Report any damaged kits (Steven Hyde).</li> <li>• The test kits should be kept at a temperature of between approximately 2°C and 30°C.</li> <li>• Issues for use in a temperature of 15°C and 30°C</li> <li>• If not received by the 25 01 21 call the DfE helpline.</li> <li>• Kits comprise of; <ul style="list-style-type: none"> <li>• Swabs.</li> <li>• LFD Cartridges. Packets of extraction solution.</li> <li>• Extraction tubes.</li> <li>• Unique test Barcodes for each test Kit</li> <li>• Disposable PPE.</li> </ul> </li> </ul>
Administration	Staff	L	<p>Send letter via most appropriate channel to inform testing activities taking place, attach test guidance, privacy notice and consent form.</p> <p>Raise awareness of testing activities and provide reassurance at designated staff meeting/training prior to starting LFT procedures</p> <p>Send reminder of testing activities (verbal and via COVID-19 WhatsApp group)</p> <p>Issue test kits to staff. Ensure socially distancing measures maintained.</p>

			<p>Start testing, communicate test results to named staff as appropriate. See NHS Guidance. Schools Testing Handbook. V1.3.2 for example Letters, forms and guidance.</p> <p>Schools in England can raise specific questions to the Department for Education, via <b>the DfE coronavirus helpline: 0800 046 8687</b> (Mon-Fri 8am-6pm; Sat-Sun 10am-6pm) or email at <a href="mailto:RapidTesting.SCHOOLS@education.gov.uk">RapidTesting.SCHOOLS@education.gov.uk</a></p> <p>For clinical concerns and arrange a PCR test, call the NHS by <b>calling 119</b>.</p> <p><b>Clinical incidents</b> should be reported to <a href="mailto:testing.incidents@dhsc.gov.uk">testing.incidents@dhsc.gov.uk</a></p>
<p>Training of staff</p> <p><i>Competency</i></p>	All staff	L	<p>There will be introductory webinars, available online. See details published in the NHS guidance for Schools.</p> <ul style="list-style-type: none"> <li>• Testing Process Overview to include Roles and Responsibilities.</li> <li>• On-Line Training – Webinars subject to staff role. Stephen Wallace attended all webinars and shared information to ALL staff via staff training session.</li> <li>• On site demonstration/Briefing of the system</li> </ul> <p>On-line resources on the Document sharing platform shared with all staff.</p> <ul style="list-style-type: none"> <li>• Staff to read the guide and watch the online video.</li> </ul>
<p>Staff</p> <p><i>Control of virus transmission</i></p>	Staff	L	<ul style="list-style-type: none"> <li>• The <b>staff</b> to conduct twice weekly LFD testing 3 to 4 days apart (Agreed days with all staff)</li> <li>• Provided with home test kits</li> </ul>
<p>Individual preparation of LFD Test Kits.</p>	Staff.	L	<p><b><u>Prepare your test area and unpack your equipment.</u></b></p> <ul style="list-style-type: none"> <li>• Read the instructions carefully. Taking the test may feel a little uncomfortable and unusual for most people.</li> <li>• Wash your hands thoroughly for 20 seconds, using soap and warm water. This is so that you do not contaminate the test kit.</li> <li>• Now dry your hands.</li> <li>• Clean and dry a flat surface, where you will take the test.</li> <li>• Unpack the sealed test equipment for one test and place onto the clean flat surface.</li> <li>• Check your contents. Ensure that the test device (called ‘antigen test cartridge’), swab and extraction solution are not damaged, broken or out of date.</li> </ul> <p>You can see a demonstration of how to take the test by watching this video: <a href="https://learninghub.nhs.uk/self-swab">https://learninghub.nhs.uk/self-swab</a></p>
<p>Test and process your sample.</p>	Staff	L	<p>Take your swab sample Back of throat and nasal sample.</p> <ul style="list-style-type: none"> <li>• Gently blow your nose into a tissue to get rid of excess mucus.</li> <li>• Wash and dry your hands again (or use sanitiser if this is available).</li> <li>• Check the swab in the sealed wrapper in front of you. Identify the soft, fabric tip of the swab.</li> <li>• Place the extraction tube in a small cup to keep it upright.</li> <li>• Unscrew the extraction buffer pot.</li> <li>• Place 6 drops only of the extraction buffer into the extraction tube. Try to avoid touching the</li> </ul>

			<p>tube with the bottle. Reseal the extraction buffer for future use.</p> <ul style="list-style-type: none"> <li>• Open the package and gently take out the swab.</li> <li>• Do not touch the fabric end of the swab. <ul style="list-style-type: none"> <li>○ Put the swab into the mouth and gently bush the tonsils at the back of the throat.</li> <li>○ Put the swab gently into one nostril, you may feel a slight resistance (insert about 1.5cm or about half an inch). Roll the swab 10 times slowly along the inside of the nostril. Remove the swab and repeat 10 times in the other nostril.</li> </ul> </li> <li>• Now put the fabric end of the swab into the bottom of the extraction tube. Press the swab head against the edge of the tube with force, while rotating the swab around the tube for 10 seconds to squeeze as much fluid out as possible.</li> <li>• Take out the swab while squeezing the tube and fabric end of the swab. Place the swab back into the wrapper and dispose of it at home in your household rubbish bin.</li> <li>• Press the nozzle cap tightly on to the tube to avoid any leaks.</li> <li>• Turn the tube upside down and lightly squeeze two drops onto the test strip specimen well.</li> </ul> <ul style="list-style-type: none"> <li>• Place the Rapid Test Strip on a flat surface for 30 minutes. Set a clock, timer, or watch and wait 30 minutes to read the results. Do not read your results until the 30 minute mark is up.</li> </ul> <p>See NHS Step by Step Guide for Self-Testing.</p> <p>Ensure they are liquid bubbles and not just air bubbles</p>
Read Test Result	Staff	L	<p>Read test strip result;</p> <ul style="list-style-type: none"> <li>• <b>If your LFD test is positive</b> You will have to take a subsequent PCR test and self-isolate until results of the PCR test are known.</li> <li>• <b>If your LFD test is negative</b> You do not need to self-isolate. Attend school.</li> <li>• <b>If the result is Void</b> Complete a second LFD test. If result is void again. Contact 119 to take a PCR test and self-isolate until the result of the PCR test is known.</li> </ul> <p>Self-isolate based on current government guidance.</p>
Report your result.	Staff.	L	<ul style="list-style-type: none"> <li>• Staff records the result via the web link or by phone.</li> <li>• Staff must inform the school (Stephen Wallace) of test results. If positive or void (otherwise it will be assumed that the result was negative)</li> </ul>

Safely dispose of test equipment	Staff	L	Test completed at home - waste disposal route is: Place all items in the waste bin bag provided with the kit, secure and dispose in the general household black bin.
<p><b>Note 1.</b>  <b>Warning:</b>  <b>School have made it clear to staff and parents that a negative test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene procedures and observe social distancing measures, whether or not they have been tested.</b></p>			
Data security and handling  <i>Loss or misuse of data.</i>	Staff	L	There is a small amount of processing of personal data which will be needed as part of the testing programme. <b>Data should be deleted by the organisation for a minimum of 14 days</b> , or a month after the testing programme has ended. Follow your Data Protection Policy for reporting a breach of date. loss or incidents of miss-use. <b>Data Protection Legislation.</b>
Employee Wellbeing  Anxiety	Staff	L	<ul style="list-style-type: none"> <li>• <a href="#">Employee Assistance Programme</a> can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7</li> <li>• A new virtual video counselling service is available via our Occupational Health Provider, Wellbeing Partners.</li> <li>• <a href="#">Citizens Advice</a> – offer free, independent, confidential and impartial advice on a range of financial issues.</li> </ul> For Council Employees complete the <a href="#">counselling referral form</a> and return it directly to Well Being Partners
<p><b>Further Information:</b>  The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site.</p> <p>LFD = Lateral Flow Device test  PCR = Polymerise Chain Reaction</p>			

## ADDITIONAL INFORMATION:

### Contact points.

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|--------------------------------------|---------------|
| • Hindley Junior and Infant School   | 01942255339   |
| • Police, Fire and Rescue, Ambulance | 999           |
| • Health Protection Team             | 01942 404240  |
| • DfE coronavirus helpline:          | 0800 046 8687 |
| • Health and Wellbeing Team          | 01942 827857  |

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### **Appendices A:**

You must have a COVID-19 Coordinator to support with tasks such as:

- communicating with stakeholders (SW)
- ensuring staff are using the right instructions and that they sign for the test kits using the ‘test kit log’ (SH)
- reporting incidents and carry out risk management (SH inform SW before reporting to DfE)
- storing and reporting any required data (SH)
- reorder tests when required (advice on how to do this will follow) RS

You may also need a Registration Assistant (can be the same person if needed) to support with tasks such as:

- distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits (SH)
- inputting test results from staff into your school or nursery’s ‘test results register/log’ (RS)
- sending reminders to participants to communicate their results online, or by phone, and to the school / nursery (SW)
- responding to staff questions (all three appropriately)
- working with the COVID-19 Coordinator to manage the stock of kits

### **Appendices B: Overview of staff training session.**

## **Lateral Flow testing: Staff training/overview (21.1.21)**

*‘The Government want all primary school staff to have regular lateral flow tests as of 25<sup>th</sup> January 2021’*

- Propose of today’s meeting:
  1. To provide an overview of what this will entail for us all.
  2. Provide opportunities to ask questions and discuss.
- Why do the government want staff to have regular lateral flow tests?
  - 1 in 3 people are asymptomatic
  - It will help identify positive COVID cases quicker – resulting in people self-isolating quicker, and therefore breaking the chain of transmission.
  - Tests are an additional layer of health protection, but all other precautions (i.e. hand washing, social distancing etc.) still apply.
- Key/important points:
  - The tests are not mandatory, but are strongly encouraged.

- The tests may contain animal products.
- The tests do not contain latex.
- **The test must only be used by yourself: no one else (including family) should use the tests provided.**
- The tests must be stored at room temperature (between 15-30C), and not in direct sunlight or in the fridge/freezer.
- The instructions in the test box are incorrect. Always use the instructions provided today.



- Steven Hyde will securely store all test boxes in school. Staff will have to sign out boxes of tests from Steven Hyde. Each box contains seven tests.
  - Steven Hyde will liaise with Rhian Speakman around re-ordering tests.
  - Rhian Speakman will order new batches of tests when necessary.
  - **If you are experiencing any symptoms of COVID-19 it is important that you self-isolate (and follow the guidance) immediately and book a PCR test. Do not rely on lateral flow tests if you have symptoms.**
- How the test works:
    - All staff will be given a test kit to take home.
    - Everyone can administer their own test.
    - No special training is required. No lab required.
    - Approximately 5 minutes to administer; get results after 30 minutes.
    - The government expectation is that people will test themselves two times per week (3-4 days apart): **school expectation is that staff will test themselves on Sunday evenings and Wednesday evenings between 7:30pm and 9pm.**
  - Please use the ‘Your step-by-step guide for COVID-19 self-testing’ booklet and the YouTube video to help you to self-administer the test <https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ>
  - **Reading the results of the test:** The test will give you one of three results (use the ‘Your step-by-step guide for COVID-19 self-testing’ booklet, particularly page 14, and the YouTube video to help you):
    - **Positive reading.** You must now do all of the following:
      - Self-isolate and follow the 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>  
Your family/support bubble will also need to self isolate until the outcome of your PCR test.

- Inform Stephen Wallace (phone, leave voice mail if no answer). *The school bubble will close, if you have been in contact with them 48 hours prior (Stephen/SLT will inform all staff and parents of the affected bubble).*
  - Book a PCR test at <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/essential-worker>
  - Report it online to track and trace at [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result) or ring 119.
- **Negative reading:** You must now do the following:
    - Report it online to track and trace at [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result).
  - **Void reading:** You must now do the following:
    - Report it online to track and trace [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result) or ring 119.
    - Inform Stephen Wallace (text message or email).
    - Do another lateral flow test. Use a new test: do not reuse the old one.
  - **If you get two consecutive ‘void’ readings, you must do the following:**
    - Book a PCR test at <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/essential-worker>
    - Self-isolate and follow the 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>
    - Inform Stephen Wallace (phone, leave voice mail if no answer).
    - Report it online at [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result) to track and trace at or ring 119
- Booking a PCR test: Drive in centres have the quickest turn around for results so is the preferred option – you must inform Stephen if you are not able to go to a drive-in centre.

**Our test kits are due to arrive on Monday 25<sup>th</sup> January, so for the first week we will all do a test on Monday evening instead of Sunday evening. We will then do another test on Wednesday evening.**