

LATERAL FLOW TESTING RISK ASSESSMENT - Poplar Farm School

Lateral Flow Testing Risk Assessment - to support the introduction of staff testing from WC 25th January 2021.

Date completed: 25th January 2021

Reviewed by Headteacher

The Government's asymptomatic testing strategy will help to break the chains of transmission of coronavirus (Covid-19) in education settings by identifying asymptomatic positive cases. Those who test positive will then self-isolate, helping to reduce transmission of the virus.

The asymptomatic testing programme does not replace the Government's current testing policy for those with symptoms. Primary school, junior school, schools-based nursery and maintained nursery school staff who experience symptoms of Covid-19 should self-isolate immediately and arrange a test.

Government Guidance for Primary Schools: <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries>

Government Documents for Primary Schools:

https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54?fbclid=IwAR267vZheE4MyOO30ziJWoAi3wCS9IF1e0J2jugMd3EeOuNKIEoha-LJCS0

Key for RAG Rating:

	Risk not mitigated - unable to follow guidance or implement adequate controls
	Risk partially mitigated – some actions outstanding
	Risk mitigated – adequate controls in place and guidance followed



Risk Focus	Controls/measures in place	Actions needed	Status
Staff			
COVID-19 spreading in the school community	<ul style="list-style-type: none"> Schools following government recommended control measures set out in the school's protective measures risk assessment. Mass testing of staff will take place twice a week (Monday and Thursday mornings) and staff will take these tests at home. These tests are to be taken 3-4 days apart. Tests to be taken before staff come into work. Staff results to be recorded on a staff register and recorded by the person online. This support with management and recording of test results for contact tracing and managing stock and distribution. A link will be sent out by LT. Staff are to inform KH of positive result by 8am to ensure that the school can react swiftly and put the necessary processes into place e.g. bubble closure. Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus. 		
Regular communication to staff	<ul style="list-style-type: none"> Information booklet given to staff including: <ul style="list-style-type: none"> - what rapid testing is, about using the how to guide and the video content available - the requirement for them to report their test results. - the process and who to contact if they have an incident while testing at home. Covid Co-ordinator: Kate Hodson (Headteacher); Covid Registration Assistant: Lucinda Thorpe (Administrator) Staff will need to sign for their test kits and the lot number will be recorded against their name. Staff will collect their first set of tests and instructions on Wednesday 26th January or Friday 28th January from the school office. 		
Tests to be stored correctly and collection managed in a safe way	<ul style="list-style-type: none"> Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees. The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using. Enough space for social distancing will be allowed when giving out tests. Staff will collect tests throughout the school day from the school office. Those collecting their kit should: 		

	<ul style="list-style-type: none"> - hand sanitise before collecting and signing - maintain 2m from staff coming to collect their test 		
Staff not reporting results	<ul style="list-style-type: none"> • Double void and positive results are communicated to the school once the test is completed. This is to be reported to KH by 8am. • A negative test is assumed by 8am on Monday and Thursday. • Staff must report all results online as per the instructions as soon as the test is completed. Links are made available to staff via email each day. 		
Low uptake on taking tests.	<ul style="list-style-type: none"> • Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing. • Staff have been given the opportunity to ask questions about testing directly to the headteacher. 		
Swabs are taken incorrectly causing a false reading or cause contamination	<ul style="list-style-type: none"> • School following government control measures. • Covid Coordinator has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme. • Instructions dated 15th January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled. • Test conducted on a dry, clean, flat surface. • Hands washed or use sanitiser before taking the test. • Online information, training and webinars available. Video available on how to take your own test. • Information with the kits to be followed. • Regular communication with staff about the testing process via briefing notes and email. • Staff who have tested positive Covid-19 within the last 90 days are not to take Lateral Flow tests due to residual levels of the virus potentially leading to a false positive. • If test is void, take another test. If 2 void results in a row, a PCR test should be taken. • If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline. • Covid Coordinator to be responsible for incident reporting on a school wide issue: 		

	<div><div>Schools</div><div>Incidents</div><p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, if there seems to be repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.</p><p>DHSC/MHRA may require the school to provide more information if further investigation is required.</p><div>Learning and improving</div><p>To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.</p></div> <div><div>Individuals</div><div>Clinical issue</div><p>If there is a clinical incident which led or has potential to harm, participants are advised to report it on https://coronavirusyellowcard.mhra.gov.uk. This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</p><div>Non-clinical issue</div><p>For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland</p><div>Inform school</div><p>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.</p></div>		
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