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| **St Saviour’s RC Primary School** | | | | |  | |
| Topic: | Lateral Flow Testing | | | People at Risk: | Staff / Pupils / Family Members | |
| Assessment carried out by: | | Dean Houson | Date: | 3rd February 2021 | Date of Review: | Ongoing |

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| Hazards  (Potential to cause harm & consider how a person may be hurt) | Existing Controls | Risk  rating\* | Further controls necessary | Target Date & By Whom | New Risk Rating\*\* |
| **Corona Virus**  **How:**  Transmission of the virus from other school staff / touching an infected surface during the issuing and registering of test kits by the nominated staff members at the collection points. | * All staff aware that they should not attend school if they or any members of their family display the symptoms of the virus or if they have been contacted by NHS Track & Test and told to self-isolate. * All staff reminded that they should still adhere to the control measures detailed in the School Reopening Risk Assessment September 2020 * A suitable area has been identified as “the collection point” – Reception/foyer area. * The “Collection Point” is large enough to ensure social distancing can be maintained. * PPE is available for the nominated staff identified to issue the test kits. * Hand sanitiser / wipes are available for use at the “Collection Point” for both school staff and the nominated staff to use. | H to M |  | February 2021 and ongoing | M to L |
| **Storage (at school)**  **How:**  Test kits not stored securely, at an incorrect temperature. | * A secure area in the old medical room has been identified to store the test kits. * The temperature in the area where the test kits are stored is compatible with the storage arrangements. | H to M | Only NR/LS/AC/DH have keys to this room | February 2021 and ongoing | M to L |
| **Storage (at home)**  **How:**  Incorrect storage of the test kits – causing them to be ineffective.  Unauthorised access to the testing kits. | * All staff issued with “Step by Step” guidance on the correct storage arrangements / temperatures and the correct temperature it should be used at. * All staff aware that the tests must **not** be stored in a fridge / freezer / direct sunlight. * Staff to ensure the kits are stored in a secure area and not accessible to children. * Staff regularly reminded that the testing kits are only for them and not members of the family. | H to M | * Staff to be made aware of schools own procedure | January 2021 and ongoing | M to L |
| **Hygiene**  **How:**  Staff not adhering to the recommended hygiene arrangements – causing the tests to become contaminated. | * School staff issued with “step by step” guidance which details the correct hygiene protocols to be adhered to when undertaking the test. * Hands / surfaces should be washed / sanitised prior to and after the test. | H to M | * Will be issued on arrival | January 2021 and ongoing | M to L |
| **Test**  **How:**  Staff unable to undertake the test accurately due to poor dexterity / eyesight / etc.  Staff unable to determine the result of the test.  Staff not aware of the factors that may affect the accuracy of the test.  Staff forget to take the test due to changes in the frequency / days.  Test kit damaged / seal broken.  Test kit is ineffective as not taken within the correct timescale. | * School staff are permitted to receive some assistance during the testing process at home (ensuring the correct hygiene protocols are adhered to) * Instructions and “step by step” guidance are issued with each test (staff are aware that they should use the guidance dated 15/1/2021 Version 1.3.2 and not the guidance within *some/older* test kits.) * All staff issued with clear “step by step” guidance as above (including pictorial) and issued with links to online video guidance. * Staff advised to report to NR or DH if they are not able to complete the test. * Staff must not eat or drink 30 minutes prior to the test. * Staff that have previously tested positive for the virus within 90 days (by a PCR test) should seek advice prior to taking the test. * The school has chosen Sunday and Wednesday for staff to take their tests and recommended evenings. * All staff are made aware of the days when tests should be taken. * Staff aware that they must not use the test kit if it is damaged or broken and report it. * All staff aware that once the test is opened, it must be started within 30 minutes. | H to M | * Once staff have taken the test (Sunday and Wednesday evenings) they must report the result to the school- [covid@satsaviours.lewisham.sch.uk](mailto:covid@satsaviours.lewisham.sch.uk) and to the Government portal (Address in letter to staff) | January 2021 and ongoing | M to L |
| **Covid Co-Ordinator / Registration Assistant**  **How:**  No staff available / trained to undertake the duties of the above staff in their absence. | * DH is named as the School Covid Co-Ordinator. * NR is named as the Registration Assistant | H to M | * AC to deputise in DH absence * PK to deputise in NR absence | January 2021 and ongoing | M to L |
| **Staff with medical conditions / Pregnant Staff**  **How:**  Medically vulnerable and pregnant staff not assured that they should take the tests. | * Pregnant staff should seek advice from a medical professional prior to taking a test. * Any staff with medical conditions should seek advice from a medical professional prior to taking a test. | H to M |  | January 2021 and ongoing | M to L |
| **Tests**  **How:**  Insufficient tests available due to nominated staff not ordering in stock. | * LS is responsible for ensuring there are adequate stock levels of tests available. * NR will report to the Head Teacher weekly of current stock levels and these will be recorded. * A small stock of tests will be held on site. | H to M | * LS to check daily on tests available | January 2021 and ongoing | M to L |
| **Non-Reporting of Test Results**  **How:**  School not aware of any positive test results due to staff not updating online or by telephone.  NHS Test & Trace not aware of any positive tests / clusters and unable to contact trace. | * The test results will be checked on test days to ensure all the results have been uploaded. * Emails will be sent on test days to staff (that have not uploaded their results) to remind them to report the results either online or by phone. | H to M |  | January 2021 and ongoing | M to L |
| **Communication**  **How:**  Lack of communications / guidance issued to staff causing staff to be anxious / stressed. | * School staff fully updated with the new testing arrangements Week of 2nd February * Copies of external links and guidance available from other stakeholders (PHE / NHS / DFE / HSE) issued to staff. | H to M |  | January 2021 and ongoing | M to L |
| **Poor Uptake**  **How:**  Transmission of the virus through the school, due to staff not signing up to the home testing programme.  School unaware of asymptomatic staff.  Staff not taking tests due to receiving the vaccine. | * All school staff made aware of the opportunity and encouraged to sign up for the testing by Head Teacher and Governing Body. * All school staff fully informed of the process and who they should speak to if they have any concerns / anxieties. * All staff issued with PHE guidance which states that you should continue to undertake tests even if you have received the vaccine. * Staff are reminded that they can opt in to the programme at any time by informing NR. | H to M |  | January 2021 and ongoing | M to L |
| **Test Result**  **How:**  Staff not aware of the procedure to follow when they receive the result. | * All staff issued with “step by step” guidance (including pictorial) on the procedure to follow when they receive their results. * Staff should call NR or DH if they get a positive test and advised to book a PCR test as soon as possible. They should inform the school as soon as they receive the PCR result. They should then follow the current Government self-isolation guidance (only going out to the get a test) until the test result is confirmed. * Staff who receive a negative result can continue to work. * If a staff member gets a negative result but is displaying symptoms – they should self-isolate, book a PCR test immediately and follow the current guidelines. | H to M |  | January 2021 and ongoing | M to L |
| **Accident / Incident**  **How:**  Staff member suffers an injury / allergic reaction when undertaking the test. | * Staff to follow the “step by step” guidance when taking the test. * Staff member should report the incident (injury/allergic reaction) by accessing <https://coronavirus-yellowcard.mhra.gov.uk>. * Any injury / allergic reactions should also be reported to NR. * Swab test are latex free | H to M |  | January 2021 and ongoing | M to L |
| **Staff Reaction**  **How:**  Staff member worried / stressed / emotional after receiving a positive result from home test. | * All staff to call DH (07500967833) if they test positive. * DH will advise and signpost support in the event of a positive test. | H to M |  | January 2021 and ongoing | M to L |
| **Waste**  **How:**  Transmission of the virus due to contact with used lateral flow device / equipment | * Staff issued with “step by step” guidance on the disposal of used tests and equipment. * Staff to collect all the waste from the test kit and place in the clear waste bag provided and dispose of in household general waste. * Staff to wash / sanitise hands and surfaces before and after taking the test. | H to M |  | January 2021 and ongoing | M to L |

**Signed:** Dean Houson  **Date:** 31st January 2021

**Position:** Headteacher