

Risk Assessment Lateral Flow COVID-19 Tests 19.1.2021

This risk assessment covers the process of carrying out covid testing at home.

COVID Testing Risk Assessment:

If any member of staff reports with a temperature above 37.8°, an issue with taste or smell or a new and continuous cough, they must book a NHS PCR test and not wait for their regular lateral flow test.

Covid Coordinator	Nicky Weller
Registration Assistant	Nicky Weller

Link to how to self-administer the test:

https://www.youtube.com/watch?app=desktop&v=S9XR8RZxKNo&fbclid=IwAR0n8x_ItLI4fLhSrUr0ILOxvwFafptWE5HoEbP4nkibKO99bro3hHa6pUg&safe=true

(you need to press Ctrl on your keyboard and click with your mouse to open this link)

Reporting your result:

1. <https://forms.office.com/Pages/ResponsePage.aspx?id=FbcmXeUCakGecVlkqZ-nl4f9J-vEg79HjFIhfViOtgdURFVYREVKUVVJVDNKNVFXMDBYUEFRNFZQQS4u>
2. Positives results only texted to CB
3. All results to www.gov.uk/report-covid19-result or phone 119 7am-11pm you will need the id number from your test

Task / Activity	Hazard	Who might be harmed and how	S	P	R	Control Measures	S	P	R	Further actions required.
COVID 19 Office Risk Assessment										
Conducting Test	Biological	Infection of Tester from Air Borne Particles Infection of Tester from contaminated surfaces	5	4	20	<ul style="list-style-type: none"> All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests All staff to test on Sunday evening and Wednesday evening Tests to take place at 5.00pm so positive results can be reported to CB by 6pm so that parents can be informed of impact on class by 7pm Tester to Wash hands prior to and after Testing All surfaces to be wiped down before and after testing Testing waste to be disposed of immediately following tests Double bag all positive test waste materials and place in household waste Single bag all negative tests and dispose of in household waste Record of tests and test results to be kept by covid coordinator, must include Time, Date, Name, Result, Comments, Actions following positive test 	5	2	10	

Task / Activity	Hazard	Who might be harmed and how	S	P	R	Control Measures	S	P	R	Further actions required.
COVID 19 Office Risk Assessment										
Contact Following a Positive Test	Biological	Cross contamination of other family members from used testing materials	5	4	20	<ul style="list-style-type: none"> All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests All staff who take the tests will receive the guidance document v.1.3.2 Wash hands prior to and after testing All surfaces to be wiped down before and after testing Staff member testing positive must isolate immediately, not go into work and text CB Staff member testing positive will self isolate at home and organise an NHS PCR COVID Test Candidate to double bag all waste materials and place in household waste The member of staff will record the test result on the NHS Test and Trace website Lateral flow tests should not resume until 90 days following a positive result 	5	3	15	
Contact during a void test	Biological	Cross contamination of other family members from used testing materials	5	4	20	<ul style="list-style-type: none"> All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests All staff who take the tests will receive the guidance document v.1.3.2 Wash hands prior to and after testing All surfaces to be wiped down before and after testing Staff member receiving a void test must complete a second test. If the subsequent test 	5	3	15	

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COVID 19 Office Risk Assessment										
					20	<p>comes back void, the member of staff must organise a NHS PCR COVID test and the covid coordinator contacted. Staff member must isolate immediately, not go into work and text CB by 6pm so that parents can be informed (of class closure until PCR tests result, if negative class can open again) by 7pm</p> <ul style="list-style-type: none"> The member of staff will record the test result on the NHS Test and Trace website 			10	
Contact during negative result	Biological	Incorrect logging or result resulting in risk of infection	5	4	20	<ul style="list-style-type: none"> All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests All staff who take the tests will receive the guidance document v.1.3.2 Wash hands prior to and after testing All surfaces to be wiped down before and after testing If a negative result is received, the member of staff should go into work as normal and inform the covid coordinator about the result The member of staff will record the test result on the NHS Test and Trace website 	5	2	10	
Test resources	Biological	Lack of testing equipment creating an increased risk of infection in school	5	4	20	<ul style="list-style-type: none"> Covid coordinator to ensure a record of how many tests are available to staff is recorded and new tests are reordered within an appropriate time scale Registration assistant to ensure that all staff sign for their test kits, recording the LOT number 	5	2	10	

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					20	<ul style="list-style-type: none"> Registration assistant to wear a face mask and ensure social distancing when distributing the testing kits Record kept of: name of school, person issuing the test, date of issue, LOT number and person using the test Registration Assistant should carry out routine and documented checks to ensure correct procedure continues to be followed Test kits to be stored and managed by the Registration Assistant in line with the DfE storage guidelines to prevent damage to equipment 			10	
Test Failure	Biological	Contact may need to repeat test due to equipment failure or missing items	5	4	20	<ul style="list-style-type: none"> All staff will report testing equipment failure or missing items to 119 Any clinical issues such as allergic reaction should be reported to https://coronavirusyellowcard.mhra.gov.uk Schools to report repeated issues to dfE helpline.g. repeated void tests, unclear results, damaged tubes etc 	5	2	10	

Assessor Name	Signature	Comments	Date
Caitriona Bull		Produced by	20/01/21

Risk Assessment Matrix

		Probability (P)				
		1	2	3	4	5
Potential Severity (S)	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Severity **Probability**

1 = None/Negligible 1 = Highly Unlikely
 2 = Minor (no lost time) 2 = Remote
 3 = Intermediate (LTI/small spill) 3 = Possible
 4 = Major (Disabling/major spill) 4 = Probable
 5 = Fatality 5 = Certain