




General Details

Assessor	Kate Sicolo
Assessment Date	20/01/2021
Assigned Reviewer	Kate Sicolo
Next Review Date	26/02/2021
Operation Assessed	COVID-19 Lateral Flow Device (LFD) use for Rapid Testing at Home

Associated with specific area

-  Education
-  Academy Schools
-  Cornwall Education Learning Trust
-  Fowey Primary School

Description of work area and/or activity assessed










For the rapid testing programme of school staff (including all support staff) at home (only) before attending the workplace two times a week, three to four days apart.

Overall Current Risk

Medium



Persons Affected

-  Children / Students
-  Cleaner
-  Contractors
-  Employees
-  Maintenance Staff
-  Office Staff
-  Outdoor Workers
-  Pregnant Women
-  Volunteers

Current Rating	Hazard Information	Task Status
Medium 	Supervision School is unable to perform appropriate oversight and governance for undertaking of lateral flow tests (i.e. COVID Coordinator and or Registration Assistant not appointed).	
Measures Currently in place to prevent risk of injury		
Office Manager Catherine Dowrick appointed to oversee the allocation of test kits, with support from Ira Ludwig. Headteacher is covid-coordinator. If headteacher is unavailable, deputy headteacher has attended all PHE training provided and is able to act as covid lead.		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Work Equipment Not enough tests delivered. Running out of tests before more are ordered and delivered. Tests have missing parts or are damaged, tests not stored between 2 and 30 degrees before use at work or at home.	
Measures Currently in place to prevent risk of injury		
School to contact DFE helpline as advised on Monday 25th if insufficient stock for 4 weeks has been delivered. Order placed for additional stock as soon as order process opens. Office staff to keep check on stock levels and re-order in good time.		
Full staff training for all staff to include storage procedures and processes should tests be damaged. Staff to be supplied with adequate spares in case tests are damaged or missing parts. Log kept of all errors or damage.		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	⚠️ Training / Competence Discrepancies in the pre-test process i.e. unauthorised access to the tests, tests not logged out to recipients, incorrect instructions used (those in the test packs are out of date and have been superseded with those in a separate bundle V 1.3.2 dated 15 Jan 2021).	
Measures Currently in place to prevent risk of injury		
Staff trained in throwing away old instructions and using correct instruction booklet. Correct booklet displayed in staffroom so staff can double check.		
Test log kept by office staff. Test kits secured in office- no unauthorised access to testing kits.		



Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Low 	⚠️ Behaviour Low uptake of self-testing within the employee group lowering the chance of finding asymptomatic individuals attending school premises (for example those who have had the vaccine or have previously been infected should still test if they wish to).	
Measures Currently in place to prevent risk of injury		
School staff and all regular volunteers/ staff who are employed by a different person (e.g. Chartwells, DN, AA) invited to group training session online prior to programme start. All staff encouraged to take up self-testing. Clear information given about the importance of continued testing for those who have vaccine. Recommendation (as per PHE training) for 90 day break from LFT following a positive PCR test to avoid false positives.		



Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Low 	⚠️ Safeguarding Non-adherence to data protection/confidentiality requirements.	
Measures Currently in place to prevent risk of injury		
School admin staff briefed in data protection requirements.		
All staff given copy of privacy notice.		



Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	⚠ Behaviour Tests used by staff already displaying COVID symptoms or for family/friends instead of isolating and following the correct PCR testing process.	
Measures Currently in place to prevent risk of injury		
Staff trained in correct procedure. Video shown to all staff and shared for staff to rewatch in their own time. Staff informed that tests should only be used by themselves and not shared.		
Staff advised that if they are showing symptoms they must access a PCR test. All staff to be supplied with a PCR test in case they find access a barrier.		



Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	⚠ Training / Competence Not following or understanding the test instructions/DfE/NHS guidance for carrying out the test (i.e. location, eat or drinking before test, set up, infection control, process, timing, waste disposal, reading the test, reporting results to NHS track and trace, reporting results to the school etc.).	
Measures Currently in place to prevent risk of injury		
Training for all staff. video and instructions shared in advance. All staff given opportunity to take their first test one evening at home and to ask questions if needed before morning testing commences.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
<p>Low</p> 	<p>Hazardous Substance</p> <p>THIS INFO TO BE CONFIRMED: Extraction solution which comes with the test kit contains the following components: NaH₂PO₄ (Sodium Phosphate monobasic), NaCl (Sodium Chloride). Included for information:</p> <p>These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature.</p> <p>This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure. This is why no PPE has been provided within the test kit for this home use.</p>	
Measures Currently in place to prevent risk of injury		
Staff to be informed of available information on substances included with test kits. PHE advice is that testing kits are safe for use by everyone including those with latex allergies, pregnant women and those who are CEV.		

Potential Rating	Additional Controls Required
<p>Low</p> 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
<p>Medium</p> 	<p>Welfare</p> <p>Injury to staff during self-swabbing (i.e. swab breaking-up in the mouth or nose, nosebleed or bleeding, allergic reaction (the test contains no latex) etc). Anxiety/stress due to self-testing.</p>	
Measures Currently in place to prevent risk of injury		
Staff to be trained as a group via Zoom. Staff to be given clear instructions as to how to report via the yellow incident reporting system. Staff encouraged to also speak to HT so that support can be given.		
PHE advise that an allergic reaction is very unlikely. Should this happen, staff to seek medical advice and school to report urgently as yellow incident.		

Potential Rating	Additional Controls Required
<p>Medium</p> 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Work Equipment Returning more than two void tests on the same day (this may indicate a faulty batch of tests so the staff member should report this to school, isolate and book a PCR test).	
Measures Currently in place to prevent risk of injury		
Staff advised how to read a test as void (no c line showing). Staff to immediately self isolate and take a PCR test following two void tests. School to contact DFE to report if appears to be a faulty batch of tests.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Biological Not reporting a positive test result, following guidance for self isolation or booking a confirmatory PCR test.	
Measures Currently in place to prevent risk of injury		
Staff encouraged to report all test results, including positives negatives and voids. Staff advised as to the procedures for different test results. Regular reminders for staff as to correct procedures.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Biological Cross infection to others in the home from the test area or kit used for testing. (i.e. from not using the waste disposal bag provided and placing in black bag waste, washing hands or disinfecting surfaces after the test).	
Measures Currently in place to prevent risk of injury		
Staff to be given training in safe testing and disposal methods. Staff already very well practiced in keeping surfaces safe and avoiding cross contamination. Staff to be advised as to what to do with the waste disposal bag.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Supervision Staff ratios or bubble closures caused by positive tests.	
Measures Currently in place to prevent risk of injury		
Staff ratio at Fowey during lockdown is 16 children with one teacher and at least one teaching assistant. Additional staff are available should there be a need to replace staff in bubbles due to positive testing. All close contacts to be isolated in line with Cornwall Council advice. Should staffing levels fall below agreed ratio bubbles will close. Vulnerable children who are not close contacts to be accommodated in alternative bubble should this be possible. If this is not possible, risk assessments put in place for these children including daily face-to-face contact via Zoom live lessons where there are safeguarding concerns.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Stress / Distress Stress/distress caused by a false positive result.	
Measures Currently in place to prevent risk of injury		
Staff to be reassured about the possibility of false positives or negatives during training. Staff offered a high level of support from SLT following any positive result. Staff offered additional specialist support from SLA team if needed.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Behaviour Not following social distancing or other control measures (Hands, Face, Space) to prevent the spread of COVID because of a negative test. (i.e. a negative test result does not mean you don't have COVID)	
Measures Currently in place to prevent risk of injury		
Staff trained in this message. Reminders around school and regular verbal reminders to staff about the importance of continuing to follow the measures that are in place especially as these set a good example for children.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

