

GREENVALE SCHOOL					
Topic:	Lateral Flow Testing			People at Risk:	Staff / Pupils / Family Members
Assessment carried out by:	Lynne Haines	Date:	19 th January 2021	Date of Review:	Ongoing

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.	<ul style="list-style-type: none"> 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 (January 2021) A suitable area has been identified as “the Testing Area” The “Testing area” is large enough to ensure social distancing can be maintained. PPE is available for the nominated staff identified to issue the home test kits. Hand sanitiser / wipes are available for use at each point of the testing area for both school staff and the nominated staff to use. 	M	Furniture and signage are fully in place so that staff socially distance and follow a one way system. Visuals of step by step procedure of the testing process is on display in the testing room. Staff are on hand throughout testing to reassure and guide staff through the procedure. Temporary sinks are in place and hand gel to ensure hands are well sanitised / washed. Staff inducted into clear routines that involve sanitising area after they have used it. Staff given instructions, video links to watch and walk through testing before given home test kits.	LH LRJ Jan 2021 <i>Reviewed March 21</i>	L
Storage (at school) How: Test kits not stored securely, at an incorrect temperature.	<ul style="list-style-type: none"> A secure area the storage room opposite pool 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. 	M	The store cupboard remains locked and is only accessed by specific staff.	LH LRJ Jan 2021 <i>Reviewed March 21</i>	L

Hygiene How: Staff not adhering to the recommended hygiene arrangements – causing the tests to become contaminated.	<ul style="list-style-type: none"> 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. 	M	Step by step guidance is on display across the testing area demonstrating how to correctly carry out the tests. Testing team to observe staff washing hands and carrying out tasks to give feedback as necessary.	LH LRJ Jan 2021 Reviewed March 21	L
Test How: Staff unable to undertake the test accurately due to poor dexterity / eyesight / etc. Testing staff unable to determine the result of the test. Staff not aware of the factors that may affect the accuracy of the test. Test kit damaged / seal broken. Test kit is ineffective as not taken within the correct timescale.	<ul style="list-style-type: none"> School staff are permitted to receive some assistance during the testing process (ensuring the correct hygiene protocols are adhered to) Instructions and “step by step” guidance are issued to each tester (staff are will all undertake the Government Training modules and print off their certificates. 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 Lisa Robinson Jones or Lynne Haines (Team Leaders) if they are not able to complete 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 Tuesday and Friday (3-4 days apart) for staff to take their tests on arrival at school. 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. 	M	All staff are supported by trained competent staff to carry out the swab. Test processors will then process the tests. Staff are accustomed to swabbing following two months of testing in school.	LH LRJ Jan 2021 Reviewed March 21	L
Covid Co-Ordinator / Registration Assistant How:	<ul style="list-style-type: none"> Lisa Robinson Jones is named as the School Covid Co-Ordinator. Martin Haines is named as the Registration Assistant 	M	Staff have a link and a QR code so that they can register their LFD tests twice weekly onto the school spreadsheet.	LH LRJ Jan 2021 Reviewed March 21	L

No staff available / trained to undertake the duties of the above staff in their absence.	<ul style="list-style-type: none"> Lynne Haines has also been trained to cover any of the above roles in the event of absence. 		<p>Staff are asked to ring the Covid line if they have a positive test.</p> <p>Staff are asked to take a PCR test if they have a positive test.</p>		
Staff with medical conditions / Pregnant Staff How: Medically vulnerable and pregnant staff not assured that they should take the tests.	<ul style="list-style-type: none"> Current guidance is that the tests are safe for those who are pregnant however pregnant staff advised should seek advice from a medical professional for reassurance. Any staff with medical conditions should seek advice from a medical professional prior to taking a test. 	M	Pregnant staff are currently shielding at home.	LH LRJ Jan 2021 <i>Reviewed March 21</i>	L
How: Vegan and vegetarian staff undertaking tests that contain animal products or tested on animals.	<ul style="list-style-type: none"> The monoclonal antibody technology present in lateral flow devices is generated from animal cells. During development, none of the component parts been tested on animals. All staff updated on the components and experimenting of the flow devices. 			<i>Reviewed March 21</i>	
Chemicals How: Staff and unauthorised persons coming into contact with a hazardous chemical (part of the test kit)	<ul style="list-style-type: none"> The components of the testing liquid do not have any hazard labels associated with it. The manufacturer states that there are no hazards anticipated under conditions of use as described in the instructions for use. Any spillages should be wiped with a paper towel. If the solution included with the throat and nose sample spills, the area should be appropriately disinfected using household disinfectant. 			<i>Reviewed March 21</i>	
Tests How: Insufficient tests available due to nominated staff not ordering in stock.	<ul style="list-style-type: none"> Lynne Haines is responsible for ensuring there are adequate stock levels of tests available. Lisa Robinson Jones will report to the Head Teacher weekly of current stock levels and these will be recorded. 	M	<p>Large numbers of tests delivered and not all students will need tests.</p> <p>Head teacher to order tests to maintain stock.</p>	LH LRJ Jan 2021 <i>Reviewed March 21</i>	L

			Learning Mentors supporting head and AHT to review stock and order tests.		
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.	<ul style="list-style-type: none"> The test results will be checked on test days to ensure all the results have been uploaded. Staff who wish to do so can register their test at school and can be informed of a positive test by the head teacher. 	M	<p>As staff cannot receive a mobile signal a special Covid testing link has been set up to allow staff to connect to the school internet. Staff can access their test results via email.</p> <p>LFDs are now being carried out at home.</p> <p>Staff reminded t briefing to log tests and spread sheet is checked at 8.30 am. This will be followed up by SLT</p>	LH LRJ Jan 2021 <i>Reviewed March 21</i>	L
Communication How: Lack of communications / guidance issued to staff causing staff to be anxious / stressed.	<ul style="list-style-type: none"> School staff fully updated with the testing arrangements (8/1/21) Copies of external links and guidance available from other stakeholders (PHE / NHS / DFE / HSE) issued to testing staff. 	M	<p>Staff sign consent to take part in rapid testing.</p> <p>Staff updated at briefing and offered opportunities to discuss any concerns 1:1 with SLT if needed.</p>	LH LRJ Jan 2021 <i>Reviewed March 21</i>	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.	<ul style="list-style-type: none"> 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 sign up to the programme at any time. 	M	<p>Staff are regularly encouraged to join in testing at weekly briefing meetings.</p> <p>School has 80-90% uptake at presents. This will be reinforced and encouraged at briefing.</p>	LH LRJ Jan 2021 <i>Reviewed March 21</i>	L

Test Result How: Staff not aware of the procedure to follow when they receive the result.	<ul style="list-style-type: none"> • All staff issued with “step by step” guidance (including pictorial) on the procedure to follow when they receive their results. • Staff should inform the team Leader (LRJ) if they get a positive test and the positive member of staff is then advised to isolate for 10 days following the test day. 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. • 	M	<ul style="list-style-type: none"> • Visuals of step by step procedure of the testing process is on display in the testing room. • Staff are on hand throughout testing to reassure and guide staff through the procedure. • Test admin to inform Team leader upon positive result. Lynne to speak to member of staff <p>LFDs are now being carried out at home.</p>	LH LRJ Jan 2021 <i>Reviewed March 21</i>	L
Accident / Incident How: Staff member suffers an injury / allergic reaction when undertaking the test. No insurance cover in places which covers all the activities of the testing including injury.	<ul style="list-style-type: none"> • Staff to follow the “step by step” guidance when taking the test. • Staff member should report the incident by accessing https://coronavirus-yellowcard.mhra.gov.uk. • Any injury / allergic reactions should be reported to Team Leader (LRJ or LH). • Swab test are latex free • Insurers have confirmed that the school is covered. 	M	<p>LFDs are now being carried out at home.</p>	LH LRJ Jan 2021 <i>Reviewed March 21</i>	L
Staff Reaction How: Staff member worried / stressed / emotional after receiving a positive result from home test.	<ul style="list-style-type: none"> • All staff will be notified by the Headteacher if they test positive. • Staff can call the employee assistance programme if they require additional support. • The Headteacher will ensure the member of staff feels supported through regular contact from members of the SLT. 	M		LH LRJ Jan 2021	L

	<ul style="list-style-type: none"> Staff may have adjusted duties or a Risk Assessment before returning to work. 				
Waste How: Transmission of the virus due to contact with used lateral flow device / equipment	<ul style="list-style-type: none"> Testing 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 yellow waste bag provided and dispose of school waste. Staff to wash / sanitise hands and surfaces before and after taking the test. 	M	LFDs are now being carried out at home. Specific kits with disposal have been included.	LH LRJ Jan 2021 <i>Reviewed March 21</i>	L
Data Protection Breach How: Staff unaware of how their personal data is being used / stored / shared by the School and Department of Health and Social Care	<ul style="list-style-type: none"> All school staff have been issued with a privacy notice explaining what personal data is required to participate in the programme and how it will be shared and stored by both the School and the Department of Health and Social Care. Results are recorded by name only on a google spreadsheet on the school server. 	L	LFDs are now being carried out at home.	<i>Reviewed March 21</i>	
Catering / Cleaning Contractors How: Catering and Cleaning staff not aware of the school’s procedure for taking of the test / reporting of the results.	<ul style="list-style-type: none"> All contractors that are informed of the Schools procedure which will detail how and to whom they report the results of their rapid flow tests to. Instructions on the taking of the tests “step by step guide” is issued with the test. 	L	LFDs are now being carried out at home.	<i>Reviewed March 21</i>	
Visitors (Music Teachers / Therapists etc.) How: Visitors to the school (as above) not aware of the school’s procedure for	<ul style="list-style-type: none"> All visitors (therapists’ / music teachers etc.) that wish to take a test are issued with the Schools procedure which will detail how and to whom they report the results of their rapid flow tests to. Instructions on the taking of the tests “step by step guide” is issued with the test. 	L	Visuals of step by step procedure of the testing process is on display in the testing room. Staff are on hand throughout testing to reassure and guide staff through the procedure.	<i>Reviewed March 21</i>	

<p>taking the test / reporting of the test results.</p> <p>Other schools unaware that the visitor has tested positive within 48 hours of a visit to their site.</p>	<ul style="list-style-type: none"> • Copy of the school's risk assessment issued to every visitor that signs up to the rapid flow testing. • The school will inform any visiting staff of their test results. It is their responsibility to inform any other work places. 				
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Signed: *Lynne Haines*

Date: Headteacher

Position: March 2021