

## Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people and educational establishments during their participation in twice weekly asymptomatic testing of school's workforce, using lateral flow devices for Coronavirus (COVID-19).

## Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Gov.UK](#) the [National Health Service](#), [Public Health England](#) and the [Department for Education](#) in accordance with the COVID-19 secure principles.

## Context

Many people with coronavirus (COVID-19) have mild, or even no symptoms, but can still spread the virus. With regular self-testing we can slow the spread and help protect the most vulnerable in our families and communities. All schools should offer regular twice weekly testing to their staff. Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school or college in person, although participation in testing is strongly encouraged.

## Basic Principles.

Schools should make it clear that a negative test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures regardless of whether they have been tested.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough, loss of, or change in, normal sense of taste or smell as a symptom which require self isolation for the case and household contacts.

Anyone with one or more symptoms of coronavirus should self-isolate and [book a test](#) or call 119.

This testing programme does not replace the current testing programme for those with symptoms. Anyone who is showing symptoms of coronavirus (COVID-19) will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known.

## The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures. As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus.


This is called a risk assessment and it will help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk.

## Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Risk Assessment	<b>School's Risk Management of COVID-19 Rapid Lateral Flow Testing of Primary and Nursery Workforce January 2021.</b>	 <b>Stockton-on-Tees</b> BOROUGH COUNCIL
	This document is current at the date published and should be completed in conjunction with reference to the latest publications on the DfE's Primary School's <a href="#">Document Sharing Platform</a>	
School	Name of establishment	

Task/Activity:	<b>Conducting Lateral Flow Testing for School's Workforce</b>
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Author:	Name of the establishment's representative	Date:	
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Quality Assurance Check by Manager / Line Manager		Date:	
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Task / Activity		Any there any other specific control measures that the School will adopt?	Assign this control measure to a nominated person.	Give a deadline for this.	Record when this was completed.
Receiving Test Kits	Inspect the Testing Kits to confirm that the expected quantity and type of Testing Kits have been delivered and that they have been supplied with the correct Instructions for Use as set out in the SOP, V 1.3.2 dated 15 <sup>th</sup> January.	Call the DfE Coronavirus helpline 0800 046 8687 if your test kits do not arrive or are damaged  Test kits need to be stored a secure environment in temperatures between 2° C and 30° C .			
COVID-19 Coordinators and Registration Assistants.	These roles may be fulfilled by the same person.	Coordinators and Registration Assistants should ensure that an appropriate face covering is worn and ensure social distancing of 2 mts is maintained when issuing kits or recording results.			
Testing Preparations, Users.	Use a separate test kit for each person. You can only use each item in the test kit once. Do not re-use the items. You'll need to report each person's result.  If you have problems with your hands or vision, you may need someone to assist you with the swabbing and testing process.	Store the test kit at room temperature or in a cool dry place between 2° C to 30° C.  Do not leave in direct sunlight and do not store in a fridge or freezer.			

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	<p>If you have a nose piercing, swab the other nostril. If pierced on both sides, remove the piercing on one side before swabbing.</p> <p>If you've had a nosebleed within the last 24 hours, swab the other nostril or wait 24 hours.</p> <p>Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.</p> <p>If there is a reason you cannot take a throat swab, instead swab both nostrils.</p>	<p>The kit should be used at room temperature (15°C to 30°C).</p> <p>If the kit has been stored in a cool area (less than 15°C), leave it at normal room temperature for 30 minutes before using.</p> <p>Keep the test kit away from children.</p>			
Testing Procedure.	Users must follow the instructions provided within the Step-by-Step guide provided with the test kit.	A Youtube video is available here: <a href="#">How to do a COVID -19 Self Test</a>			
Positive Results	<p>Positive results.</p> <p>If users get a <b>positive result</b>, it means you are currently infected with coronavirus and risk infecting others.</p> <p>When you report your result, you will be provided with further information on the next steps to take.</p> <p>Please note, your results will be identified as an LFD (Lateral Flow Device) result on the text message you will receive.</p>	<p>You, anyone who lives with you, and anyone in your support bubble, must self-isolate in accordance with current national and local guidance, which can be found at <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</a></p> <p>The test is more likely to give a positive result if someone has high levels of coronavirus (COVID-19).</p> <p>This means that it is most likely to detect the people who are currently infectious and need to immediately self-isolate.</p>			
Negative Results	If you get a <b>negative result</b> , it is likely that you were not infectious at the time the test	If you develop symptoms of a high temperature, a new, continuous cough or a loss or change to			

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	<p>was taken.</p> <p>A negative test result, however, is not a guarantee that you do not have coronavirus.</p> <p>If you test negative, you <b>must</b> continue to follow national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings, where required.</p>	<p>your sense of taste or smell you and your household must self-isolate and get another test at <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a> or by calling the customer contact centre on 119.</p> <p>Lines open every day, 7am to 11 pm.</p>			
Void results	<p>User's obtaining a void result means the test has not run correctly.</p> <p>The user will need to take another test.</p> <p>Use a new test kit and do not reuse anything from the first kit.</p>	<p>If you do not have another test available, you may take a different type of test through the NHS COVID-19 app, or by visiting <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a> or by calling the customer contact centre on 119.</p> <p>Lines open every day, 7am to 11pm.</p>			
Disposal of Test Kits.	<p>Once the user's test is complete, put all of the used test kit contents in the waste bag provided.</p>	<p>Put in your general household waste.</p>			
Non Reporting	<p>Testing is important because staff could be carrying the virus without knowing it and may spread it to others.</p> <p>Testing all staff without symptoms will support schools and nurseries to continue to operate.</p> <p>Users failing to report positive findings risk exposing their colleagues and others to infection, perpetuating uncontrolled community transmission which may result in serious ill health and in some instances, prove fatal.</p>	<p>Staff remain at liberty to decline participating in this scheme.</p> <p>However, their participation will effectively contribute to combating workplace and sustained community transmission of infection.</p> <p>Testing will help to break chains of transmission.</p> <p>Staff need to:</p> <ul style="list-style-type: none"> <li>• carry out twice weekly testing at home (3 to 4 days apart) before they come into the workplace in the morning</li> <li>• maintain 'hands-face-space'.</li> </ul>			
Poor Uptake	<p>Staff remain at liberty to decline participating in this scheme.</p>				

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	<p>However, as one in three people having Coronavirus COVID-19 do not display symptoms, their participation will effectively contribute to combating workplace and sustained community transmission of infection, actively preserving the health and life of others.</p> <p>Testing will help to break chains of transmission.</p>				
Communications	Resources are available to facilitate effective and efficient delivery of the Lateral Flow Testing on the <a href="#">Document Sharing Platform</a>	A Youtube video is available here: <a href="#">How to do a COVID -19 Self Test</a>			
Issuing Test Kits.	The school shall ensure that test kits are only issued solely for the purpose of testing in accordance with the terms and conditions set out by the Department of Health and Social Care.	<p>Testing by test subjects shall not commence before 25<sup>th</sup> January 2021.</p> <p>People who decline to participate in this testing programme should follow the usual national guidelines on self-isolation and <a href="#">get tested</a> if they show symptoms.</p>			
Test Kit Logs	<p>The person issuing test kits to staff must record on The Test Kit Log:</p> <ul style="list-style-type: none"> <li>• Name of school</li> <li>• Name of person issuing the test</li> <li>• Date of issue</li> <li>• Lot No of test kit</li> <li>• Confirm receipt of new instructions for use</li> <li>• Name of person tested.</li> </ul>	The template for the Test Kit Log is available on the <a href="#">Document Sharing Platform</a>	Test Kit Issuer		
GDPR	Each party shall process personal data under or in connection with the terms and conditions set out by the Department of Health and Social Care.	In carrying out its obligations under these terms and conditions each party shall comply with its obligations under the :			

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	Each party shall be a controller in respect of the information that it processes in connection with these terms and conditions.	<ul style="list-style-type: none"> <li>• Data Protection Act 2018 and</li> <li>• the General Data Protection Regulations.</li> </ul>			
	The School shall be the data controller in respect of the personal data it collects from or relating to Test Subjects, including in completing the Test Kit Log				
	The Department of Health and Social Care shall be the data controller in respect of any personal data it receives from the School in the completed Test Kit Log and in respect of any personal data processed through the NHS Test and Trace digital system.				
Privacy Notices	School leaders should ensure that staff read and understand both the Privacy Notice and the DH&SC COVID-19 Privacy Notice to understand how workforce personal data is used prior to taking a test.	<p>The Data Controller, the school shall process the following in relation to workforce tests:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Unique code assigned to each individual test and which will become the primary reference number for the tests.</li> <li>• Test result</li> </ul>			
Confidentiality	Each party shall take all proper steps to keep confidential all Confidential Information of any other party which is disclosed to or obtained by it under or as a result of these terms and conditions.	The School shall retain a copy of the Test Kit Log for a period of twelve (12) months from the date of the last entry to be made by the School in the Test Kit Log.			
Incident Reporting	<p>Incidents</p> <p>The school should raise a Yellow card if there are any issues arising potentially affecting the quality or safety of testing.</p> <p>For example, repeated void tests, leaking or damaged tubes.</p> <p>Such incidents should be reported on the DfE Helpline.</p> <p>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other</p>	<p>Clinical Incidents.</p> <p>If there is a clinical incident which led or has potential to harm, participants are advised to report it</p> <p><a href="https://coronavirusyellowcard.mhra.gov.uk">onhttps://coronavirusyellowcard.mhra.gov.uk</a></p> <p>This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting NHS 111 or for a medical emergency dial 999.</p>			

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	users.				
Latest Resources	Schools can access the latest guidance on the <a href="#">Document Sharing Platform</a>	Schools and nurseries in England can raise questions, concerns or report issues via the DfE coronavirus helpline on 0800 046 8687 .  Monday to Friday: 8am to 6pm Saturday and Sunday: 10am to 6pm			
This list is not exhaustive - please populate with local risks as your circumstances direct.					

Reviewers	Name	Date	Comments
1 <sup>st</sup> Review by			
QA Check by			
2 <sup>nd</sup> Review by			
QA Check by			
3 <sup>rd</sup> Review by			
QA Check by			

Date	Revisions - state changes introduced

This document is current at the date published, but expect the government's guidance to be revised and updated regularly. Schools should check the relevant government websites for new and revised guidance at:

- [Health and Safety Executive](#),
- [Gov.UK](#)
- [National Health Service](#)
- [Public Health England](#)
- [Department for Business, Energy & Industrial Strategy](#).

The Local Authority Public Health Team can be contacted at : [www.digital.stockton.gov.uk/covid19-contactus](http://www.digital.stockton.gov.uk/covid19-contactus) or 01642 528474.

For Human Resources enquiries, contact [SMHR@stockton.gov.uk](mailto:SMHR@stockton.gov.uk) or 01642 528281, or your Trust's HR provider.

For Health and Safety enquiries, contact [healthandsafetyunit@stockton.gov.uk](mailto:healthandsafetyunit@stockton.gov.uk) or 01642 528197

Risk assessment template prepared by:  
Stockton on Tees Borough Council's Health and Safety Unit,  
Finance, Development and Business Services,  
1<sup>st</sup> Floor, Municipal Buildings,  
Church Road,  
Stockton on Tees,  
TS18 1LD  
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