

Home Test Kits for Staff

Southborough High School_ Home Test Kit Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	<ul style="list-style-type: none"> • Issuing of home test kits for staff and secondary school pupils (lateral flow device tests (LFDs)) • Use of the home test kits twice a week, 3 to 4 days apart.
Section(s) / Team(s) covered	Schools
Location(s) covered	In school (collection of the kits) and at individual's home (using the test kits)
Date of Original Assessment	05/03/2021

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	08/03/2021	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	

Has action been taken	<u>YES</u> / NO / ONGOING / NONE REQUIRED
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	N. Bennett
Lead Assessor's signature	<i>Nataliya Bennett</i>
Date:	05/03/2021

Manager's signature	<i>Niall Smith</i>
Date:	05/03/2021



Home Test Kits for Staff

This risk assessment template focuses on the use of LFT home test kits by school staff. If there are any queries, please contact us at healthandsafety@kingston.gov.uk. Please add local school information/notes where appropriate to ensure your finished document is not generic.

Review Dates


Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
	1/3/2021		H&S Team	
	05/03/2021	Yes	N. Bennett	08/03/2021

Significant Hazards and Current Controls

No	Issue/Hazard and what can go wrong	People at risk	Control Measures/ mitigations to be implemented	Are the Control Measures in Place? Any comments?
1	People with symptoms of COVID-19 - potential for transmission from person to person	School community inc. staff and pupils	<ul style="list-style-type: none"> All have been made aware that they must not come to school if they have symptoms of COVID-19. Staff and others eligible for the home test kits have been made aware they are provided for asymptomatic testing (people that show no symptoms but may still be infected) only and that anyone with symptoms must stay at home. Staff have been made aware that if they have symptoms they need to book a PCR (Polymerase Chain Reaction) test or call 119. 	No further action
2	Poor uptake of the home test kit system leading to the potential for asymptomatic people who have COVID-19 but are unaware they have it coming into school - virus transmission	School community - pupils and staff	<ul style="list-style-type: none"> The Headteacher has encouraged all staff and all those working at the school (including catering staff, TAs, contractors, Student Teachers, Site Staff, etc.) to consider opting into the home test kit process. The process involves staff testing themselves twice a week using the LFD test kits. 	Regular staff reminders
3	Potential for misunderstandings, failing to manage the process, lack of clarity over who is doing what		<ul style="list-style-type: none"> A Covid Co-ordinator and Registration Assistant from within the school's existing staff have been appointed. <p>The key areas of each role are summarised in the Government Guidance. As at 26/1/2021, this is as follows:</p> <p>Covid Co-ordinator:</p>	<p>NBN, SOL, receptionist</p> <p>Log for test kits and system for reporting test results to be established</p> <p>Staggered collection of testing kits</p>

			<ul style="list-style-type: none"> ● Engagement and communication with staff key stakeholders for school testing including communicating details of the programme, voluntary participation, school reporting requirements, and privacy notice. ● Serve as the point of escalation for any issues related to testing, and escalates to local public health officials as appropriate ● Oversee, registration in Covid-19 test register, identification of schools and nurseries contacts and communication on next steps. ● Stock management, ordering of test kits ● Implement appropriate quality assurance as defined by the programme Schools and nurseries and Colleges Clinical Standard Operating Procedure ● Implement incident reporting and risk management associated with testing ● Report any required data to the Mass Testing Quality Committee through DFE <p>Registration Assistant:</p> <ul style="list-style-type: none"> ● Distribution of test kits and IFUs ● Maintain test kit log (template in DfE 'Read First' document) ● Manage registration (in test register) of participants for bi-weekly ● Register self-reported results for bi-weekly ● Send reminders to participants for results ● Have good level of knowledge about the programme to answer basic questions/FAQ's at collection. 	
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4	Potential for virus transmission when the kits are issued to staff	School staff, and others collecting or issuing kits	<ul style="list-style-type: none"> ● The Registration Assistant co-ordinates the issuing of home test kits. ● A kit collection area is identified which is suitable, for example where it is easy to maintain a one way system, and there is good general ventilation such as openable windows. ● The distribution process is organised so collection of the kits is staggered to avoid large numbers of people waiting in the same area. For example, people are given specific date and times to collect their kits or are telephoned, etc. ● Social distancing is maintained at all times between all individuals. ● The layout of the area is organised to ensure social distancing. ● The Registration Assistant (or person issuing the test kits) wears a face covering. ● Those collecting test kits wear face coverings. ● Hand sanitiser is provided at each desk. ● Setting up the area to ensure social distancing: <ul style="list-style-type: none"> ○ One way of establishing social distancing is to have two desks - one for the issuer to place a kit on the desk and then move away whilst the person collecting their kit approaches the table to pick up their kit. ○ The second desk would be used by the Registration Assistant to log each kit collected, noting name of school, person issuing test, person collecting the test, expiry date of kit, lot number of test kit, etc. as per the Guidance the 'Read First' document includes a template test kit log. ○ The desks should be suitable located to ensure social distancing at all times. 	
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5	People using the old, incorrect instructions that are contained in the kits	All	<ul style="list-style-type: none"> • People collecting kits are handed the correct instructions (the instructions inside the kits are incorrect) when the kits are issued. • The pictures below show the leaflet covers to the correct and incorrect instructions. <div style="text-align: center;">  <p>Old front cover New front cover</p> </div>	Message reiterated to staff
6	People using the kits incorrectly		<ul style="list-style-type: none"> • The Headteacher and senior management team have discussed the testing process with all those who will be using the kits. • The 'How To' guide includes slide resources to use when running through things with staff. See link below to the DfE resources pack. 	

			<ul style="list-style-type: none"> • Copies of the 'Your Step by Step Guide to COVID Testing' guidance have been provided to staff. • See row above re' correct and incorrect instructions. • Staff have been provided with access to the following: • Link: DfE Resources Pack on LFD Testing in Schools • The following link is shared with staff: Video on how to use home test kit. • Additional point for Secondary Schools: • The Headteacher has encouraged all pupils to use the test kits, providing information to parents explaining the process and how the initial testing will take place in schools during the first week (w.c. 8/3/2021). • The following link: Video on how to use home test kit is shared with parents, pupils and staff. • All pupils will need to do 3 LFD tests in school before they can start to use the test kits at home. Home testing should not start before w.c. 15th March. 	
7	Specific situations, for example those with tracheostomies or those who have recently had a nosebleed	Individuals	<ul style="list-style-type: none"> • If a person has a tracheostomy, they will not take a throat swab but will take a sample from both nostrils. • If a person has had a nosebleed within the preceding 24 hours, they will take the swab from the unaffected nostril or delay test by 24 hours. 	No further action
8	Keeping the kits secure and stored correctly - potential for failure of kits if not stored correctly, or removal by unauthorised persons.		<ul style="list-style-type: none"> • The kits are stored: <ul style="list-style-type: none"> ○ inside the school, in a secure area so as to prevent unauthorised access and/or kits being removed without permission or being logged. ○ in an area which is not subject to extremes of temperature (and so remains within the temperature range of between 2°C and 30°C) • The kits are not stored in direct sunlight 	No further action

			<ul style="list-style-type: none"> When the kits are to be used, the reagents and devices need to be at room temperature (15°C to 30°C) 	
9	Poor communication - results of the LFD tests	Staff, pupils	<ul style="list-style-type: none"> All those provided with test kits have been advised to report the results online. NHS Reporting Results Portal or by dialling 119. They have also been advised to let the school know their result as the school will not be advised via the portal. 	Google form to be created
10	Positive results - school or individual not being aware of the protocol to follow	Staff, pupils	<ul style="list-style-type: none"> All those using the test kits have been instructed that, in the event of a positive test result, they: <ul style="list-style-type: none"> must stay at home, not come into school, and must isolate; must telephone the school in the event of a positive test result so that the school can action its positive case protocol; school has a bubble management plan in place. Kingston and Richmond Schools should notify AfC via the AfC COVID notification form. Sutton Schools should report positive tests as requested by the Sutton Council 	
11	Void result		<ul style="list-style-type: none"> In the event of a void result, a second test should be taken if one is with the individual. The individual notifies the school. In the event of two void results, the school reports as a possible faulty batch. In the event of two void results, the individual will need to have a PCR test. 	To be actioned if reported to the school

12	Swab breaks, bleeding or a reaction occurs	Individual	<ul style="list-style-type: none"> Any events such as these will need to be reported to the MHRA using the link in the pack. 	
13	A kit is missing parts		<ul style="list-style-type: none"> The individual should report this via 119 and let the school know. The school should make a note of the batch number. 	
14	Running out of kits	Staff, pupils	<ul style="list-style-type: none"> The Covid Co-ordinator monitors supplies and orders new stock appropriately. 	
15	Waste disposal when using the kits at home, used parts of kits with samples left out could be picked up by members of household	Staff member, household members	<ul style="list-style-type: none"> Each kit has a small waste bag supplied with it. Used swabs and equipment are not left lying around for others to handle Items for disposal are carefully placed in the bag and disposed of in the normal household waste. 	
16	People who have had the COVID vaccine thinking they don't need to do the LFD test	Staff, pupils	<ul style="list-style-type: none"> School has advised staff that, even if they have had the COVID vaccine, they still need to do the LFD test twice a week. 	
17	People lowering their guard in the event of negative tests	Staff, pupils	<ul style="list-style-type: none"> Staff are regularly reminded that, even if they have had a negative test result, they must continue to follow the COVID controls including social distancing, keeping areas well ventilated, handwashing, wearing face coverings where required. 	
18	Kits used by staff's family or friends	Staff	<ul style="list-style-type: none"> Staff are reminded the kits are for their use only 	

Action Plan for Improvement

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
1	Potential for misunderstandings, failing to manage the process, lack of clarity over who is doing what	Test log kit to be established and kept by	L	Receptionist	05/03/2021	05/03/2021	NME
2	Poor communication - results of the LFD tests	Google form to be created so test results can be reported	L	NBN	08/03/2021		

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.