

Risk Assessment – Rapid testing at Churchill Special Free School

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for rapid lateral flow testing are identified, pre-assessed, managed and monitored regularly. This risk assessment is in addition to the school's Coronavirus Risk Assessment which set out the schools operating procedures during the pandemic.

Date updated: 2.3.2021

Rapid testing Churchill Special Free School				
Who needs to know about this risk assessment		Staff	Visitors	Pupils
Hazard identification and evaluation				
Hazard	Associated risks	Mitigation measures		
Staff are unable to correctly self-administer the Lateral Flow tests and then unwittingly pass on the virus by attending school when positive	False /inaccurate test results	<ul style="list-style-type: none"> • Step by Step Guide for Covid – 19 self testing 15.01.2021 v1.3.2 issued to all members of staff with the testing kits 'How to Guide' available to all staff https://www.youtube.com/watch?v=S9XR8RZxKNo&list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ&index=1 • School to record and review results 		
Test results are not recorded correctly	Inaccurate recording/NHS Test and Trace not informed	<ul style="list-style-type: none"> • Test kit/Register log to be maintained by school • School and NHS Track and Trace must be informed of all test results. They should report this to the school by emailing the school office on admin@churchillschool.co.uk • In the event of a positive test result from the Lateral Flow test a PCR test must be undertaken. • A parent mail message will be sent to all staff and parents reminding them of the test days and how to collect a test 		

In accurate test reading	Transmission of virus in school	<ul style="list-style-type: none"> • All staff to continue to follow operating guidance as set out in the school's Coronavirus Risk assessment. • Staff to complete testing twice a week with 3 to 4 days apart. The test MUST only be completed by the person it is assigned to. • Test to be carried out the evening before attending school. • Test to be completed and the results should show after 30 minutes. Please note that the results are invalid after 30 minutes. • If a negative test is identified, you can continue to attend your workplace. • If a positive test is identified, you must isolate immediately and book a PCR Test. • If a void result is identified, take another Lateral Flow Test (LFT). If a second void is identified, a PCR test should be booked. • All incidents must be reported to school
Test kits are not stored correctly	Access to unauthorised personnel and specific storage conditions.	<ul style="list-style-type: none"> • Test kits need to be stored securely • Need to be stored in a temperature between 2 and 30 degrees
Staff member develops Coronavirus symptoms	Risk of transmission	<ul style="list-style-type: none"> • Staff should follow the government guidance for people who are displaying symptoms of Coronavirus or have a confirmed case https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
School runs out of Home Testing Kits	Unable to continue rapid testing	<ul style="list-style-type: none"> • Stock management and distribution lists maintained and monitored in school by named administrator
Positive test		<ul style="list-style-type: none"> • Any staff member with a positive result must stay at home and self-isolate immediately. • They must then take a PCR test and follow public health guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
An incident occurs	Unclear results, repeat void tests,	<ul style="list-style-type: none"> • Repeated incidents/issues- such as multiple repeat void tests, unclear results, leaking/damaged tubes- should be communicated by staff to the school. The school should then report these issues to the DfE Helpline on 0800 046 8687

	damaged equipment	
A clinical issue occurs	Potential harm to participant	<ul style="list-style-type: none">• If a member of staff testing at home has any clinical issue from taking a test, they should raise a Yellow Card. This can be done by reporting the issue at: https://coronavirus-yellowcard.mhra.gov.uk• Member of staff should inform school as soon as possible emailing the admin office.• For medical attention, the member of staff should follow usual procedures:• Call their GP for advice/medical support• Call 111 for advice/medical support• Call 999 for urgent medical help