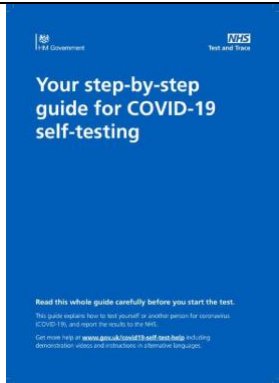


Activity/ Situation	Home Asymptomatic Testing for Staff			
Location	Manor academy employees homes			
Persons at Risk	Pupils <input type="checkbox"/>	Employees <input type="checkbox"/>	Visitors <input type="checkbox"/>	Contractors <input type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Inadequate Information/Instruction/Training ✗ Inadequate Infection Prevention and Control (IPC) ✗ Inadequate Self-Swabbing Sample Collection Procedure ✗ Inadequate Sample Processing and Analysis Procedure ✗ Recording of Results ✗ Negative Results ✗ Invalid Results ✗ Positive Results ✗ Inadequate Waste Management 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p>Schools MUST follow the Clinical Standard Operating Procedure (SOP) for Mass Testing with Lateral Flow Antigen Testing Devices in Primary Schools, Maintained and Onsite Nurseries (Self-Test) to ensure they are administering the tests correctly and that they are covered from an indemnity perspective</p>				
Inadequate Information/Instruction/Training				
School follows the 'How to' Guide which is based on the Clinical Standard Operating Procedure (SOP) Mass Testing with Lateral Flow Antigen Testing Devices in Primary Schools, Maintained and Onsite Nurseries (Self-Test)	Distributed to all staff via email and NHS hardcopy booklet issued when staff collect the home kits	X	<input type="checkbox"/>	<input type="checkbox"/>
Covid Coordinator is (name)	Aaron Lethem/Louise Scaum	X	<input type="checkbox"/>	<input type="checkbox"/>
Covid Coordinator is aware of their key responsibilities as outlined in the Standard Operating Procedures	1. Engagement and communication with staff key stakeholders for school testing including communicating details of the programme, voluntary participation, school reporting requirements, and privacy notice.	X	<input type="checkbox"/>	<input type="checkbox"/>

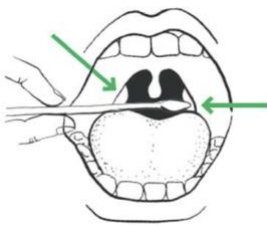

	<p>2. Serve as the point of escalation for any issues related to testing, and escalates to local public health officials as appropriate</p> <p>3. Oversee, registration in Covid-19 test register, identification of schools and nurseries contacts and communication on next steps.</p> <p>4. Stock management, ordering of test kits</p> <p>5. Implement appropriate quality assurance as defined by the programme</p> <p>6. Implement incident reporting and risk management associated with testing</p> <p>7. Report any required data to the Mass Testing Quality Committee through DFE</p>			
Registration Assistant is (name)	Louise Scaum	X	<input type="checkbox"/>	<input type="checkbox"/>
Registration Assistant is aware of their key responsibilities as outlined in the Standard Operating Procedures	<p>1. Distribution of test kits and IFUs</p> <p>2. Maintain test kit log</p> <p>3. Manage registration (in test register) of participants for bi-weekly</p> <p>4. Register self-reported results bi-weekly</p> <p>5. Send reminders to participants for results</p> <p>6. Have good level of knowledge about the programme to answer basic</p>	X	<input type="checkbox"/>	<input type="checkbox"/>

	questions/FAQ's at collection.			
School ensures that staff are trained to administer tests correctly		X	<input type="checkbox"/>	<input type="checkbox"/>
School have provided each member of staff with the up to date 'How to' Guide Instructions for Use (with a plain blue cover and dated 15 January 2021 v 1.3.2 on the last page of the printed instructions)		X	<input type="checkbox"/>	<input type="checkbox"/>
Staff have watched the approved video package which demonstrates how physical tests are conducted	Issued to all staff via all staff email	X	<input type="checkbox"/>	<input type="checkbox"/>
Regularly undertaking updated online training to ensure standards are adhered to and any new requirements are included. Or as required should new training modules be provided		X	<input type="checkbox"/>	<input type="checkbox"/>
All staff are reminded of the importance of IPC guidance. Regular handwashing and consistent social distancing are key to ensuring safety for all roles		X	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Infection Prevention and Control (IPC)				
All staff members are encouraged to not neglect the importance of hand hygiene, not to touch their face whilst working with samples, and importantly stay at home if they develop COVID-19 related symptoms		X	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Testing Arrangements				
Staff who decline to participate in twice weekly contact testing will follow the usual national guidelines and are legally obliged to self-isolate according to the advice given to them by the NHS Test and Trace service		X	<input type="checkbox"/>	<input type="checkbox"/>
Staff who decline to participate in the programme should still be able to attend school providing they have not come into contact with a positive case, develop symptoms or receive a positive Covid-19 test result outside the programme		X	<input type="checkbox"/>	<input type="checkbox"/>
Consent for testing is implied by an individual taking the test kit, reading the instructions, understanding the implications and going ahead with the test		X	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility criteria for testing is defined as asymptomatic subjects who have agreed to provide LFD results to the school		X	<input type="checkbox"/>	<input type="checkbox"/>
People with previous Covid-19 diagnosis are eligible for testing		X	<input type="checkbox"/>	<input type="checkbox"/>




If a person has tested positive for COVID-19 within the last 90 day, they are likely to have developed some immunity. People are exempt from testing by both PCR and LFD tests within 90 days of a positive test, unless they develop new symptoms	If these individuals choose to have an LFD test as part of this programme, please ensure the LFD test is not taken whilst they are within period of isolation following the last confirmed test. If symptoms persist, this could be longer than the normal 10-day self-isolation period for confirmed cases	X	<input type="checkbox"/>	<input type="checkbox"/>
Symptomatic individuals are advised to book a PCR test on NHS App, or online		X	<input type="checkbox"/>	<input type="checkbox"/>
School has a stock management and distribution system set up before starting testing		X	<input type="checkbox"/>	<input type="checkbox"/>
Test Kits are kept in a secure area such as the staff room to prevent unauthorised access to the test kits	In secure store room	X	<input type="checkbox"/>	<input type="checkbox"/>
The test kits are stored in temperatures between 2 and 30 degrees whilst in school	In secure store room	X	<input type="checkbox"/>	<input type="checkbox"/>
Each staff member participating is to be provided 7 self-test kits to take home		X	<input type="checkbox"/>	<input type="checkbox"/>
Staff are given allocated time slots for test kit pick up to maintain social distancing and to avoid queues and crowding		X	<input type="checkbox"/>	<input type="checkbox"/>
The member of staff coordinating the handing out of the test kits wears an appropriate face covering at all times		X	<input type="checkbox"/>	<input type="checkbox"/>
The member of staff coordinating the handing out of the test kits maintains a 2 metre distance from staff coming to collect their test kits		X	<input type="checkbox"/>	<input type="checkbox"/>
Staff sign for the test kits using the 'test kit log'		X	<input type="checkbox"/>	<input type="checkbox"/>
Staff undertake bi-weekly testing on a fixed schedule e.g. every Monday morning or first day of school week if Monday is a holiday		X	<input type="checkbox"/>	<input type="checkbox"/>
Staff will test at home on a regular basis (twice per week, 3 to 4 days apart)		X	<input type="checkbox"/>	<input type="checkbox"/>
Staff are required to report the results of their tests online, or by phone, every time they take a test, even if the result was negative or void		X	<input type="checkbox"/>	<input type="checkbox"/>
School maintains a locally managed Test Kit Log		X	<input type="checkbox"/>	<input type="checkbox"/>
When issuing the kits to staff, the issuer ensures they record who takes the test kits	This is a DHSC/MHRA requirement in the unlikely event of a product recall	X	<input type="checkbox"/>	<input type="checkbox"/>
Test Kit Log includes the following:		X	<input type="checkbox"/>	<input type="checkbox"/>


1) Name of School 2) Date of test kit received by school 3) Name of test kit issuer 4) Date of test kit issued to test subject 5) Name of test subject 6) Lot number of test kit 7) Kit expiry date 8) Has new IFU been issued alongside the test kit? 9) Notes: Issues identified by the test subject				
The test kit log will be kept for 12 months from the last entry on the log (for data retention purposes)		X	<input type="checkbox"/>	<input type="checkbox"/>
School maintains a locally managed Test Register	This is separate to the legal requirement of registering each test and recording the results on the systems managed by NHS Test and Trace	X	<input type="checkbox"/>	<input type="checkbox"/>
The test register will be kept for 12 months from the last entry on the log (for data retention purposes)		X	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Self-Swabbing Sample Collection Procedure				
At home the test kits are stored at room temperature or in a cool dry place (2°C to 30°C)	Do not leave in direct sunlight and do not store in a fridge or freezer	X	<input type="checkbox"/>	<input type="checkbox"/>
At home the test kits are used at room temperature (15°C to 30°C)	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	X	<input type="checkbox"/>	<input type="checkbox"/>
Test kits are kept away from children		X	<input type="checkbox"/>	<input type="checkbox"/>
A watch (or clock), tissues, a mirror and either hand sanitiser or soap and warm water are available		X	<input type="checkbox"/>	<input type="checkbox"/>
A flat surface is cleared, cleaned and dried immediately before starting the test		X	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed thoroughly for 20 seconds, using soap and warm water, or hand sanitiser	This is so that the test kit is not contaminated	X	<input type="checkbox"/>	<input type="checkbox"/>
If doing more than one test, the surface is cleaned and hands washed again between each test		X	<input type="checkbox"/>	<input type="checkbox"/>
The test kit contents are checked making sure that nothing is damaged or broken	If you notice anything damaged,	X	<input type="checkbox"/>	<input type="checkbox"/>

	broken, missing or difficult to use in the kit, do not use it			
Test strip is in sealed packaging	Do not use the test strip if the sealed packaging is damaged	X	<input type="checkbox"/>	<input type="checkbox"/>
Swab is inside a sealed wrapper		X	<input type="checkbox"/>	<input type="checkbox"/>
Extraction buffer sachet present		X	<input type="checkbox"/>	<input type="checkbox"/>
Extraction tube present		X	<input type="checkbox"/>	<input type="checkbox"/>
Extraction tube holder present (attached to the box)		X	<input type="checkbox"/>	<input type="checkbox"/>
Plastic waste bag provided		X	<input type="checkbox"/>	<input type="checkbox"/>
A separate test kit is used for each test	You can only use each item in the test kit once. Do not re-use the items	X	<input type="checkbox"/>	<input type="checkbox"/>
If you have problems with your hands or vision, you may need someone to assist you with the swabbing and testing process		X	<input type="checkbox"/>	<input type="checkbox"/>
If you have a nose piercing, swab the other nostril. If pierced on both sides, remove the piercing on one side before swabbing		X	<input type="checkbox"/>	<input type="checkbox"/>
If you've had a nosebleed within the last 24 hours, swab the other nostril or wait 24 hours		X	<input type="checkbox"/>	<input type="checkbox"/>
Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test		X	<input type="checkbox"/>	<input type="checkbox"/>
If there is a reason you cannot take a throat swab, for example you have a tracheostomy, instead swab both nostrils		X	<input type="checkbox"/>	<input type="checkbox"/>
The test strip is taken out of the sealed packaging and placed onto the cleaned flat surface	Once opened, start the test within 30 minutes	X	<input type="checkbox"/>	<input type="checkbox"/>
The inner desiccant bag and packaging is safely thrown away in household waste		X	<input type="checkbox"/>	<input type="checkbox"/>
The sachet is carefully twisted or snapped open		X	<input type="checkbox"/>	<input type="checkbox"/>
It is opened away from the face being careful not to spill any of the liquid		X	<input type="checkbox"/>	<input type="checkbox"/>
The extraction tube is opened and all of the liquid from the buffer sachet is gently squeezed into the tube, carefully avoiding touching the sachet against the tube		X	<input type="checkbox"/>	<input type="checkbox"/>

The extraction buffer sachet is placed in the plastic waste bag provided		X	<input type="checkbox"/>	<input type="checkbox"/>
The filled tube is placed in the extraction tube holder (attached inside the box) to avoid spilling the liquid	A small cup can also be used to hold the tube	X	<input type="checkbox"/>	<input type="checkbox"/>
The nose is then Gently blown into a tissue to get rid of excess mucus and the tissue thrown away into a closed bin		X	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed again thoroughly for 20 seconds, using soap and warm water, or hand sanitiser		X	<input type="checkbox"/>	<input type="checkbox"/>
Identify the soft, fabric tip of the swab in the sealed wrapper		X	<input type="checkbox"/>	<input type="checkbox"/>
When it is ready to be used, the swab packaging is peeled open and the swab gently taken out	Never touch the soft, fabric tip of the swab with your hands	X	<input type="checkbox"/>	<input type="checkbox"/>
The swab is used for both throat and nose		X	<input type="checkbox"/>	<input type="checkbox"/>
The swab should be kept dry before taking a sample from the back of the throat and therefore it must not touch any surfaces including the teeth, gums, and tongue or cheek surfaces when conducting the test	If the swab touches anything else, it may spoil the sample	X	<input type="checkbox"/>	<input type="checkbox"/>
Holding the swab in their hand, the subject should open their mouth wide and rub the fabric tip of the swab over both tonsils (and where they would have been) at the back of the throat with good contact 4 times. Carefully remove the swab stick from the back of the throat taking care to ensure that it does not come into contact with any other structure or surface		X	<input type="checkbox"/>	<input type="checkbox"/>
The subject should then insert the same swab into one nostril. The swab tip should be inserted up to 2.5 cm (1 inch) from the edge of the nostril. Roll the swab firmly around the inside of the nostril, making 10 complete circles	This may feel uncomfortable. Do not insert the swab any deeper if you feel strong resistance or pain. 	X	<input type="checkbox"/>	<input type="checkbox"/>
If you've been harmed or had a reaction using this kit, report it on the Coronavirus Yellow Card Reporting Site	https://coronavirus-yellowcard.mhra.gov.uk/	X	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Sample Processing and Analysis Procedure				

The extraction tube is picked up and the fabric tip of the swab placed into it so that the fabric tip is in the liquid		X	<input type="checkbox"/>	<input type="checkbox"/>
The tip of the swab is pressed against the edge of the extraction tube with force and rotated around the extraction tube for 15 seconds	This is to transfer the sample into the liquid	X	<input type="checkbox"/>	<input type="checkbox"/>
The extraction tube is pinched against the swab as it is removed, making sure that all liquid is removed from the soft tip of the swab		X	<input type="checkbox"/>	<input type="checkbox"/>
The swab is placed in the plastic waste bag provided		X	<input type="checkbox"/>	<input type="checkbox"/>
The cap is pressed tightly on to the extraction tube to avoid any leaks		X	<input type="checkbox"/>	<input type="checkbox"/>
The extraction tube is gently squeezed to place 2 drops of the liquid onto the specimen well (marked S) on the test strip making sure that liquid is dropped and not an air bubble		X	<input type="checkbox"/>	<input type="checkbox"/>
The extraction tube is placed in the plastic waste bag along with the swab		X	<input type="checkbox"/>	<input type="checkbox"/>
The test strip is on placed on a flat, level surface		X	<input type="checkbox"/>	<input type="checkbox"/>
The strip is not moved during the test		X	<input type="checkbox"/>	<input type="checkbox"/>
The time is checked and a timer set if available		X	<input type="checkbox"/>	<input type="checkbox"/>
30 minutes development time is given before the result is read	Waiting the full 30-minute development time before the result is read is very important. A positive result can appear at any time after 20 minutes, however you must wait for the full 30 minutes to record a negative result as the test line (T) may take this long to appear	X	<input type="checkbox"/>	<input type="checkbox"/>
Recording of Results				

The test is not left to develop for longer than 30 minutes as this will make the result void		X	<input type="checkbox"/>	<input type="checkbox"/>
One line next to C shows the test is negative		X	<input type="checkbox"/>	<input type="checkbox"/>
Two lines, one next to C and one next to T, even faint lines, shows the test is positive You must report this test result to the NHS		X	<input type="checkbox"/>	<input type="checkbox"/>
No lines or one line next to T means the test is void		X	<input type="checkbox"/>	<input type="checkbox"/>
Results are reported to the NHS and school		X	<input type="checkbox"/>	<input type="checkbox"/>
The QR code, or the ID number under it, on the test strip is used to report the result	Report online: www.gov.uk/report-covid19-result ; Or report by telephone: 119 . Lines are open every day, 7am to 11pm	X	<input type="checkbox"/>	<input type="checkbox"/>
Negative Results				
A negative test result is not a guarantee that the test subject does not have coronavirus		X	<input type="checkbox"/>	<input type="checkbox"/>
If a test proves negative, national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings where required are followed		X	<input type="checkbox"/>	<input type="checkbox"/>
Subjects who return a negative test result do not need to self-isolate unless: a) They are symptomatic (they'll need to book a PCR test) b) someone they live with tests positive (or has symptoms and has not been tested yet) or c) they've been traced as a contact of someone who tested positive		X	<input type="checkbox"/>	<input type="checkbox"/>
Invalid Results				

Subjects who return an invalid/could not read (where there is no control line) LFD result repeats the test		X	<input type="checkbox"/>	<input type="checkbox"/>
If the second test also returns an invalid/could not read (where there is no control line) LFD result, report it on the Coronavirus Yellow Card Reporting Site	https://coronavirus-yellowcard.mhra.gov.uk/	X	<input type="checkbox"/>	<input type="checkbox"/>
Positive Results				
In the event that a subject tests positive it means they are currently infected with coronavirus and risk infecting others. Positive test results are reported to the NHS and school immediately	When the subject reports their result, they will be provided with further information on the next steps to take (taking a confirmatory PCR test)	X	<input type="checkbox"/>	<input type="checkbox"/>
People who return a positive LFD result must take a different follow-up test by PCR on the same day (or as soon as possible)		X	<input type="checkbox"/>	<input type="checkbox"/>
The subject should follow the instructions given to take the follow-up test	They should go to https://www.gov.uk/get-coronavirus-test to book a follow-up test on the same day or as soon as possible. They should choose to visit a test site (preferably regional testing site (RTS) or mobile testing unit (MTU), as these are drive-through and allow safe travel without the risk of spreading the infection from people who have tested positive on LFD test and are faster than requesting a home test.	X	<input type="checkbox"/>	<input type="checkbox"/>
Until the subject gets further advice, they must self-isolate immediately for 10 days and everyone in their household must self-isolate in line with national policy	They should only leave home for their follow-up test, if needed	X	<input type="checkbox"/>	<input type="checkbox"/>
School will identify close contacts of the case in the school setting (excluding	Contacts should self-isolate from this point.	X	<input type="checkbox"/>	<input type="checkbox"/>

household and social contacts outside of school) following a positive LFD case				
<p>If the confirmatory PCR test is negative, the individual may stop self-isolating and their contacts do not need to self-isolate or be part of daily contact testing unless</p> <p>a) they are symptomatic (they'll need to book a PCR test),</p> <p>b) someone they live with tests positive (or has symptoms and has not been tested yet) or</p> <p>c) they've been traced as a contact or someone who tested positive</p>		X	<input type="checkbox"/>	<input type="checkbox"/>
If the confirmatory PCR test is negative, report it on the Coronavirus Yellow Card Reporting Site	https://coronavirus-yellowcard.mhra.gov.uk/	X	<input type="checkbox"/>	<input type="checkbox"/>
Those who are found to be positive after a confirmatory PCR test, need to inform their school as soon as possible and continue self-isolating in line with the national guidance		X	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Waste Management				
Once the test is complete, all of the used test kit contents can be put in the waste bag provided and placed in general household waste		X	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes X		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures		High <input type="checkbox"/>	Med <input type="checkbox"/>	Low X
Is the risk adequately controlled with existing control measures		Yes X		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>		No X
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input type="checkbox"/>	Low X
Is such a risk level deemed to be as low as reasonably practical?		Yes X		No <input type="checkbox"/>

Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Assessor(s):	Aaron Lethem	Signature(s):	A.Lethem
Position(s):	Support services Manager		
Date:	03/03/21	Review Date:	03/04/21
Distribution: All Staff			

	Risk rating	Action
	HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
	MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
	LOW	Monitor control measures

POTENTIAL OUTCOME

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	
Possible	
Unlikely	
Remote	Less likely to occur

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD