



## Templemoor Infant and Nursery School: LFD Risk Assessment

<b>School:</b> Templemoor Infant and Nursery School	<b>Assessment date:</b> 22 <sup>nd</sup> January 2021
<b>Activity covered by this assessment:</b> Staff Rapid COVID-19 Lateral Flow Device Test	<b>Date reviewed:</b> 2 <sup>nd</sup> March 2021

HAZARD	PERSONS AT RISK	ACTION ALREADY TAKEN TO REDUCE THE RISKS (Control measures)	FURTHER ACTION REQUIRED (If existing controls are inadequate)	BY WHO AND WHEN
COVID-19 spreading in the school community	Staff and other adults who regularly work on site (e.g. students)	<ul style="list-style-type: none"><li>Schools following government recommended control measures set out in the school's full Covid risk assessment.</li><li>At Templemoor Infant and Nursery School, testing of staff will take place twice a week (Sunday and Wednesday evening before 7pm) and staff will take these tests at home.</li><li>Staff results to be recorded on an internal staff register by Kate Beck.</li><li>Staff results to be recorded online by the member of staff. This will support identifying staff with positive results for contact tracing and managing stock and distribution.</li><li>Those with Covid symptoms must order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.</li></ul>		

Regular communication to staff	Staff and other adults who regularly work on site (e.g. students)	<ul style="list-style-type: none"> <li>Information booklet given to staff including: <ul style="list-style-type: none"> <li>what rapid testing is, about using the how to guide and the video content available</li> <li>the requirement for them to report their test results.</li> <li>the process and who to contact if they have an incident while testing at home.</li> </ul> </li> <li>A Covid Co-ordinator and Covid Registration Assistant is in place: Kate Beck</li> <li>Staff will need to sign for their test kits and the lot number will be recorded against their name. Staff will collect their tests from a table in the old library.</li> </ul>		
Tests to be stored correctly and collection managed in a safe way	Staff and other adults who regularly work on site (e.g. students)	<ul style="list-style-type: none"> <li>Tests to be kept securely in staffroom cupboard to prevent unauthorized access.</li> <li>Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees.</li> <li>The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.</li> <li>Enough space for social distancing will be allowed when giving out tests.</li> <li>Tests will be labelled with staff names and linked lot number and a form to sign will be made available as part of self-service. This negates the need for the station to be staffed. Those collecting their kit should: <ul style="list-style-type: none"> <li>wear appropriate face covering at all times</li> <li>hand sanitise before collecting and signing</li> <li>maintain 2m from staff coming to collect their test</li> </ul> </li> </ul>		

Staff not reporting results	Staff and other adults who regularly work on site (e.g. students)	<ul style="list-style-type: none"> <li>• Void, double void and positive results are communicated to the school once the test is completed.</li> <li>• A negative test is assumed by 7pm on Sunday and by 7pm on Wednesday.</li> <li>• Staff must report their result as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</li> </ul>		
Low uptake on taking tests.	Staff and other adults who regularly work on site (e.g. students)	<ul style="list-style-type: none"> <li>• Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing.</li> <li>• Staff are able to ask key questions about the testing process.</li> </ul>		
Swabs are taken incorrectly causing a false reading or cause contamination	Staff and other adults who regularly work on site (e.g. students)	<ul style="list-style-type: none"> <li>• School following government control measures.</li> <li>• Covid Coordinator has undertaken relevant training.</li> <li>• Staff provided with the information on how to access the recording portal/training videos/documents prior to taking part in the community testing scheme.</li> <li>• New instructions to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled.</li> <li>• Test conducted on a dry, clean, flat surface.</li> <li>• Handwashing or use sanitiser before taking the test.</li> <li>• Video available on how to take your own test.</li> <li>• Information provided with the kits to be followed.</li> <li>• Regular communication with staff about the testing process.</li> <li>• If test is void, take another test. If 2 void results in a row, a PCR test should be taken.</li> <li>• If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline.</li> <li>• Covid Coordinator to be responsible for incident reporting on a school wide issue.</li> </ul>		

		<div> <div>Schools</div> <div> <p><b>Incidents</b></p> <p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, <b>if there seems to be repeated or similar issues</b> (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.</p> <p>DHSC/MHRA may require the school to provide more information if further investigation is required.</p> <p><b>Learning and improving</b></p> <p>To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.</p> </div> </div> <div> <div>Individuals</div> <div> <p><b>Clinical issue</b></p> <p>If there is a clinical incident which led or has potential to harm, participants are advised to report it on <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a>. <b>This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</b></p> <p><b>Non-clinical issue</b></p> <p>For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland</p> <p><b>Inform school</b></p> <p>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.</p> </div> </div>		
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