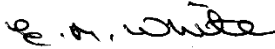


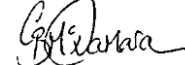
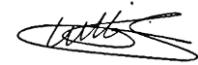


St Bede's Catholic College

**Risk Assessment: Implementation of Lateral Flow Home Testing to College
Staff & Students from 8th March 2021**

(Version 1 04/03/2021)

Section 1

Establishment: St Bede's Catholic College	Date of Assessment: 4 th March 2021
Assessed by: Please note all those involved should sign up to this assessment. Print below: NAME:	Staff signatures:
Mrs E White (Chair of Governors)	
Mr J Maher (Principal)	
Mr V Curnock (Assistant Principal - Health & Safety)	
Mr G McNamara (Union Representative)	
Mr W Haskins (Premises Manager)	

We have all read and understood this Risk assessment and our role in its implementation

Background, Context & References:

The National Testing Programme

This risk assessment has been developed with reference to the NHS Test and Trace COVID-19 National Testing Programme How to Guide: Rapid Testing of Education Staff and Secondary Age Pupils at Home (Self-Test) 23/02/21.

It should be read in conjunction with this document and other material available (including the Terms and Conditions for Testing) in the **DFE Portal**:

https://drive.google.com/drive/folders/1jYv0MjFyllbZgPn_1S10OuRgfrj_b5_P

referenced within this guide. We note this portal is being regularly updated by the DFE.

Lateral Flow Device Testing in Secondary Schools

Lateral Flow testing kits will be provided to all staff and pupils in secondary schools. Participation in the programme is voluntary.

Testing is important because staff or pupils could be carrying the virus without knowing it and may spread it to others. Testing all staff and pupils without symptoms will support schools and nurseries to continue to operate.

All staff are being provided with Lateral Flow Devices for use at home. Pupils will be provided with home testing kits once they have completed three Lateral Flow Tests in school. Staff and pupils will be asked to carry out twice weekly testing at home (3 to 4 days apart) before they come into school. Any member of staff or pupil who obtains a positive test result from their lateral flow test or who obtains two void tests must, in conjunction with other members of their house self-isolate and follow advice from NHS Test and Trace.

A negative test result indicates that the person taking the test was not infectious at the time of the test. It is not a guarantee that they do not have coronavirus. Those with a negative test result must still follow national guidelines which include regular handwashing, social distancing and the wearing of face coverings as required.

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What is the Risk Rating ?
<p>Periodic home testing by staff and students (staff every 3-4 days until further notice; pupils from 15/03/21 after 3 tests at school).</p>	<p>Member of staff or pupil does not participate in periodic testing. Potential for greater likelihood of transmission of coronavirus within school (and wider community).</p>	<p>All members of school community</p>	<p>Participation is voluntary for the programme and active consent is required by staff and pupils (and their parent/carer).</p> <p>Written Information provided to all staff and pupils re: importance of home testing and explanation of the process involved.</p> <p>If any pupil or staff member does not wish to consent to take part in testing, they will still be able to attend unless they develop symptoms or are required to self-isolate because a member of their household is waiting a test result or has tested positive.</p> <p>We note that we are also able to offer tests to other professionals associated with the school should they wish to be involved.</p> <p>We have advised staff who have been vaccinated that they should continue to carry out their Lateral Flow Testing at home.</p> <p>Where appropriate we have advised those staff and pupils who have received a positive PCR test in the last 90 days that they are exempt from testing by both PCR or LFD within 90 days of a positive PCR test unless they develop new symptoms.</p> <p>If individuals choose to take a LFD test after the isolation period for example as part of a workplace or community testing programme, this should only be done after completion of the required self-isolation period set out in the NHS stay at home guidance. If they test positive with a LFD test they will be required to self-isolate for 10 days or longer if symptomatic.</p> <p>These individuals are still required to self-isolate if they are identified as a close contact of a positive case, even if this is within the 90 day window.</p>	<p>Low</p>

Storage of test kits	Deterioration of the tests due to storage at wrong temperature. Loss, damage or theft of testing materials.	All members of school community	A secure area has been allocated for the storage of testing kits prior to distribution. (between approx. 2 degrees C-30 degrees C).	Low
Distribution of test kits	Non-compliance with existing social distancing arrangements during distribution of tests leads to spread of coronavirus.	All members of school community	Staff will be given a home test kit by their tester on their last lateral flow test within College (Prior to College reopening in the week beginning 1 st march or on the morning of 8 th March before College opens) Pupils will be handed a test kit on the completion of their third negative Lateral Flow Test at College within their teaching base. (The test box will be brought to them)	Low
Workforce requirements	Inadequate training and supervision of staff leads to inaccurate test administration. This could prevent the school responding to positive test results and reporting incidents.	All members of school community	Those involved in the administration of the programme have viewed DFE webinars (18/01/21 & 19/01/21). (NB additional webinar on 23/02/21 & 5/03/21 for secondary schools). Group session to go over materials on the portal provided. We have identified 'COVID-19 Coordinator' and 'Registration Assistant' (could be the same person).	Low
Data Protection	Unauthorised sharing of personal data for test participants	All members of school community	All staff and pupils have been given the Privacy Notice provided by the DFE Staff administering the process understand their responsibilities with respect to the confidentiality of personal data.	Low

Allocation of test kits	Maladministration means that it is not possible to trace test kits if recall is required or further follow up needed by NHS	All members of school community	<p>All documents received with test kits eg: delivery notes etc to will be retained.</p> <p>Test Kit Log (see portal for template) to be maintained according to instructions set out in 'How to Guide' (see above).</p> <p>Test Kit Log to include: name of school/nursery; name of person issuing test; date of issue; lot number of test; confirm receipt of New Instructions for Use; name of person issuing test.</p> <p>We note that we are required to 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.</p>	Low
Damaged test kit	<p>Staff or pupils are unable to complete test</p> <p>Result is inaccurate or void</p>	All members of school community	<p>Staff and pupils advised via training video or in person that they must not use test kits where the contents are damaged and should advise the COVID-19 coordinator where this is the case.</p> <p>We will provide a replacement test kit and report to DFE if there are multiple issues.</p>	Low
Self-swabbing	Injury during the self-swabbing process (staff)	Staff	<p>Test kit provided by the NHS conform to MHRA standards and has been approved for use at home.</p> <p>Staff have been advised to read the accompanying instructions v1.3.2 and watch: Step by step guide to COVID-19 self-testing - YouTube</p>	Low
	Injury during the self-swabbing process (pupils)	Pupils	<p>Test kit provided by the NHS conform to MHRA standards and has been approved for use at home.</p> <p>Pupils/students aged 18 and over should self-test and report the result, with assistance if needed. Pupils/students aged 12-17 should self-test and report with adult supervision. The adult may conduct the test if necessary. When testing at home children aged 11 (who attend a secondary school), should be tested by an adult.</p>	Low

			<p>Pupils will have completed three supervised Lateral Flow Tests in school to ensure that they are aware of the process required for self-swabbing.</p> <p>Pupils and parents have been advised to read the accompanying instructions and watch:</p> <p>Step by step guide to COVID-19 self-testing - YouTube</p>	
Inappropriate/unauthorised use of test kit in the home environment	Inappropriate/unauthorised use of test kit in the home environment causes injury to other members of the household.	All members of school community	Test kit provided by the NHS conform to MHRA standards and has been approved for use at home.	Low
Response to a positive test result	Potential for infected person to come into contact with other individuals.	All members of school community	<p>Staff and pupils have been provided with instructions re: reporting test results.</p> <p>Where a member of staff or pupil reports a positive result, we will follow our existing procedures for tracking contacts etc in line with PHE/local guidance.</p>	Low
Management of results	School	All members of school community	<p>A COVID-19 Test Register has been set up. This enables us to track results and engagement with the testing process.</p> <p>The COVID -19 Test Register will be retained until further notice.</p>	Low
Incident Reporting	Incident occurs that could affect the quality or safety of the testing process (local issue or more widespread)	All members of school community	<p>Covid-19 Coordinator will retain a log of any incidents that occur and report these to the DFE Helpline. (Time, date and details will be recorded).</p> <p>We note that the DFE may contact us for feedback on the process.</p>	Low