SCHOOL RISK ASSESSMENT
COVID-19 HomeTesting Programme for High School Staff & Students

This risk assessment must be read and used in conjunction with the schools opening arrangements during COVID-19 general risk assessment and tailored to reflect specific arrangements within school.

Lancashire County Council

PART A. ASSESSMENT DETAILS:

Area/task/activity: COVID-19 Home Testing Programme for High School Staff and Students
Location of activity: Penwortham Girls' High School

School name: **Address & Contact details:**	Penwortham Girls' High School Cop Lane Penwortham PRESTON Pr1 0SR	**Name of Person(s) undertaking Assessment:** **Signature(s):**	Gerry O'Neill
Headteacher (Name/Title):	Mrs K Pomeroy Headteacher	**Date of Assessment:**	8th March 2021
Signature:		**Planned Review Date:**	7th March 2022 or as required.
How communicated to staff, students, parents/carers:	By email and through the school website for parents/carers and students.	**How communicated to staff, students, parents/carers:**	18th March 2021 or as and when home testing kits issued.

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID-19 guidance and advice	Staff, students, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	• The content of this risk assessment is based on the NHS COVID-19 National Testing Programme, How to Guide Rapid Testing of Education Staff and Secondary Age Students at Home (Self Test) the Clinical Standard Operating Procedures for Rapid Asymptomatic Testing in Secondary Schools and Further Education Colleges with lateral Flow

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			Antigen Testing Devices (March 2021) V 1 published 25.02.2021 available on the Governments Document Sharing Platform; • School regularly refers to official advice from the DfE, PHE, HS&Q and HR; o Coronavirus (Covid-19): guidance for schools and other educational settings o LCC Schools HR guidance o LCC Health & Safety COVID-19 web page • Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required.
Failure to obtain consent/lack of participation	Staff, students, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	• Testing is not mandatory for staff or students however participation in testing is strongly encouraged by the school in order to identify asymptomatic individuals, reduce the spread of the virus and protect colleagues and the wider community; • Consent to self-test at home is implied by an individual taking the test kit, reading the instructions, understanding the implications and going ahead with the test; • Staff and students have been informed that they can stop participating in the testing arrangements at any point.

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Inappropriate Sharing of Information	Staff, students, visitors, contractors, household members	Misuse of personal information and breaches of GDPR	• Staff, students and parents/carers have been provided with the appropriate privacy notice PG0169 and have been given an opportunity to discuss concerns around participation and data protection; • The Test Kit Log PG0167 and test results register are separate documents so that those signing for test kits cannot see the results of other staff or students; • Care is taken when handling personal information to ensure all necessary precautions are taken and that it is not shared with anyone who is not directly involved in dealing with the test results; • Staff handling the Test Register have been recruited following Keeping Children Safe in Education Part 3; • The Test Register will be kept for a minimum of 14 days and will be securely destroyed after 1 month from the last entry on the register; • The Test Kit Log will be kept for 12 months from the last entry on the log; • Arrangements for dealing with any breaches of GDPR are understood and adhered to by the Head Teacher and Business Manager.
Damaged or stolen LFD kits resulting in staff not being tested or an incorrect test result provided	Staff, students, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	• On arrival at school the lateral flow device (LFD) kit delivery will be stored securely to prevent unauthorised access; • Kits will be stored indoors where a temperature of between 2 and 30 degrees can be maintained; • Once test kits have been distributed staff and parents/carers are responsible for ensuring these are stored appropriately at their home in a

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			safe place away from children, at room temperature or in a cool dry place (2 – 30 degrees) and not in the fridge/freezer or in direct sunlight.
Poor arrangements for the distribution of LFD kits	Staff, students, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	• Social distancing is maintained at all times during the distribution of kits to staff and students. Staff members coordinating and handing out test kits wear an appropriate face covering at all times and maintain a 2-metre distance from staff and students collecting their test kits; • When handing out kits the issuer will record who takes the kit in the 'kit log' PG0167 and ensure the Instructions for Use (V 1.3.2) has been issue alongside the kit.
Poor administration and implementation of testing programme	Staff, students, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	School has allocated a Quality Lead who is responsible for; • Supporting any test-related concerns and queries for those self-testing at home; • Running 'awareness and key quality good practice point' and 'lessons learnt' sessions at school; • Re-enforcing messages on negative result interpretation and the need to continue strict infection control practices; • Monitoring the testing data and identifying emerging risks and issues such as low uptake, low self-reporting of results to school, repeated themes or incidents; • Identifying key risk and incident themes and addressing them with the school Covid Coordinator to escalate to the DfE and DHSC. School has allocated a staff member to the role of Covid Coordinator Gerry O'Neill & Andrea Barnes who will support the following functions;

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			○ Communicating with stakeholders e.g. staff, students and parents; ○ Ensuring staff and students are given the right instructions and that they sign for the test kits using the test kit log PG0167; ○ Reporting incidents and ensuring they are investigated; ○ Storing and reporting any required data; ○ Reordering of test kits when required. The school has allocated a staff member to the role of Registration Assistant Gerry O'Neill or as agreed with the Business Manager who will support the following functions; ○ Distributing the correct number of test kits to staff and students and managing the schedule for the distribution of subsequent kits; ○ Inputting test results from staff and students into the school test results register/log; ○ Sending reminders to participants on test days to take a test and to communicate their results online or by phone, and to the school; ○ Responding to staff, pupil and parent/carer questions; ○ Working with the Covid Coordinator to manage the stock of test kits.
Inadequate Communication	Staff, students, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	• Staff, students and parents/carers have been informed who the Schools Covid Coordinator and Registration Assistant is; • Secondary students who are 11 and their parents/carers have been informed that the test must be administered by an adult. Students aged 12 – 17 should be supervised by an adult but can swab themselves;

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			• Staff, students and parents/carers have been informed that individuals who have had the vaccine should still participate in the asymptomatic testing programme; • Staff and students are aware of how to collect test kits and that these kits must be signed for and that the lot number on the box allocated to them is recorded against their name; • Staff, students and parents have been informed not to use the 'Instructions for Use' which are inside the box of test kits which are out of date; • Staff, students and parent/carers have been informed that it is a requirement for them to report their test results both to school and to the NHS whether positive, negative or void. Failure to do so will be noted by the school; • Staff, students and parent/carers have been advised to contact Gerry O'Neill or Andrea Barnes if they have an incident whilst testing at home.
Lack of Information, Instruction & Training	Staff, students, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	• Staff in school with specific roles in the testing arrangements (Schools Covid Coordinator and Registration Assistant) have been provided with the information necessary to carry out their roles from the Government guidance provided on the Document Sharing Platform; • Staff, students and parents/carers have been directed to video content on how to carry out a test, an introduction to rapid self-testing and a step by step visual guide on how to do the test; • Staff, students and parents have been provided with the most up to date 'Instructions for Use' booklet (current version: plain blue cover, dated 15 January 2021 v 1.3.2).

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Inadequate preparation prior to taking the LFD test	Staff, students, visitors, contractors, household members	Incorrect test results resulting in transmission of the virus leading to ill health or potential death	All staff and students have been provided with the following guidance for administering the LFD tests at home: • If the LFD is stored at home somewhere colder than 15 degrees then it must be brought up to room temperature for 30 minutes before use; • To test themselves every Monday and Thursday morning before attending school so there is less chance they get infected between taking the test and attending school; • Or if morning testing is not convenient to test themselves the evening before attending school i.e. Sunday and Wednesday evenings to give the school more time to react in the event of a positive test result; • Not to eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test; • Prior to carrying out the test, ensure that they have to hand a watch or clock, tissues, a mirror and either hand sanitiser or access to soap and warm running water; • Immediately before starting the test, clear, clean and dry a flat surface; • Wash their hands thoroughly for 20 seconds, using soap and warm, running water and dry hands, or use hand sanitiser to prevent the contamination of the test kit.
Incorrect use of testing equipment	Staff, students, visitors, contractors, household members	Incorrect test results resulting in transmission of the virus leading to ill health or	• All staff, students and parents/carers have been provided with information and instructions to ensure correct use of testing equipment including; o To follow the current version of the Instructions for use booklet (plain blue cover and dated 15 January 2021 v 1.3.2);

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		potential death	○ Secondary students aged 11 to have the test administered by an adult at home. Students aged 12 – 17 should be supervised by an adult but can swab themselves; ○ Where there are physical/medical issues or they have a very sensitive gag reflex that prohibits the throat swab from being completed successfully, double nasal swabbing can be undertaken; ○ Under circumstances where a nasal swab is not feasible e.g. an individual is prone to nasal bleeds, it is acceptable to swab only the back of the throat; ○ In the event of a nosebleed within 24 hours, swab the other nostril or wait 24 hours before swabbing; ○ If the swab touches anything other than the tonsils or nostril before or after swabbing it will be invalid and should be placed in the waste bag provided and another test completed; ○ Any concerns or injuries must be reported immediately and will be investigated as soon as possible so that arrangements can be put in place to avoid a recurrence; ○ The test strip must not be used if the sealed packaging is damaged; ○ To avoid spilling the liquid in the extraction tube, the extraction tube holder or a small cup should be used. Any spillages should be wiped up with a paper towel and the area appropriately disinfected with household disinfectant; ○ The test strip should be placed on a flat surface and not moved during the test;

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			○ The test must not be left to develop for longer than 30 minutes as this will make the result void; ○ Staff and students with Covid-19 symptoms are advised not to carry out an LFD test but to order a test online or visit a test site to take a polymerase chain reaction (PCR) test;
Positive Test Result	Staff, students, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	All staff, students and parents/carers have been instructed on what action to take in the event of a positive test result including: ○ The individual and their household and anyone in their support bubble to self-isolate in accordance with current Government guidance; ○ Inform the Covid Coordinator immediately to enable close contacts to be informed as soon as possible; ○ Report the result online as documented within Instructions for use booklet (plain blue cover and dated 15 January 2021 v 1.3.2); or by phoning 119 to NHS Test & Trace to receive further guidance on what to do; ○ Undertake a follow up PCR test on the same day or as soon as possible to confirm the result and inform the school immediately of the outcome; • School will identify close contacts of the case in the school setting (excluding household and social contacts outside of school) following a positive LFD case. Those contacts of a confirmed positive cases will be required to self-isolate in accordance with national guidance including staff that have recently had a positive PCR test for COVID-19 within 90 days;

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			• Staff and students who have had the vaccine and have had a positive LFD result are required to self-isolate in line with government guidance; • Staff or students who have recently had a positive PCR test for COVID-19, are likely to have developed immunity and are exempt from testing by both PCR and LFD within 90 days of a positive test, unless they develop symptoms. However, if they choose to participate in the LFD testing programme after completing their self-isolation period and they have a positive LFD test they will be required to self-isolate for a further 10 days or possibly longer if still symptomatic.
Negative Test Result	Staff, students, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	All staff, students and parents/carers have been given the following instruction in the event of a negative test result: • A negative result is not a guarantee that they do not have COVID-19; • They must continue to strictly follow the control measures set out in the school's general COVID-19 risk assessment including regular handwashing, social distancing and wearing face coverings when required; • The Lateral Flow Device testing programme does not replace the current testing policy for those with symptoms. If they are symptomatic (even if they recently had a negative LFD test result), they must still self-isolate immediately according to government guidelines; • They are not required to provide proof of a negative test result to attend school or nursery in person as the LFD testing programme is voluntary.
Void Test Result	Staff, students, visitors, contractors,	Transmission of the virus leading to ill health or	All staff, students and parents/carers have been instructed on what action to take in the event of a void test result including:

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	household members	potential death	• Repeat the test with a new test kit; • If they get a second consecutive void result or they do not have any remaining test kits at home they should undertake a PCR COVID-19 test which can be arranged through the Government website.
Inappropriate Disposal of Waste	Staff, household members	Transmission of the virus leading to ill health or potential death	All staff, students and parents have been given the following instruction in respect of waste generated from the home testing process: • Packaging can be disposed of with general household waste; • Once empty the extraction buffer sachet should be placed in the plastic waste bag provided; • Once the extraction tube has been used it should be placed in the plastic waste bag along with the swab; • Once the test has been completed all the used contents of the kit should be placed in the waste bag provided and disposed of with general household waste.
Non-Reporting of incidents/accidents relating to home testing activity	Staff	Potential injury to staff or incorrect results resulting in transmission of the virus leading to ill health or potential death	• All staff, students and parents/carers have been given the following instruction in the event of an incident or accident during the testing process as documented Instructions for use booklet (plain blue cover and dated 15 January 2021 v 1.3.2); • Non-clinical incidents during the process of undertaking a test must be reported to the School Covid Coordinator who will record and monitor; • Repeated or similar issues, for example, multiple repeat void tests, unclear results, leaking/damaged tubes etc. must be reported to the School Covid Coordinator who will report to the DfE Helpline who will escalate to DHSE

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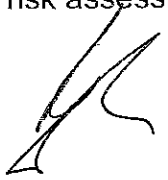
			for investigation. The time, date and details of the report will be recorded by the School Covid Coordinator; • Non-clinical issues such as something damaged, missing or difficult to use in the kit must be reported by the individual to the Test & Trace Helpdesk (Tel:119) and also to the School Covid Coordinator: • Individuals should contact the Test & Trace Helpdesk (Tel 119) if they are unable to log their results; • Clinical incidents which lead to or has the potential to cause harm for example swab breaking in the mouth, bleeding, allergic reaction etc. must be reported on the 'yellow card' coronavirusyellowcard.mhra.gov.uk and also to the School Covid Coordinator; • Any immediate medical care must be obtained through the employee's GP or by contacting 111 or 999 as appropriate.

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Penwortham Girls High School

Signed:  Name: Gerry O'Neill Risk Assessor:

PART C: ACTION PLAN Further action / controls required						
Hazard	**Action required**	**Person(s) to undertake action?**	**Priority**	**Projected time scale**	**Notes / comments**	**Date Completed**
Poor administration and implementation of testing programme	Agree procedure to issues testing kits for all students	Gerry O'Neill and Andrea Barnes	High	18th March	Dependent on delivery of kits from DfE/NHS	