

## COVID-19 Educational Settings Risk Assessment – Asymptomatic Lateral Flow Testing (Providing and using kits at home within primary and nursery settings)

This risk assessment is a supplement to the main COVID-19 risk assessment for your setting. The relevant control measures identified through the main risk assessment will also apply e.g. management of collection points and movement around the premises etc. The risk assessment considers a single hazard of COVID-19 and identifies the broad areas of infection control measures that must be considered to reduce the risk of transmission, with the aim of reducing the risk as low as is possible in line with community risk levels. The areas identified below are designed to control the main areas of risk:

- Direct person to person transmission
- Surface transmission including through the use of equipment
- Lack of awareness of the control measures and requirements (the need for information, instruction and training)

<b>Setting being assessed:</b> St Edmund's Primary School	<b>Assessment Date:</b> 1 <sup>st</sup> February 2021
Assessor Name: <b>Susie Collins</b> Manager Name: Susie Collins	<b>Review Date:</b>
<b>Description of activity being assessed (provide a brief description of the activity, the tasks, people, equipment and site(s) involved):</b>	
Asymptomatic Lateral Flow Testing (Providing and using test kits at home)	

Items	Control measures	Yes/No	Notes & Further information (please describe any specific arrangements that you have put in place)	Date required and complete
<b>Delivery requirements</b>	<ul style="list-style-type: none"> <li>• When delivery arrives, it will be met and managed by a staff member who will ensure the vehicle safely manoeuvres on and off the premises (staff member will only direct and instruct to the area from a 2m distance and not physically assist with vehicle movement).</li> <li>• The delivery route will be protected from students/staff or members of the public</li> <li>• The delivery will be moved into storage using mechanical aids where possible (and where the load requires this).</li> <li>• If mechanical aids are not available, the delivery will be broken down into manageable loads</li> <li>• Manual handling arrangements are in place where required and following the settings normal manual handling procedures.</li> <li>• Deliveries will be scheduled outside of school run times to avoid disruption or nuisance, where possible.</li> <li>• Deliveries will be signed for using safe methods as described in the settings overarching COVID-19 risk assessment and compliance code</li> </ul>	<b>Yes</b>	Delivery to be sent to front office	
<b>Storage at the school</b>	<ul style="list-style-type: none"> <li>• The test kit is stored appropriately:                             <ul style="list-style-type: none"> <li>○ At either room temperature or in a cool dry place (2°C to 30°C).</li> <li>○ Away from direct sunlight</li> <li>○ Tests are not stored in a fridge or freezer.</li> </ul> </li> <li>• Test kits are stored in a secure area where unauthorised access is prevented</li> </ul>	<b>Yes</b>	Test kits to be stored and locked away in front office	
<b>Roles</b>	A COVID-19 Co-ordinator and Registration assistant has been appointed to support with key tasks as detailed in the <a href="#">Primary Schools Document Sharing Platform - Google Drive</a> "How to Guide - Rapid testing of primary and nursery workforce"	Yes	S.Collins Co-ordinator S Frearson Registration assistant	

<b>General arrangements for distributing and use of test kits</b>	<ul style="list-style-type: none"> <li>• The requirements of the 'How to Guide' Rapid testing of primary and nursery workforce has been implemented</li> <li>• The collection time is planned to ensure social distancing is applied and where possible is close to the time that staff leave the school .</li> <li>• The member of staff coordinating test kit collection and staff collecting the test kits will wear a face covering at all times and always maintain a 2-metre distance from each other and all other staff.</li> <li>• Test kits are not directly handed to staff and the arrangements for passing resources as outlined in the compliance code and general operational risk assessment are implemented for this activity.</li> <li>• Test kits are checked for damage before distributing.</li> <li>• Arrangements are in place to ensure stock levels are managed and appropriate distribution records kept as outlined in the Standard Operating Procedure and How to Guide on the <a href="#">Primary Schools Document Sharing Platform - Google Drive</a></li> <li>• <a href="#">Arrangements are in place to monitor the use of tests and recording of test results to enable early identification and reporting of issues</a></li> </ul>	Yes	Distribution of tests from the front office through the glass window	
<b>Other areas of infection control</b>	<ul style="list-style-type: none"> <li>• The COVID-19 Risk Assessment has been reviewed and all appropriate steps from that assessment taken as they apply to this activity including: cleaning and disinfection, hand hygiene and social distancing.</li> <li>• <a href="#">The management of cases guidance will be followed in the event of any positive test results</a></li> </ul>	Yes	Risk assessments regularly updated in online	
<b>Information, instruction and training</b>	<ul style="list-style-type: none"> <li>• Staff have received appropriate instruction, information and training and understand how to carry out their roles safely including: <ul style="list-style-type: none"> <li>○ The role, name and contact details of the Co-ordinator and Registration Assessment</li> <li>○ Arrangements for issuing test kits to staff</li> <li>○ Hygiene requirements</li> <li>○ How to store kits appropriately and safely at home (at either room temperature or in a cool dry place (2°C to 30°C), away from direct sunlight, tests are not stored in a fridge or freezer, test kits are kept away from children and animals)</li> <li>○ That tests must only be used by the staff member and are not for use by their family</li> <li>○ That this testing is only appropriate if you are asymptomatic</li> <li>○ Collection point location, time and infection control arrangements in place</li> <li>○ Arrangements for recording results and action to take following results</li> <li>○ Arrangements for raising issues or concerns with testing and test kits e.g. damaged kits, missing items, more than one void result</li> <li>○ How to safely dispose of the waste generated from the test kits</li> </ul> </li> <li>• Staff have been provided with a checklist covering this information to take home</li> <li>• The instructional video has been provided to staff who will be carrying out tests at home.</li> <li>• All staff participating in the programme have confirmed they have read the instructions provided and watched the video.</li> <li>• All staff are aware that lateral flow testing does not replace any of the infection control measures that reduce the risk of transmission</li> <li>• Staff have been issued with the latest version of the Instructions for Use as provided in the delivery</li> </ul>		AH attended DFE training webinars  Staff information was sent electronically in a PowerPoint presentation, with links to the appropriate Government documents	