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|------------------------|---|------------------------|----------------------------|
| <b>Activity</b>        | Lateral Flow Devices (LFD) self-testing for staff |                        |                            |
| <b>School</b>          | Canford School                                    |                        |                            |
| <b>Department</b>      | Bursary   |                        |                            |
| <b>Assessed by</b>     | David Brook, Bursar                               |                        |                            |
| <b>Assessment date</b> | 5 <sup>th</sup> March 2021                        | <b>Date review due</b> | 5 <sup>th</sup> March 2022 |

| <b>Task or hazard</b>   | <b>Who might be harmed and how?</b>  | <b>Existing control measures</b>   | <b>What other controls are needed?</b>   | <b>By when?</b>                             | <b>Person responsible</b> |
|---|--|--|--|---|---------------------------|
| Staff self-testing accidentally hurting themselves or becoming distracted whilst self-testing | Staff and their family in the vicinity who may void the test-results by contamination of the kit or cause distraction or injury whilst administering it. | <p>Staff should only carry out the test once they feel confident to do so, have watched the 'how to' video and fully read and understood the test-kit instructions.</p> <p>Follow the step by step instructions. Keep the test-kit items out of the reach of young children and pets.</p> <p>Where possible carry out the test in a quiet area with limited distractions or interruptions.</p> <p>Do not walk around with the swab in your mouth or nostril.</p> |  |   |                           |
| Confusion on kit instructions leading to void or inaccurate results                           | Colleagues, their families and pupils contracting COVID-19   | <p>Ongoing communication and explanation of kit instructions, frequency of testing, notification of results.</p> <p>Monitor staff who may consistently submit void results to ensure they are testing correctly. These staff should apply for PCR test following two consecutive void results.</p> <p>Staff self-isolating should not attend school based on a negative LFD test result.</p>   | <p>Staff to watch video, understand the instructions</p> <p>Ensure staff are aware of when to self-isolate</p> | Already in Place – letter sent to all staff | HR                        |

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| Staff may prefer to opt out of the self-test and may unknowingly transmit the virus          | Colleagues, their families and pupils contracting COVID-19 by poor uptake of testing                       | Maintain Hands, Face, Space.<br><br>Remain vigilant of COVID-19 symptoms. Get tested (PCR) if symptomatic.<br><br>Respect informed choices made by staff who may disagree with the technology generated from animal cells.   | Encourage colleagues to self-test.<br><br>Reinforce need to observe Hands Face Space and Ventilation measures                      | Ongoing  | All staff          |
| Staff becoming complacent if a LFD negative test result is shown                             | Colleagues, their families and pupils contracting COVID-19 by not following preventative measures          | LFD tests provide an additional layer of health protection in addition to maintenance of Hands, Face, Space control measures at all times.<br><br>Ongoing monitoring of control measures within school premises.   | LFD testing for staff only and not to be used for family members.<br><br>Family members can obtain LFT tests from NHS Test Centres |          |                    |
| Poor oversight and governance from school and poor communication with staff and stakeholders | Poor uptake of LFD testing leading to potential contraction of COVID-19 by colleagues, families and pupils | Communication to all staff regarding importance of testing.<br><br>Appoint COVID Co-ordinator and Registration Assistant. Communicate to staff who this is.<br><br>Appropriate test stock management and re-ordering<br><br>Set up and maintain 'test kit log'<br><br>Staff not wishing to test must not feel vilified.<br><br>Transparent information sharing of instructional videos, privacy notices and reporting platforms.<br>Respond to concerns or queries in open manner. | Ascertain how quickly replacement kits can be received.  |          |                    |
| Poor information management, retention and communication                                     | Contravening privacy and poor information management   | Correct kits and instructions (v1.3.2) to be issued to replace instructions in box.<br><br>Twice weekly testing (3-4 days apart).  | .  | Ongoing  | All Staff          |

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|   | leading to confusion and misrepresentation of data.<br>Staff not communicating results with school or NHS  | Set up and maintain a 'test results register/log'<br>Store and report required data in line with privacy. Test kit log and Test results log must be separate documents with limited access.<br><br>Set up procedure to obtain positive and void staff results, remind them to take the test.<br><br>Use existing school procedures to identify close contacts of positive cases that need to self-isolate. | Staff to feedback any concerns about self-testing for consideration in incorporation into the risk assessment.          |          |                    |
| Allocation and receipt of tests   | Staff may contract COVID-19 from close contacts on receipt of tests, poor storage may lead to inaccurate results.                                    | Appropriate face coverings and distancing on allocation of test kits.<br><br>Secure environment of suitable storage temperature (2-30°C)   | Kits have been prepared in hygienic conditions. Staff to observe hygiene measures (hand sanitising) when handling kits. | Ongoing  | All Staff          |
| Non-reporting of LFD or PCR results   | Miscommunication of results leading to potential contraction of COVID-19 by colleagues, families and pupils  | Colleagues to ensure that they are familiar with how to test and correct reporting procedure.<br><br>Ensure self-isolation following positive LFD test result until PCR test is taken.   |   |          | All Staff          |
| Closure of school due to non-availability of staff due to positive LFD & PCR result or self-isolation | Staff may feel pressured to return to work whilst unwell resulting in colleagues, families, pupils catching COVID-19 or staff delaying full recovery | Colleagues to notify school as soon as possible of result so that school may try to source alternative staff.<br><br>School to monitor pupil and staff ratios.   |   |          | All Staff/ HR      |