

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL
RISK ASSESSMENT

Location, activity, or issue being looked at: COVID-19 risk assessment for Asymptomatic Home Testing for Staff and Pupils

Date: 3rd March 2021

| Hazard | What could go wrong? | Who may be harmed? | What is done now, that helps control the risk? | Is the risk still high, medium or low? | What extra controls need to be put in place? | By when? | By whom? |
|--|---|--------------------|---|--|--|----------|----------|
| Failure to manage test kits on school premises | Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing resulting in <ul style="list-style-type: none"> • false or inaccurate results • reduced testing capacity • Transmission of COVID-19 • injury to users | School Community | Non delivery of test kit supplies is immediately referred to DfE helpline Replacement LFT kits are ordered in a timely manner Supplies of LFT test kits are securely stored between 2 and 30 degrees C Participants made aware who is co-ordinating and monitoring home testing activity (insert name). Incidents whilst using kits are reported to this person. Collection times for test kits staggered to avoid crowding and to maintain social distancing requirements. Scheduling of testing organised to meet operational requirements Test Kit Log used to record lot numbers and confirms issue of correct instructions. Those collecting test kits sign the Test Kit Log to confirm receipt and are advised how to report result | Low | | | |

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| Failure to engage staff and/ or pupils in the LTF testing programme | Poor participation may result in increasing transmission | School Community | School promotes the use of Lateral Flow (LFT) test kits with staff and pupils by providing information and training and support e.g. NHS training video, the correct How-to Self-Test guide etc. All employees and pupils are encouraged to participate LFD tests are approved by the MHRA for the purpose of staff/ pupil testing | Medium (pupils) Low (staff) | | | |
| Failure to obtain consent from those being tested | Failure to follow agreed Standard Operating Procedures and breach of data protection protocols | School | Participation in home testing is voluntary and by consent. Those staff/ pupils unwilling to take home tests and who do not display symptoms can attend school. Participants are advised of how the test data will be used and have received a copy of the privacy notice | Low | | | |
| Incorrect use of the Home Testing kit | Member of staff/ pupil undertaking the test incorrectly might be injured | Member of staff/ pupil undertaking the test | The kit comes with detailed instructions on all aspects of the process; these must be followed precisely to avoid false results. A pamphlet has also been provided to them, with clear details. | Low | | | |

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| <p>Inappropriate storage and disposal of test kits</p> | <p>Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing</p> | <p>School community/ Participant and their household</p> | <p>Workplace – Home test kits once received must be stored in line with guidance provided in a secure location and records kept on distribution to employees/ pupils.</p> <p>Home Test kits are stored out of reach of children, other vulnerable individuals and pets Test kits are stored at room temperature or in a cool dry place (2-30 degrees C) Test kits must not be stored in a fridge or freezer or left in direct sunlight If the kit has been stored in a cool area (less than 15 degrees C) it must then be at room temperature for 30 minutes (15-30 degrees C) before it is used by the participant. All items of the test kit are placed in the waste bag on completion of the test. This is placed in the domestic refuse Any spillages of test solution are absorbed by wiping with a paper towel or tissue. This is placed in the waste bag The participant washes hands before & after testing, and cleans surfaces used for testing</p> | <p>Low</p> <p>Low</p> | | | |
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| Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs | Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort | Participant | <p>A complete box of 7 test kits is provided to each participant - adequate supplies for 3+ weeks of home testing.</p> <p>Participants must not eat or drink for 30 mins prior to test</p> <p>Any damaged swab/test packaging is not used and its non-use reported.</p> <p>Participants do not re-use any of used/damaged test kits</p> <p>The participant has discarded the original instructions in the box</p> <p>Separate revised instructions have been provided to participants with the box of LFT swabs. This provides guidance and illustrations on how to use the swab in throat and nose</p> <p>Participants must have been shown a training video showing them how to self-swab and must consistently follow the instructions</p> <p>Participant has available clean flat surface for using test kit and a timing mechanism available</p> <p>Participant must wash or sanitise hands, use a tissue, and wash or sanitise hands again before opening swab packet</p> | Low | | | |

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| Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs (continued) | Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort | Participant | Participants are required to swab both tonsils (or where they would have been) x 4 and the nostrils alongside the lining of the nose Participant to report any incident with the testing kit or personal injury to the schools. | Low | | | |
| Use of test solutions when processing test kit. Contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride) | Participant could be harmed by inappropriate use of chemicals | Participant | Chemical components are not classified as hazardous for use as designed. Participants should keep test kits out of the reach of children, vulnerable adults and pets when stored at home Participant should not use test solution if use by date has expired COSHH assessment for testing solution is available in school | Low | | | |
| Participants have an allergy | Participant may suffer an allergic reaction | Participant | The swabs in the Innova SARS-CoV-2 Antigen Rapid Qualitative Test kit are latex free Participant to report any allergic reaction as a yellow card incident to the MHRA and to the school | Low | | | |
| Disposal of used test kits | Members of staff/ pupils not disposing of test kits correctly | Member of staff/ pupil and their household | Used kits to be disposed of in household rubbish. This may be subject to change in future guidance. | Low | | | |

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| Failure to manage personal samples and to interpret coding | Failure to follow agreed Standard Operating Procedures – for processing the sample at home may jeopardise the validity of testing | School community and households | <p>Lateral Flow device is only for use by person they have been issued to and not used on family members etc.</p> <p>LTF test kit is single use only - swab contents are processed in accordance with training video and written instructions</p> <p>All the extraction fluid must be used. All the liquid from the swab tip should be squeezed into the extraction tube</p> <p>Participants must allow 30 minutes for sample to register results.</p> <p>Participants are made aware that even a faint line against the T on the slide indicates a positive sample and this must be reported to the NHS and school and a confirmatory PCR test taken.</p> <p>If sample is void another LTF test is carried out. Void results are reported to the school</p> <p>COVID testing co-ordinator</p> <p>Results/incidents are monitored by the school</p> <p>Participants are advised to book and attend a PCR test if they have had two void results in a row</p> | Low (staff) Medium (pupils) | | | |

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| Failure to respond to a Positive Test for COVID 19 | Member of staff/ pupil not isolating after a positive test | Staff, pupils, home context, wider community | If a member of staff/ pupil records a positive test, they must self isolate, inform NHS Test and Trace, inform the school immediately and take a confirmatory PCR test. School updates their COVID-19 register if there is a positive result and seeks advice regarding other contacts | Low | | | |
| Participants do not report results to Test and Trace | Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing | Staff, pupils, wider community | Participants receiving test kits are advised how to report their test result on-line when they collect them Participants book the test on-line on the COVID-19 Test and Trace website, or telephone 119 to report results Participants report every test result including void tests Participants correctly report the test kit ID number | Low | | | |
| Failure by participant to report incidents or concerns about home testing or LTF kits | Failure to manage could impact the quality or safety of testing | Staff/ pupils | Participants are advised to report any concerns/incidents with the test kit to the school. E.g. damaged kit, multiple void tests, unclear results, inability to record results to the school and by telephoning 119 Incidents requiring medical care should be reported by contacting 111 or 999 | Low | | | |

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| Failure by participant to report incidents or concerns about home testing or LTF kits (continued) | Failure to manage could impact the quality or safety of testing | Staff/ pupils | Clinical incidents with the potential for harm e.g. a swab breaking in the mouth, or an allergic reaction are reported by the participant as a yellow card concern to the MHRA | Low | | | |
| Failure by school to report incidents or concerns about home testing or LTF kits | Failure to manage could impact the quality or safety of testing | Staff, pupils, wider community | Concerns raised by individual participants are recorded and responded to Repeated incidents or patterns of concern are reported to the DfE helpline | Low | | | |
| Negative result after taking test | Member of staff/ pupil testing negative is complacent | Staff and pupils | Staff/ pupil testing negative continues to attend school and work normally. All COVID-19 control measures maintained. | Low | | | |

The guidance on reporting incidents is as follows:

The onus is on participants to report both clinical and non-clinical incidents and to let school know if they have done this.

Clinical issue

*If there is a clinical incident which led or has potential for harm, participants are advised to report it on <https://coronavirus-yellowcard.mhra.gov.uk> **This is not for seeking immediate medical care.** Medical care should be sought through the usual route of contacting 111 or 999.*

Non-clinical issue

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. Examples of clinical issues include swab breaking in the mouth, bleeding or allergic reaction.

Education Setting Participants should inform their education setting about ongoing test-related problems, so that they can check if this is a wider issue across other users.

Name of Assessor: Linda Wybar, Headteacher

Reviewed: