

# Student Home Test Kit (LFD)

## RISK ASSESSMENT

### Part A

<b>School/Premises</b>		Immanuel College	
<b>Assessor/ Person(s) assisting with the assessment</b>	Helen Williams Estates and Health and Safety Manager Ellen Doherty Deputy Headteacher/ Liz Storey Business Manager	<b>DATE</b>	15 <sup>th</sup> March 2021

<b>TASK / ACTIVITY</b> (Include duration and frequency of task activity)	LFD Twice Weekly Testing of Students at Home
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Likelihood of Occurrence	Severity of Outcome					Persons / groups at risk			
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	A	E	F	H
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)	B	Employees	G	General Public / Students
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)	C	New Employees	H	Visitors
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)	D	Contractors / Sub-Contractors		Volunteers
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)		Young person / Work experience		Clients / Service users
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)				

**Likelihood of occurrence X Severity of outcome = Risk Rating**

**Example:**  
Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)

**Notes:**  
This risk assessment should be read in conjunction with the MARCH Reopening of Immanuel College RA March 2021.

The Trust understands and is engaged with NHS Test and Trace process and are aware of how to contact their local Public Health England health protection team. Students and families will understand that they will need to be ready and willing to:

- book a PCR test if they test positive through the home test kit or display symptoms – students must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them when at the setting.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace and to self-isolate in line with Govt. guidance.

**Training and Instruction:**  
The content of this risk assessment must be communicated with all students and toolbox talks should be regularly delivered to ensure that students are regularly refreshed on the procedures in place to keep themselves and others as safe as reasonably practicable.

Students undertaking home testing will receive suitable and sufficient training for them to undertake testing both during the 3 onsite tests, providing corrective instruction prior to starting home testing. Information is also available from the government document sharing platform, [https://drive.google.com/drive/folders/1X4fLxy6\\_ppmpmKrv3hT2M6cduAN\\_GS54](https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54). They will receive

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instruction on how to record test results and how to dispose of used tests safely and provided with How to guidance.

## Reference Documents

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

[https://drive.google.com/drive/u/1/folders/1X4fLxy6\\_ppmpmKrv3hT2M6cduAN\\_GS54](https://drive.google.com/drive/u/1/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54)

<https://www.gov.uk/get-coronavirus-test>

<https://www.gov.uk/report-covid19-result>

<https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Management of Health and Safety Regulations 1999

The Workplace Health, Safety and Welfare Regulations 1992

The Health and Safety at Work Act 1974

WHO: Getting your workplace ready for COVID-19

PHE: Advice on the Coronavirus for places of Education

GOV.UK: Guidance to Educational Settings about COVID-19.

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## Part B

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk	Residual risk rating (refer to chart)
<p><b>Coronavirus (Covid-19) being accidentally brought onto the site. Infection of others.</b></p>	<p>All</p>	<p>Students with underlying health issues advised to follow government guidelines around shielding.</p> <p>Students showing signs of a high temperature above 37.8C or a persistent cough or a change in their sense of smell or taste should not attend the school.</p> <p>Hand sanitiser on entry and at various points around the office. Hand washing facilities in place.</p> <p>Social distancing 2 metre in place and must be adhered to.</p> <p>Cleaning frequently touched surfaces e.g. equipment, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as household detergents.</p> <p>Brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>Hand sanitiser in all areas</p> <p>Please see the Revised Opening of Immanuel College Risk Assessment March 2021 on the College’s website.</p>	<p>H15</p>	<p>All students encouraged to fully partake in the LFD testing programme to limit the spread of COVID – 19 in the education setting.</p> <p>Reminder to be issued to all staff of current government guidelines and expectations of LFD testing, along with obtaining and recording results for LFD testing.</p> <p>Students must keep contact with other students to the minimum where possible and will observe social distancing, sanitising hands and wearing a mask.</p> <p>Relevant PPE to be available in the central office, used, removed, and disposed of in accordance with guidelines.</p> <p>All individuals involved <b>must</b> receive appropriate training before home testing sessions commence. Record of training to be kept in school</p>	<p>M9</p>

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<p><b>Cross contamination on collection of test kits.</b></p>		<p>No equipment to be shared</p> <p>Doors to remain open using fire stop guard or (wedged open only whilst occupied) to enable free flow and limiting touch points.</p> <p>Students to maintain a 2-metre distance from each other and staff members wherever possible</p> <p>Existing enhanced cleaning regime in place during this period.</p> <p>All LFD test kits to be logged out including Lot number, individuals name &amp; DOB, date of issue, new instructions leaflet – v. 1.3.2 and signed by individual.</p> <p>Students will need to sign for their test kits and the lot number will be recorded against their name. Students will collect their first set of tests and instructions from the portakabins following their 3<sup>rd</sup> test in school during the week beginning 15<sup>th</sup> March. If parents who have not consented for testing in school request a home test kit they will collect and sign for one from reception.</p>		<p>Queues to be managed to maintain social distancing with a staggering of times to collect test kits from collection area.</p> <p>All students involved with the LFD testing to be aware of their role in the programme. Named individuals to be logged for the COVID Coordinator &amp; the Registration Assistant in school.</p> <p>Covid Co-ordinator: Ellen Doherty Deputy Headteacher Covid Registration Assistant: Liz Storey Business Manager</p> <p>The distribution point for issue of test kits will be cleaned down as necessary to reduce the likelihood of cross contamination at frequent or appropriate intervals.</p> <p><b>Staff member handing out the test kits to students must wear a face covering as well as ensuring good hand hygiene, keeping 2m away from students..</b></p> <p>Individuals not in agreement to LFD testing to follow existing control measures as identified in Revised Opening of Immanuel College Risk</p>	

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				<p>Assessment March 2021.</p> <p>Tests will be labelled with students names and linked lot number. Administrative registration staff to ensure these are collected by the correct pupil</p>	
<p><b>Lack of resources, limited availability or accessibility, storage issues. Inability to deliver programme of testing.</b></p>	<p>All</p>	<p>Government delivery of LFD test kits already available and school have set up a reordering schedule</p> <p>PPE available in portakabins for use to issue LFD test kits.</p> <p>Tests to be received and stored in accordance with Government guidelines. 2 - 30 degree C in a secure location both in the portakabins and at a suitable place at home out of the reach of young children.</p>	<p>M9</p>	<p>Ensure planned delivery of test kits received and checked for damage missing or non-delivery. In line with online portal delivery and contents schedule. Along with additional deliveries during the testing period.</p> <p>Assess current PPE capacity in the college and place orders to ensure sufficient stocks available to carry out LFD hand out of tests in accordance with government guidelines as required.</p> <p>Designated location to be identified for storage of tests and stock levels to be monitored and maintained in line with testing regime. twice weekly tests to be stored in an area maintained between 2-30 degrees C.</p>	<p>L6</p>

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				<p><b>Pupil home test kits to be use by individual pupil only, should a pupil have any concerns then these can be raised in school through the Covid Coordinator or class tutor.</b></p> <p>Family testing can be undertaken through a local test site  <a href="https://maps.test-and-trace.nhs.uk/find-covid-19-rapid-test-sites">https://maps.test-and-trace.nhs.uk/find-covid-19-rapid-test-sites</a></p> <p>Test kits can be collected for family members through <a href="https://find-covid-19-rapid-test-sites.maps.test-and-trace.nhs.uk/">https://find-covid-19-rapid-test-sites.maps.test-and-trace.nhs.uk/</a></p> <p>Test kits for family members can also be ordered through <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a> or collected from local test site.</p> <p>Record of all individuals to be tested and frequency of tests to be recorded along with test dates and results in a secure GDPR compliant format.</p> <p>Requirements, if necessary, for additional test kits to be reviewed</p>	

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				<p>weekly to ensure sufficient time to access supplies and ensure stock levels sufficient to maintain the testing programme.</p> <p>Monitor take up of home testing and reporting and offer ATS to individuals if required.</p>	
<p><b>Issues relating to home test area and procedures. Results contaminated or equipment defects.</b></p>	<p>All</p>	<p>Government guidelines to be adhered to in setting up the home test area and storing the test kits.</p> <p>Students to complete minimum of 3 onsite tests and training guidance before carrying out self-testing.</p> <p><b>In accordance with government guidelines all students aged 12 to 17 to be supervised whilst self-testing at home but can swab themselves. Students aged 11 should be assisted by an adult to home test safely.</b></p> <p>Equipment provided to be used only once.</p> <p>The ambient temperature should be between 15-30 degrees C in test area.</p>	<p>H12</p>	<p>School students will undertake the test at home twice a week (<b>either Monday and Thursday mornings or Sunday and Wednesday evenings for students who are in school all week</b>).</p> <p><b>Testing. It is important for students to keep testing through the Easter holidays to manage the spread of coronavirus (COVID-19), as part of a regular habit of testing at home every 3-4 days (twice a week). School will be supplying sufficient test kits to students to enable this to continue.</b></p> <p>Information given to students including:</p>	<p>L4</p>

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		<p>Storage of LFD to be between 2-30 degrees C.</p> <p>If stored in a cool area (do not store in the fridge or direct sunlight) leave for 30 minutes in a normal room temperature before use.</p> <p>Ensure the test area is flat clean and wash your hands before starting.</p> <p><b>Keep test kit away from young children</b></p> <p>Student results to be recorded on a student register and recorded by the responsible adult of the student online. This will support identifying students with positive results for contact tracing and managing stock and distribution.</p> <p>Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.</p> <p>Tests are optional and are not mandatory. Students to opt in after they and their families have read key information and privacy notice to</p>		<ul style="list-style-type: none"> <li>- what rapid testing is, about using the how to guide and the video content available</li> <li>- the requirement for them to report their test results to the online portal and the school via email.</li> <li>- the process and who to contact if they have an incident while testing at home.</li> </ul> <p>School to issue instructions for self-testing and send out key links and video for students to access before self-testing. Additional support offered to staff if requested.</p> <p>Instructions to be issued alongside the kits and students informed that the old instructions which are contained in box must be recycled</p> <p>Accuracy of the test is linked to the quality of swabbing. If a pupil (or their parent/s) did not consent to engage in the initial wave of on-site testing but then decides to participate in testing at home, school will invite Students to visit their in-school</p>	



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		<p>understand data protection for testing.</p> <p>All students to be offered and undertake home testing on a Sunday and Wednesday evening until guidance changes.</p>		<p>test site to be shown how to use the test, to practise self-swabbing and to collect their at-home testing kits.</p> <p>Read the instructions before starting.</p> <p>Watch the guidance video. <a href="#">Self test video</a></p> <p>Ensure the test kit is at room temperature 15-30 degrees C.</p> <p>Only use each item in the kit once.</p> <p>If you have a nose piercing swab the other nostril. If pierced on both sides, remove the piercing on one side before swabbing.</p> <p>If you've had a nosebleed in the last 24 hours, swab the other nostril or wait 24hours.</p> <p><b>Do not eat or drink for at least 30 minutes before doing the test.</b></p> <p><b>If there is a reason you cannot take a throat swab, swab both nostrils instead.</b></p>	

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				<p>Ensure you have a watch (or clock) tissues, a mirror and either hand sanitiser or soap and warm water.</p> <p><b>Follow items 1 to 7</b> in the 'Your step-by-step guide for COVID-19 self-testing/ watch the video.                      1 Prepare your test kit and check your test kit contents.                      2 Set up your test.                      3 Take your swab sample.                      4. Process the swab sample.                      5 Read your results.                      6 Report your results.                      7 Safely dispose of your test kit.</p> <p><b>Do not use the test strip if the sealed packaging is damaged.</b></p> <p>Any damaged broken or missing items should not be used. Any equipment which fails must be reported to the admin registration team.</p> <p>If you have been harmed or had a reaction using the test kit, report it on the Coronavirus Yellow Card Reporting Site  <a href="https://yellowcard.mhra.gov.uk">https://yellowcard.mhra.gov.uk</a></p>	

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				<p>Immediate medical assistance should be obtained through calling 999 or through your GP</p> <p><b>You can safely throw away all of the LFD test kit in the bag provided in your general household waste bin.</b></p> <p><b>Never touch the soft, fabric tip of the swab with your hands.</b></p> <p><b>Do not touch the tongue, teeth, cheeks, gums, or any other surfaces with the fabric tip of the swab.</b></p> <p><b>Make sure you place the test strip on a flat surface. Do not move the strip during the test.</b></p> <p><b>Do not leave the test to develop, for longer than 30 minutes as this will make the result void.</b></p> <p><b>If your test result is positive you and your household must self-isolate following government guidelines.</b></p> <p>Once your test is complete, <b>put all</b></p>	



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				<p><b>of the used kit contents in the waste bag provided.</b> Put this in your general household waste.</p> <p>Make a note of your test results.</p> <p>An inconclusive result will require a retest. Both results will need reporting to both the NHS and school.</p> <p>Positive tests to be reported by email and logged via the NHS portal..</p> <p>Negative tests to be reported via NHS portal and email.</p> <p>Any spillages of test fluid to be wiped down with a paper towel. If spillage includes throat or nose sample, area should be disinfected using household cleaning products</p>	
<p><b>Effect on wellbeing. Mitigating anxiety amongst students &amp; staff,</b></p>	<p>All</p>	<p>The school have wellbeing procedures currently in place to support all students. See current Revised Reopening of Immanuel College RA March 2021 where these are listed.</p>	<p>H12</p>	<p>In order to manage and reduce anxiety due to the proposed LFD testing the school will provide guidance of the process and methodology in advance of issuing home test kits.</p>	<p>M8</p>



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				<p>Staff who will be issuing test kits will be able to provide current guidance and reassure students to reduce anxiety levels and offer further support if necessary.</p> <p>Students to be encouraged to access further support available through the school should they receive a positive result or anxiety levels are increased due to the process.</p>	
<p><b>Incorrect reading of results, poor reporting to T&amp;T and school/office following testing, resulting in ineffective process of thorough testing for setting and staff attending schools/office when they should be isolating.</b></p>	<p>All</p>	<p>Student training to be provided through the online video tutorials and materials provided via email</p> <p>In particular:</p> <p>Your 'How to guide' Rapid Testing of Education Staff and Secondary Age Students at Home (Self – Test) guide (Blue book).</p> <p>Why, Who, What and When Rapid Testing Secondary Schools and Colleges March 2021 (Orange book)</p> <p>How to Do a Rapid COVID-19 Self-Test guide.</p>	<p>H12</p>	<p>Students and their supervising adult are encouraged to refresh their understanding of reading test results and having the guidance document to hand when confirming results.</p> <p><a href="#">Self test video</a></p> <p>Testing to take place on a Sunday and Wednesday evening or Monday and Thursday morning for all students attending school. If attendance is part time, students encouraged to take their test the morning they attend school and only complete a second test if attending school 4 days later.</p>	<p>M8</p>

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		<p>How to Self-test Video</p> <p>The process for informing test and trace and school is provided through the training documents above.</p> <p><b>Results Guide.</b></p> <p><b>Negative Result.</b></p>  <p><b>Positive Result</b></p> 		<p>Students working from home do not need to take a test until the night before or morning before attending school.</p> <p>Encourage home assistance if necessary, to undertake test in accordance with government guidelines and based on students age and ability to self-swab.</p> <p><b>If you have a positive result, you, anyone who lives with you, and anyone in your support bubble, must self-isolate in accordance with current national and local guidance, which can be found at <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/">www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</a></b></p> <p>A test kit log and test kit result register to be set up in accordance with GDPR guidelines and the data protection act.</p> <p>Students who test positive will be asked to book a PCR test and be reminded of current government guidance. Students will be advised that a positive result of their LFD test means their household should</p>	

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		<p><b>Void Result</b></p>  <p><b>Report Your Results.</b></p> <p><b>You will need the QR code or the ID number under it, on the test strip to report your results</b></p>  <p>All test results must be communicated to the school once the test is completed.</p> <p>Students or their family member must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p>		<p>follow current government guidance and isolate until the results of the students PCR tests are known. If the PCR test result is positive further isolation of the household will be required in accordance with government guidelines. Currently 10 days from positive test if asymptomatic.</p> <p>Report online at <a href="http://www.gov.uk/report-covid19-results">www.gov.uk/report-covid19-results</a> Or telephone 119</p> <p>Positive tests to be reported by email and logged via the NHS portal.</p> <p>Negative tests to be reported via NHS portal and email.</p>	

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## Part C

<p><b>Links to other risk assessments and or safe working instructions - please see above.</b></p>	<p>Please see the Revised Opening of Immanuel College Risk Assessment March 2021 on the College website in conjunction with this risk assessment. Along with current government links to guidance documents in the notes section above.</p>		
<p><b>Name / Sign</b> When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented</p>			<p><b>Date</b></p>
			<p>19/04/2021</p>
<p><b>Review</b> - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?</p>			
<p>Please record any changes required and or action taken, then date and sign</p>			
<p><b>Reviewer Name &amp; Date</b></p>	<p>Liz Storey 7/04/21</p>	<p><b>Notes</b></p>	<p>PCR tests required following positive LFT.</p>
<p><b>Reviewer Name &amp; Date</b></p>		<p><b>Notes</b></p>	
<p><b>Reviewer Name &amp; Date</b></p>		<p><b>Notes</b></p>	