

**Staff Self-Administering of Lateral Flow Device Testing
SOUTH END JUNIOR SCHOOL**

HAZARD	ASSOCIATED RISK	CONTROL MEASURE
Contact between subjects when issuing tests	Transmission of virus	<ul style="list-style-type: none"> • Staff expected to follow COVID-19 control measures already in place in school • Tests to be collected located more than 2m away from any person • Staff collecting tests to collect one person at a time • Collection date pre-arranged
Staff self-administer test incorrectly	Test does not work Staff put off taking test	<ul style="list-style-type: none"> • Staff given information prior to collecting the test:- <ul style="list-style-type: none"> - FAQ, - How to do a Rapid Covid-19 self test (summary leaflet) - Letter containing link to video showing how to self-administer test • Test Kit issued along with latest instructions on how to use and staff asked to sign to confirm they have received both of these
Barriers and problems which prevent staff taking tests	Low uptake or staff stop participating	<ul style="list-style-type: none"> • FAQs shared • School contacts given to staff to share any queries with and/or to report any incident with the test itself • Letter to staff from Head strongly encourages staff to take the tests and explains benefits of doing so.
Administering the test	Transmission of virus, Incident with test	<ul style="list-style-type: none"> • Staff instructed to administer test at home • Up-to-date instructions issued with the test and staff already told about video they can watch • Staff asked to let J Simmons know if they have any incidents with the test

<p>Results not reported/recorded</p>	<p>Positive cases at large in community, School has no record of results</p>	<ul style="list-style-type: none"> • Staff given clear instructions in letter and email to report their result to both gov.uk and to the school itself. • Instructions on how to report results contained in email, letter and leaflet issued with the test. • School to retain record of staff results.
<p>Positive Test outcome</p>	<p>Correct procedures not followed, virus transmitted, Close contacts unaware, Staffing capacity at school effected</p>	<ul style="list-style-type: none"> • Staff members given clear instructions in letter and email about procedures to follow if their test is positive, • Staff member will not come into school until further steps are known and undertaken, • Leaflet issued with tests gives instructions about actions to take in cases of positive result, including instruction for who else will need to self-isolate, • When result reported online by staff member to gov.uk site, they will then be provided with further information on next steps to take. • School telephone contact number given to staff to ring if they do test positive. School will then take appropriate measures to make close contacts from school community aware of the need to self-isolate. School will contact the DfE helpline for advice and guidance on this as necessary. • Staff asked to test themselves on certain days of week by certain times. This will help the school manage any staffing shortages. Business Continuity Plan in place to deal with key staff shortages. SLT to remotely meet to decide on measures needed due to absent staff as necessary.
<p>Void Test outcome</p>	<p>Staff member may be positive but be unaware of this.</p>	<ul style="list-style-type: none"> • Leaflet issued with test instructs staff to take another test if their test is void • Letter issued to staff instructs staff to let the school know if they have 2 void tests. • FAQ document gives instructions on what to do if receive 2 void tests – ie book PCR test.

Occupational illness or injury	Swab breaks during testing or allergic reaction occurs	<ul style="list-style-type: none"> • Staff asked to let J Simmons know if they have any incidents with the test • Incident will be reported by school by raising a yellow card. • Anyone needing immediate medical care would also be expected to seek this through usual route of contacting 111 or 119.
Stock levels	Stock runs out	<ul style="list-style-type: none"> • School keeping record of how many kits have been issued • School keeping record of number of kits remaining • School keeping abreast of when next deliveries have been scheduled and whether there is a need to order more tests before scheduled deliveries.

FINALISED ON: 27 January 2021