

COVID-19 Home Testing Risk Assessment - MITRE schools

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

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| Production Date | 3.3.21 | Drafted by | M.Parris | |
| Activity / Task | | | | |
| Description of task / process / environment being assessed | General activities supporting the use of Lateral Flow Tests for home use by members of school staff and students | | | |
| Activities Involved | Testing school staff and students | | Location | Minster Trust for Education secondary schools |
| Who Might be affected | Employee ✓ | Student ✓ | Visitor | Service User |



| Hazard Identification and evaluation | | | | | | | |
|--------------------------------------|--|---|---|---------------------------------|----------|------|----------------------------|
| No | Hazards | Associated risks | Current Control/ Mitigation Measures | Risk Evaluation (post measures) | | | Additional control needed? |
| | | | | Probability | Severity | Risk | Action No |
| 1 | Contact between individuals when collecting tests increasing the risk of transmission of COVID19 | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> • Asymptomatic: All subjects and staff are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: masks to be worn by staff and students when collecting tests from the collection area / distribution of tests. • Hand hygiene: All subjects to use hand sanitiser provided before and after collecting and signing for tests. • Social distancing: For staff collection area / during distribution of tests for staff, 2m social distancing to be maintained. • Cleaning: Regular cleaning of any collection area including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter—only necessarily signing sheet and tests to be handled, with high standards of hand hygiene as described above. | 1 | 4 | 4 | No |
| 7 | Results not communicated to all parties | Information may not be shared with Test and Trace or the school so there is an inaccurate picture of infection. | <ul style="list-style-type: none"> • Frequent reminders for staff and students with regard to uploading test results • Additional guide includes hyperlinks and clear instructions • In-school logging acts as cross-reference, central record and mechanism by which staff and students can be reminded to follow process. • Any flagged issues to be acted on by school with students and their families – contact made, support offered, clarification of process. • Clarity with regard to responsibility for sharing outcomes for parents and older students. | 1 | 2 | 2 | No |
| 8 | Inaccurate reporting or recording of results | Inaccurate knowledge of cases at school. | <ul style="list-style-type: none"> • Individual and separate school-based recording system fully in place • Regardless of test and trace NHS communications, school maintains record of results and shares as necessary with parties as agreed through the privacy notice. • Frequent reminders to families and students of required communications with easy system for sharing test outcomes fully in place and explained. | 1 | 2 | 2 | No |
| 9 | Ensuring tests are carried out according to the correct procedure | Risk of inaccurate test outcomes Risk of personal injury | <ul style="list-style-type: none"> • Updated instructions to be provided to all staff and students participating in the programme in advance of any testing kits being used. • All students have in-school tests before home testing commences, including help and guidance from trained test centre staff. • Simple visual guides shared with families to aid twice weekly testing | 1 | 1 | 1 | No |



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| | | | <ul style="list-style-type: none"> Clear guidance provided for incident reporting, with school following up incidents with all relevant agencies, using required processes. | | | | |
|--|--|--|--|--|--|--|--|

| Control Improvements | | | | |
|----------------------|--|-------------------|-------------|----------------|
| Action No | Recommended additional control measures | Responsibility | Target Date | Date completed |
| 1 | Risk assessments to be made available to all test subjects | Covid Coordinator | 5.3.21 | |

| Additional Notes |
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Risk Evaluation

| | | Consequence of event occurring (Severity) | | | | |
|---|----------------|---|-------------------|-------------------|-------------------|-------------------|
| | | Negligible | Minor | Moderate | Major | Critical |
| Likelihood of event occurring (Probability) | Almost Certain | Tolerable 5 | Substantial 10 | Intolerable 15 | Intolerable 20 | Intolerable 25 |
| | Likely | Tolerable 4 | Substantial 8 | Intolerable 12 | Intolerable 16 | Intolerable 20 |
| | Possible | Trivial 3 | Tolerable 6 | Substantial 9 | Intolerable 12 | Intolerable 15 |
| | Unlikely | Trivial 2 | Tolerable 4 | Tolerable 6 | Substantial 8 | Substantial 10 |
| | Rare | Trivial 1 | Trivial 2 | Trivial 3 | Tolerable 4 | Tolerable 5 |

Likelihood

Rare, will probably never happen/recur
Unlikely, do not expect it to happen, but is possible
Possible, Might happen
Likely, will probably happen
Almost Certain, will undoubtedly happen

Severity

Negligible
 Minor
 Moderate
 Major
 Critical

Risk control strategies

Intolerable – stop activity, take immediate action to reduce the risk
Substantial - Take action within an agreed period
Tolerable – monitor the situation
Trivial – No action required

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.



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|--------------------------------|----------|------|--------|
| Persons involved in assessment | M.Parris | | |
| Signature of Lead Assessor | M.Parris | Date | 3.3.21 |

| Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident | | | | | | | |
|---|----------|-------------|-----------|-------------|----------|-------------|-----------|
| Review date | Comments | Reviewed by | Signature | Review date | Comments | Reviewed by | Signature |
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