

RISK ASSESSMENT



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| SERVICE AREA / TEAM | Bassingbourn Village College |
| ACTIVITY / TASK | Home testing of staff and students for Covid-19 |
| COMPLETED BY & DATE | Kevin Cornwell 18.03.2021 |
| REVIEW DATE | Ongoing Updated 15/04/2021 |

| What are the hazards? | Who might be harmed and how? | What are you doing already? | What further action is necessary? | Action by whom? | Action by when? | Done |
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| Failure to engage staff and pupils in the testing programme | Staff/students/visitors Lack of participation could cause an increase in transmission of the virus causing illness or even death. | Promoting the use of the test kits as to ensure a safe teaching environment. Leaflets and video links included in communications to staff and parents to support the use of the test kits. | | | | |
| Poor management and control of test kits on the | Staff/Students/Visitors Failure to control stock levels and poor storage methods could result in reduced testing capacity, | Non delivery of supplies immediately reported via DFE. Re-ordering process in place and done so in a timely manner as to not run short of | | | | |

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| school premises | false or inaccurate results, which could in turn result in transmission of the virus causing illness or even death. | supplies. Stock levels monitored. Kits stored securely and at between 2 and 30 degrees C. Logs kept of collection dates and person's (Staff and Students) who have collected kits including kit lot numbers. Student kits labelled with students name should they be mis-laid. Correct instructions are also included and signed for. | | | | |
| Collection of home test kits | Staff/Students Risk of contamination through handling kits, non social distancing and risk of injury due to trip hazards whilst collecting. | Hand sanitiser in place at collection point for staff. Staff advised to sign for test kits using own pen. Staff enter collection point on their own and wearing face mask. No trip hazards in place and is monitored. Students kits taken to classrooms, labelled and will be placed at their allocated seating position as to reduce the need to collect from staff. Kits signed for in a social distance manner using own | | | | |

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| | | pens. Hand sanitiser in place. | | | | |
| Inappropriate storage of kits at home. | School community and households. Could result in false results being recorded and a risk of the virus being spread causing illness or even death. | Storage instructions are issued within the step-by step guide, which states all recommended storage temperatures, also not to store in a fridge or freezer, and to leave kit at normal room temperature for 30mins before use. Store kits away from young children, vulnerable individuals and pets. | | | | |
| Inappropriate disposal of used test kit. | School community and households and the wider community. Could result in infection being spread which could cause illness or even death. | Disposal instruction is included within the step-by-step guide. Used kits to be bagged and placed in the domestic refuse. | | | | |

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| Difficulty in the use of the test kit. | Households/students. Could result in discomfort, injury, or invalid result meaning a risk of infection spread. | Full step-by-step guide included, NHS helpline available, any injury or reaction to the test can be reported to the MHRA. Can contact school for help and have the option of an on-site supervised test. 3 on site supervised tests for all the students has taken place to insure they understand the procedure of how to carry out a self-test in the correct manner. | | | | |
| Failure by school to report incidents or | All participants. Failure to manage and report could impact the | Any concerns raised are recorded and responded to. Repeated incidents or | | | | |

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| concerns about home testing | quality or safety of the testing. | concerns are reported to the DFE. | | | | |
| Failure to report results. | Staff/Students/wider community. Failure to follow the agreed procedure may jeopardise the validity of the testing | Reporting procedure included within the step-by-step guide which explains how to use the online and telephone reporting procedure. Test results also reported to school. Test kit lot number also reported. | | | | |
| Failure to respond to a positive test result. | Students/staff/visitors. Failure to report could result in the infection spreading throughout the community causing ill health or even death. | Participants advised on the importance of reporting a positive result and given guidance both by the school and NHS in respect of isolation and a follow up test. | | | | |

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| | | <p>School updates their Covid register.</p> <p>A positive LFD test result must be followed up with a PCR test within 48 hours, this can be booked either online or by calling 119.</p> | | | | |
| Lost or damaged kit | <p>Students/staff/visitors.</p> <p>Could result in a test not being taken and a carrier of the virus unknowingly spreading the disease.</p> | <p>All kits supplied are labelled with student's name.</p> <p>Replacements are available from school should one be damaged or lost. Guide advises not to use a damaged, unsealed, or out of date kit.</p> | | | | |
| Complacency of negative home test result | <p>Students/staff/wider community.</p> <p>Risk of not adhering to protective measures in place at school which could put them at risk from contracting the virus.</p> | <p>Staff and students reminded of the importance of adhering to all the protective measures that the school has put in place to protect them and their friends and colleagues from contracting the virus.</p> | | | | |

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| Use of test solutions. | Staff/Students/households Participants could be harmed or have an allergic reaction to chemicals contained within the kit. | Chemical components are not classified as hazardous for use as designed. Should be kept away from young children, vulnerable adults and pets when stored at home. Do not use test if it is out of date. Should in the unlikely event that any reaction to the use of the test kit occur this should be reported to the MHRA and the school. | | | | |
| Usage of stored test data. | Students/Staff Breach of data protection protocols. | Participants are advised of how the test data will be used and have received a copy of the relevant privacy notice. | | | | |