



**SCHOOL:** Cadmore End CofE School

**NAME OF ASSESSOR: Debbie Groom**

**DATE OF ASSESSMENT: 03/02/21 updated 08/03/21**

**21 TYPE: Rapid COVID-19 Testing for Primary (inc. school-based and maintained nursery) workforce**

What are the Hazards/Risks?	Who might be harmed and how?	Control measures, (including those for people at special risk)	Action by whom	Action by when	Done	Risk Factor taking all controls into consideration		
						L	C	Risk
Misunderstanding of the key roles in the school.	<p>All school workforce, inc. supply and peripatetic teachers and visitors (staff).</p> <p>Pupils in school (and their families) through transmission of the virus</p>	<p>Establish a <b>COVID Coordinator</b> (recommended to be the Headteacher or member of the SLT) as responsible for the overall management of rapid COVID-19 testing for primary/nursery school workforces.</p> <p>The <b>COVID Coordinator</b> is the main contact with NHS Test and Trace and is responsible for:</p> <ul style="list-style-type: none"> <li>Communicating with stakeholders.</li> <li>Ensuring staff are using the right instructions and they sign for the tests using the <b>Test Kit Log</b>.</li> <li>Providing training and information for all staff workforce.</li> <li>Management of delivery of tests and stock management of tests. Reordering tests when required.</li> <li>Creation and management of a <b>Register</b> for logging test results.</li> <li>Creation of an <b>Incident Log</b>, reporting incidents and carrying out risk management.</li> <li>Storing and reporting required data.</li> </ul>	Debbie	22.1.21	<p>Debbie G is co-ordinator</p> <p>Staff know. PDF information sheet was sent out</p> <p>Staff who work onsite undergo regular tests and record results for DG to check</p>			

		<ul style="list-style-type: none"> <li>• Reviewing updates to guidance daily and implementing required changes.</li> <li>• Ensure the school testing process is aligned with the Buckinghamshire Public Health response to Covid-19 and is reviewed regularly to ensure continued alignment.</li> <li>• Managing and continually assess the process against this risk assessment.</li> </ul> <p>Establish appropriate oversight and governance of testing at the school/nursery.</p> <ul style="list-style-type: none"> <li>• Distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits (face mask must be worn, and social distancing maintained).</li> <li>• Inputting test results from staff into your school's <b>'Register'</b>. Ensuring that the register is saved securely.</li> <li>• Sending reminders to participants to communicate their results online and to the school.</li> <li>• Responding to staff questions.</li> <li>• Working with the <b>COVID Coordinator</b> to support the management of the stock of kits.</li> </ul> <p>Contingency plan developed for absence by the key role holders identified above.</p>		25.1.21	<p>Staff who attend school complete COVID slip after each test (located by signing in book)</p> <p>All staff who attend school have taken a kit and regularly test (1-3 times a week depending on days they come into school)</p> <p>Senior leadership team</p>			
Failure to train all members of staff properly	<p>All school workforce, inc. supply and peripatetic teachers and visitors (staff).</p> <p>Pupils in school (and their families) through transmission of the virus</p>	<p>The <b>COVID Coordinator</b> to attend/watch DfE webinars 1&amp;2. Other key members of the testing team or staff members can watch the recordings if deemed necessary/helpful. The <b>COVID Coordinator</b> to access and read all the information on the DfE Primary Schools Document Sharing platform.</p> <p>All staff to undertake the following training. Training records to be established and maintained:</p> <ul style="list-style-type: none"> <li>• Tell staff what rapid testing is. Use the NHS <b>'How to Guide – Rapid Testing of Primary and Nursery Workforce'</b>.</li> </ul>	<p>Debbie</p> <p>All staff who are school based</p>	22.1.21	<p>Debbie read material on being a COVID co-ordinator</p> <p>Debbie distributed a PDF document on how staff use the</p>			

		<ul style="list-style-type: none"> <li>• Ensure all staff understand the different COVID testing roles in the school and who holds these roles.</li> <li>• Explain the process of collection of tests/correct instructions, the process for signing for tests in the school and recording the lot number against their name.</li> <li>• Explain the process of taking a test at home. All staff to watch instructional video provided on You Tube – <b>‘Step by Step Guide to COVID-19 Self Testing’</b>.</li> <li>• All staff to read the Instructions for Use document <b>‘Your Step-by-Step Guide for COVID-19 Self-Testing’ v 1.3.2</b> (ensuring you are using the correct version only – show slide from webinar).</li> <li>• Make sure that all staff know that it is a requirement for them to report their test results to both to NHS Test and Trace and to the school. Use the ‘Reporting the test result online’ slide from the webinar and explain the school reporting process.</li> <li>• Use the <b>Participation and Data Protection</b> slide (from the webinar) and links to discuss any staff concerns.</li> <li>• Make sure staff know who to contact if they have an incident while testing at home. Use the webinar slide on incident reporting.</li> </ul> <p>All staff to read the <b>Privacy Notice</b> before taking the tests.</p> <p>All staff must be aware that testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school/nursery in person, although participation in testing is strongly encouraged. Staff who decline to participate in the testing programme must follow the usual national guidelines on self-isolation and get tested if they show symptoms.</p> <p>The <b>COVID Coordinator</b> to review <b>DfE Primary Testing FAQs</b> on a regular basis.</p> <p>The <b>COVID Coordinator</b> to check the latest government guidance on rapid testing of primary/nursery workforce on a regular basis.</p>		Fortnightly checks	COVID testing kit and that they must read both the document and the instruction leaflet in the testing pack			
				Ongoing	Staff know that they need to complete the COVID test result for school and for the GOV			
					All staff who attend school have agreed to test.			

		All questions from members of staff to be checked against the Primary Testing FAQs on the document sharing platform by the <b>COVID Coordinator</b> and the answer communicated to all staff members. Should the answer not be found in the FAQs, the <b>COVID Coordinator</b> will contact the DfE coronavirus helpline on 0800 046 8687.						
School unaware of staff members 'opting out'	All school workforce, inc. supply and peripatetic teachers and visitors (staff).  Pupils in school (and their families) through transmission of the virus	The <b>COVID Coordinator</b> to ensure that they have written confirmation from all staff (inc. supply, peripatetic and visitors) as to whether they are opting in or opting out of testing and plan/communicate accordingly.  The school to plan in case of poor uptake by staff and plan accordingly.			All staff who attend school have agreed to test.			
Testing kits deliveries are not managed correctly	All school workforce, inc. supply and peripatetic teachers and visitors (staff).  Pupils in school (and their families) through transmission of the virus	The <b>COVID Coordinator</b> to review information from NHS Test and Trace to understand when the school/nursery will receive their deliveries of testing kits. The delivery schedule and further advice from NHS Test and Trace can be found on the DfE document sharing platform.  The <b>COVID Coordinator</b> to contact DfE Coronavirus Helpline if help is needed regarding deliveries (0800 046 8687), including missing or damaged items.  The <b>COVID Coordinator</b> to create and manage a <b>Test Kit Log</b> , to check and record each delivery as it arrives on site, record lot numbers for the test kits delivered and use for staff members to 'sign out' test kits.			All kits are fine.			
Insufficient stock of tests in school	All school workforce, inc. supply and peripatetic teachers and visitors (staff).	The <b>COVID Coordinator</b> to monitor stocks of testing kits carefully by establishing weekly demand versus stock levels and determining minimum re-order levels. To contact DfE Coronavirus Helpline if additional deliveries are required (0800 046 8687).	Debbie	Ongoing				

	Pupils in school (and their families) through transmission of the virus							
Testing kit collections point poses a risk of COVID-19 transmission	<p>All school workforce, inc. supply and peripatetic teachers and visitors (staff).</p> <p>Pupils in school (and their families) through transmission of the virus</p>	<p>The <b>COVID Coordinator</b> is responsible for:</p> <ul style="list-style-type: none"> <li>Ensuring that the collection point allows sufficient space to be available for 2 metre social distancing during the collection of the test by all members of staff.</li> <li>Determining a process for the safe collection of tests by staff members.</li> <li>Ensuring all staff members understand how and when to collect test safely.</li> </ul> <p>The <b>Registration Assistant</b> is responsible for:</p> <ul style="list-style-type: none"> <li>Ensuring they wear an appropriate face covering at all times during the handing out of the test kits, and that they maintain 2m from staff coming to collect their kits.</li> <li>Ensuring that the collection of kits follows the process established (above).</li> <li>Communicating any issues regarding the collection process to the <b>COVID Coordinator</b>.</li> </ul>	<p>N/A small school with very few staff.</p> <p>Kits located along with PPE equipment in the office</p>					
Testing kit storage and collection is not secure	<p>All school workforce, inc. supply and peripatetic teachers and visitors (staff).</p> <p>Pupils in school (and their families) through transmission of the virus</p>	<p>The <b>COVID Coordinator</b> is responsible for ensuring that the storage and collection point is:</p> <ul style="list-style-type: none"> <li>Able to be secured to prevent unauthorised access to the test kits.</li> <li>Inside and at a temperature between 2 and 30 degrees, out of direct sunlight/heat.</li> </ul>	Kits located along with PPE equipment in the office					
Test Kit Log is inaccurate	<p>All school workforce, inc. supply and peripatetic teachers and visitors (staff).</p> <p>Pupils in school (and their families) through transmission of the virus</p>	<p><b>The Registration Assistant</b> must record who takes the test kits on a <b>Test Kit Log</b> and ensure that this information is stored securely. This log must include the following and be kept until further guidance is given</p> <ul style="list-style-type: none"> <li>Name of school.</li> <li>Name of person issuing the test.</li> <li>Date of issue.</li> <li>Lot number of test kit (on the back of the test kit).</li> </ul>			All information is gathered and stored on a spreadsheet 5.3.21			

		<ul style="list-style-type: none"> <li>Name of person using the test.</li> </ul> <p>The <b>Registration Assistant</b> must ensure that all staff members receive, and sign for, a copy of the right <b>Instructions for Use</b> (v.1.3.2 dated 15 January 2021, plain blue cover). Refer to DfE webinar/slides. Old instructions to be destroyed</p>						
Supply teachers, peripatetic teachers and visitors are not included in school workforce procedures	<p>Supply and peripatetic teachers and visitors (staff).</p> <p>Pupils in school (and their families) through transmission of the virus</p>	<p><b>COVID Coordinator</b> will develop a process for testing supply teachers, peripatetic teacher and other visitors to the school site.</p> <p><b>COVID Coordinator</b> will communicate the process clearly to the <b>Registration Assistant</b>, all staff members and all supply teachers, peripatetic teachers and other visitors to the school site.</p>			N/A not having anyone other than staff on site			
Tests are not completed accurately by staff workforce	<p>All school workforce, inc. supply and peripatetic teachers and visitors (staff).</p> <p>Pupils in school (and their families) through transmission of the virus</p>	<p>The <b>COVID Coordinator</b> to ensure that all staff:</p> <ul style="list-style-type: none"> <li>Undertake the training and are provided with the correct literature and video links, as detailed above.</li> <li>Can ask questions and discuss issues.</li> <li>Feel confident in reporting issues and concerns to the <b>COVID Coordinator</b>.</li> </ul>			Debbie distributed a PDF document on how staff use the COVID testing kit and that they must read both the document and the instruction leaflet in the testing pack Staff confirmed at staff meeting 24.3.21			
Inaccurate reporting of test results	<p>All school workforce, inc. supply and peripatetic teachers and visitors (staff).</p>	<p>The <b>COVID Coordinator</b> to ensure that all staff:</p> <ul style="list-style-type: none"> <li>Are trained in and understand how to report their test result to NHS Test and Trace as <i>soon as the test is completed</i> and <i>every time they take a test</i>, even if the result is negative or invalid – either online or by telephone (as per the instructions in the home test kit).</li> </ul>			Debbie distributed a PDF document on how staff use the COVID testing kit			

	Pupils in school (and their families) through transmission of the virus	<ul style="list-style-type: none"> <li>Are aware that the test assigned to them is only to be used by themselves and that it must never be taken by anyone else.</li> </ul> <p>The <b>COVID Coordinator</b> will develop their own, locally managed <b>Register</b> and a process for all staff to log test results with the school, before staff arrive on site in the morning. This is important for identifying staff with positive results, for bubble management and contract tracing. This must be a separate document to the <b>Test Kit Log</b> for data protection reasons. This system to be communicated clearly to the whole staff team. This should include:</p> <ul style="list-style-type: none"> <li>The process and timelines for test to be taken and results to be communicated by staff (and onward communication to the headteacher if/when required).</li> <li>A process for dealing with non-reporting by staff.</li> <li>The process for logging results, who will deputise and how will this be communicated.</li> <li>How the results will be saved securely.</li> <li>Encouraging staff to follow requirements when reporting results online (e.g. sending reminders on test days).</li> <li>Identifying and reporting incidents.</li> <li>The creation of procedures to check, test and update the <b>Test Kit Log, Register</b> and <b>Incident Log</b> on a regular basis.</li> <li>The register should be kept until further guidance is given.</li> </ul>			and that they must read both the document and the instruction leaflet in the testing pack Staff confirmed at staff meeting 24.3.21			
Staff misunderstand their responsibilities following a test result	<p>All school workforce, inc. supply and peripatetic teachers and visitors (staff).</p> <p>Pupils in school (and their families) through transmission of the virus</p>	<p>The <b>COVID Coordinator</b> must ensure that all staff understand that they must report their result to <b>both</b> NHS Test and Trace through <a href="https://self-report.gov.uk">self-report.gov.uk</a> or ringing 119 and to the school (following the agreed school process), even if the result is negative or void:</p> <ul style="list-style-type: none"> <li><b>Staff with a negative LFD test result</b> – staff can continue to attend school/nursery, follow guidance and use protective measures.</li> <li><b>Staff with a positive LFD test result</b> – Individuals with a positive LFD result will need to self-isolate immediately in line with the <a href="https://www.gov.uk/guidance/self-isolation-guidance">stay-at-home guidance</a>. They must report their results to NHS Test and Trace as soon as the test is complete, as set out in the test kit instructions and <a href="https://self-report.gov.uk">self-report.gov.uk</a> page. This will enable</li> </ul>			COVID testing kit and that they must read both the document and the instruction leaflet in the testing pack Staff confirmed at staff meeting 24.3.21			

		<p>NHS Test and Trace to monitor the spread of the virus. They must also inform the school/nursery of their result so the school can identify close contacts and they can make appropriate cover arrangements. They should book a confirmatory PCR test online, then continue to isolate for 10 days (from the day the symptoms started) if the PCR test result is positive. The staff member must also inform the school/nursery of a positive PCR result.</p> <ul style="list-style-type: none"> <li>• <b>Staff with a void LFD test result</b> - if staff get a void result, this means that the test has not run correctly, and they will need to take another test as soon as possible, ideally on the same day. Staff should still report the void result to NHS Test and Trace via the <a href="https://selfreport.gov.uk">selfreport.gov.uk</a> page. They should use a new test kit but not reuse anything from the first kit. In the very unlikely event staff get two void test results, they should book a PCR test. Staff should self-isolate pending the result of the PCR test. Staff should inform the school/nursery as it may indicate a faulty batch of test kits.</li> <li>• <b>All staff</b> - The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a PCR test to check if they have the virus.</li> <li>• <b>All staff</b> - the LFD test kits for use by primary school staff are not to be used as an alternative to self-isolation. If a member of staff has been in close contact with a confirmed case of COVID-19, they should follow the government guidance and self-isolate.</li> </ul>						
Incidents are not reported accurately	All school workforce, inc. supply and peripatetic teachers and visitors (staff).	<p>Schools - Issues experienced by an individual at home:</p> <ul style="list-style-type: none"> <li>• The <b>COVID Coordinator</b> to develop an <b>Incident Log</b> and process for logging issues. Ensure the <b>Incident Log</b> is saved securely.</li> <li>• All staff members to be trained in what issues should be reported, to whom and by when.</li> </ul>	Ongoing	Debbie	Debbie to check results submitted by staff and investigate any issues			



	Pupils in school (and their families) through transmission of the virus	<ul style="list-style-type: none"> <li>The <b>Incident Log</b> to be reviewed daily by the <b>COVID Coordinator</b>. Lessons learnt identified and changes made to the testing process and risk assessment where needed. Changes to be communicated to all staff.</li> <li>If there are repeated or similar issues these should be reported to the DfE Helpline.</li> <li>The <b>COVID Coordinator</b> to share learning with the DfE should contact be made.</li> </ul> <p>Individuals</p> <ul style="list-style-type: none"> <li>If any immediate medical care is needed by staff members, this should be sought from the usual routes for seeking medical care through 111 or 999.</li> <li>If there is a clinical incident which led or has the potential for harm, staff to be advised to report this on <a href="#">Coronavirus Yellow Card reporting site</a></li> <li>For any non-clinical issues occurring in a home setting, participants to be advised to report any issues to 119 and inform the school (as above)</li> </ul> <p>Any other questions, concerns or reporting issues will be raised via the DfE coronavirus helpline on 0800 046 8687.</p>						
Risk of data protection breach in managing personal data	<p>All school workforce, inc. supply and peripatetic teachers and visitors (staff).</p> <p>Pupils in school (and their families) through transmission of the virus</p>	<p>Access to the data to be restricted to the <b>COVID Co-ordinator</b> (and <b>Registration Assistant</b>) and the Headteacher.</p> <p><b>Data/records to be stored securely on school computers only, not to be removed from school.</b> We are recording on paper.</p> <p>Ensure that the collection and storage of the data meets legislation requirements and the school's Data Protection Policy. The school/nursery will need to satisfy themselves that they have a lawful basis for processing personal data. The school/nursery will provide staff with a privacy notice explaining what personal data is required to participate in the programme.</p>						

Do any further controls need to be in place and monitored as satisfactory before finally signing off this assessment?

Control Measures Acceptable **Yes** / No

Revision date: - 22.2.21 checked/updated 8.3.21

Likelihood	Consequence	Overall Risk = Likelihood x Consequence
1- Highly unlikely <b>LOW</b> Unlikely to happen or very infrequently	1- Minor <b>LOW</b> Minor disruption to the management of the testing	Score: 1 & 2 = <b>Low</b> , or tolerable risk no action may be required
2- Unlikely <b>MEDIUM</b> Could happen on a less regular basis	2- Major <b>MEDIUM</b> More significant disruption to the management of the testing. Increase in staff absence. Issues with testing resulting in injuries to staff members.	Score: 3 & 4 = <b>Medium</b> , action to an agreed timetable
3-Likely <b>HIGH</b> Will almost certainly happen on a regular basis	3- Serious <b>HIGH</b> COVID outbreak in school affecting school community, serious complications, death	Score: 6 & 9 = <b>High</b> , urgent action required

### Sign Off

Role	Print Signature	Date
Headteacher		
COVID Coordinator		
Registration Assistant		
Staff		

