



Activity/ Situation		Covid-19 Staff Self Testing Risk Assessment JANUARY 2021			
Location		Saltersgate Infant School			
Persons at Risk		Pupils <input type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input type="checkbox"/>	Contractors <input type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>• <b>Receipt and Storage of testing kits</b></li> <li>• <b>Inadequate Infection Prevention and Control</b></li> <li>• <b>Recording of Results</b></li> <li>• <b>Negative results</b></li> <li>• <b>Positive results</b></li> <li>• <b>Invalid/Inconclusive results</b></li> </ul>				
	<b>CONTROL MEASURES</b>		<b>ADDITIONAL INFORMATION</b>	<b>YES</b>	<b>NO</b>
<p><i>Note: you <b>must</b> amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>					
<b>Receipt and storage of Testing kits</b>					
Testing kits are not received by the school in time to start the testing on 25 <sup>th</sup> January 2021		If kits are not received by 13.00 on 25 <sup>th</sup> January 2021 schools should contact the DFE coronavirus helpline on 0800 046 8687 or <a href="mailto:dfc.coronavirushelp@education.gov.uk">dfc.coronavirushelp@education.gov.uk</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tet kits are damaged on arrival		Report any damaged kits to the DFE helpline as above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual tests within the allocation have damaged bar codes		All Test kit Barcodes are checked by trained staff and the barcodes recorded on the allocation sheet .Any that are damaged are recorded as void and disposed of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kits are not correctly stored away upon receipt  The test cartridge and extraction solution is stored at ambient temperature (2-30 degrees Centigrade)		Testing kits are stored in a secure area  Temperature requirements are observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The reagents and devices are at room temperature (15-30 degrees centigrade) when used for testing				
Possibility of staff injury due to incorrect handling when moving testing kits to secure area or area for allocation	<p>Staff involved in the organisation of home testing have been trained on correct lifting and handling techniques</p> <p>Trolleys are available for the movement of large boxes</p> <p>Large boxes of kits are divided into smaller lightweight packages</p> <p>Movement of boxes is supported by the The school caretaker</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school runs out of testing kits to issue to staff	Stock control monitoring system is in place to ensure stocks are replenished regularly and adequate stock levels are maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Staffing/Information/Instruction/Training</b>				
<p>The school follows the Clinical Standard Operating Procedure for home Testing with Lateral Flow Antigen Testing Devices in and ensures that tests are administered correctly</p> <p>The manufacturer's instructions for use are shared with all relevant members of staff</p>	<p>All Staff are provided with the correct how to test guidance leaflet</p> <p>All staff have received training on the Lateral Flow Testing procedure via the NHS approved training video which demonstrates how to carry out the test</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Covid-19 Testing Coordinator for the school is Lee Bell	Responsible for the overall on-site operations for issue of testing kits and recording of results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The school conducts a regular audit of performance dealing with any issues identified	Weekly review meeting with all coordinators starting from Tuesday 26 <sup>th</sup> January 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Infection Prevention and Control (IPC)</b>				
Asymptomatic: All staff are 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 have been in close contact with someone who is displaying symptoms	Symptomatic individuals are advised to book a PCR test on the NHS App, online or by calling 119	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All staff on site are fully briefed and trained about PPE and Infection control	Staff are fully trained in all covid-19 infection control procedures  Safety signage is clearly displayed around the The school to remind staff of systems and procedures in place to prevent the spread of infection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All staff members are encouraged to not neglect the importance of hand hygiene, not to touch their face whilst working , and importantly stay at home if they develop COVID-19 related symptoms	All staff have been advised that the testing regime does not replace the need to adhere to the <b>HANDS FACE SPACE GUIDANCE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will focus on maintaining social distancing when collecting Lateral Flow Testing kits from the allocation room	Staff observe the 2m space rule  Allocation times are spaced so that staff are able to maintain 2m distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recording of Results</b>				
Participation is voluntary for the programme	by collecting and signing for the allocation of test kits staff are agreeing to take part in the testing programme  Staff who do not initially take part in home testing are aware that they can	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	decide to opt in at any time			
All LFD results must be logged on the government Log Results Website	This is completed by the member of staff on completion of the test Staff are aware that all results need to be logged on the NHS Test and Trace reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All LFD results must also be report to the The school testing coordinator using the procedure agreed by the The school  Testing days are set by the The school as Monday and Thursday for all staff in all Academies	The school staff do not have access to the NHS Tet and Trace test results so must receive notification direct from staff on testing days  Testing coordinators will be on duty on Monday and Thursday to collate testing results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All staff participating in home testing will be issued with the The school Covid-19 privacy Notice	The school Privacy notice confirms to staff that data is securely stored and only used for the purpose of the Testing process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Negative Results</b>				
Staff who return a negative test result do not need to self-isolate unless: a) They are symptomatic (they'll need to book a PCR test) b) someone they live with tests positive (or has symptoms and has not been tested yet) or c) they've been traced as a contact of someone who tested positive	Staff are aware of the possible outcomes of the test and the correct action to take in the event of Positive, Negative or inconclusive results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Positive Results</b>				
In the event that a staff member tests positive during home testing they must stay at home and arrange for a PCR test on the same day if possible to confirm the result	They should go to <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a> to book a follow-up test on the same day or as soon as possible. They should choose to visit a test site (preferably regional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	testing site (RTS) or mobile testing unit (MTU), as these are drive-through and allow safe travel without the risk of spreading the infection from people who have tested positive on LFD test and are faster than requesting a home test.			
Until the staff member gets further advice, they must self-isolate immediately for 10 days and everyone in their household must self-isolate in line with national policy	They should only leave home for their follow-up test, if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who are found to be positive after a confirmatory PCR test, need to inform the The school as soon as possible and continue self-isolating in line with the national guidance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The The school will identify close contacts of the case in the school setting and report the positive result to the local authority following the usual process  The The school will cooperate with the advice provided by the local Public Health Team and the DFE advice line where required	Identified contacts/bubbles will be advised to self-isolate from this point for 10 days from the last day of contact with the person with the positive test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the confirmatory PCR test is negative, the individual may stop self-isolating and their contacts do not need to self-isolate or be part of daily contact testing unless a) they are symptomatic (they'll need to book a PCR test), b) someone they live with tests positive (or has symptoms and has not been tested yet) or c) they've been traced as a contact or someone who tested positive				
<b>Invalid or Inconclusive Results</b>				
Staff who return an invalid (or could not read sample) LFD result should repeat the test		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the second test is invalid, the subjects should book a PCR test	While awaiting PCR results they'll only need to self-isolate if a) they are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	symptomatic (they'll need to book a PCR test), b) someone they live with tests positive (or has symptoms and has not been tested yet) or c) they've been traced as a contact or someone who tested positive			
--	---	--	--	--

State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment	<b>High</b> <input type="checkbox"/>	<b>Med</b> <input type="checkbox"/>	<b>Low</b> <input checked="" type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	<b>Yes</b> <input checked="" type="checkbox"/>		<b>No</b> <input type="checkbox"/>
Is activity still acceptable with this level of risk?	<b>Yes</b> <input checked="" type="checkbox"/>		<b>No</b> <input type="checkbox"/>
If no, has this been escalated to senior leadership team?	<b>Yes</b> <input type="checkbox"/>		<b>No</b> <input type="checkbox"/>

<b>Assessor(s):</b>		<b>Signature(s):</b>	
<b>Position(s):</b>			
<b>Date:</b>		<b>Review Date:</b>	

**Distribution: All The school staff and building users – Buttons and Community teams**

<i>Risk rating</i>	<i>Action</i>
<b>HIGH</b>	<b>Urgently review/add controls &amp; monitor, notify H&amp;S Team (if Likely or Highly Likely – stop work, seek competent advice)</b>
<b>MEDIUM</b>	<b>Review/add controls (as far as reasonably practicable) &amp; monitor</b>
<b>LOW</b>	<b>Monitor control measures</b>

**POTENTIAL OUTCOME**

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

**LIKELIHOOD**

Highly likely	More likely to occur
Likely	↓
Possible	
Unlikely	
Remote	Less likely to occur

**POTENTIAL OUTCOME**

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

**LIKELIHOOD**