



SCHOOL: Frieth CEC School

NAME OF ASSESSOR: Mrs T Nowell

DATE OF ASSESSMENT: 21/01/2021

TYPE: Rapid COVID-19 Testing for Primary Workforce

What are the Hazards/Risks?	Who might be harmed and how?	Control measures, (including those for people at special risk)	Actions Required	Risk Level taking all controls into consideration
<p>Misunderstanding of the key roles in the school.</p>	<p>All school workforce, inc. peripatetic teachers.</p> <p>Pupils in school (and their families) through transmission of the virus</p>	<p>Established a COVID Coordinator (School Administrator) as responsible for the overall management of rapid COVID-19 testing for staff.</p> <p>The COVID Coordinator is the main contact with NHS Test and Trace and is responsible for:</p> <ul style="list-style-type: none"> • Communicating with stakeholders. • Ensuring staff are using the right instructions and they sign for the tests using the Test Kit Log. • Providing training and information for all staff workforce. • Management of delivery of tests and stock management of tests. Reordering tests when required. • Creation and management of a Register for logging test results. • Creation of an Incident Log, reporting incidents and carrying out risk management. • Storing and reporting required data. • Reviewing updates to guidance daily and implementing required changes. • Ensure the school testing process is aligned with the Buckinghamshire Public Health response to Covid-19 and is reviewed regularly to ensure continued alignment. • Managing and continually assess the process against this risk assessment. • Establish appropriate oversight and governance of testing at the school. <p>Established a Registration Assistant (School Administrator) to:</p> <ul style="list-style-type: none"> • Distribute the correct number of test kits to staff and manage the schedule for the distribution of the next sets of kits (face mask to be worn, and social distancing maintained). • Input test results from staff into school's 'Register'. Ensuring that the register is saved securely. • Send reminders to participants to communicate their results online and to the school. • Respond to staff questions. • Work with the COVID Coordinator to support the management of the stock of kits. <p>In the event that the School Administrator is unavailable, the Headteacher, or most senior member of staff in school, will take over these duties.</p>	<p>New staff arriving on site to be updated.</p> <p>Processes to be reviewed when visitors, sports coach or peripatetic teachers start coming onto site.</p>	

<p>Staff misunderstand the process or their responsibilities following a test result.</p>	<p>All school workforce.</p> <p>Pupils in school (and their families) through transmission of the virus</p>	<p>COVID Coordinator watched DfE webinars 1&2. Other staff signposted to useful recordings. COVID Coordinator accesses and reads all 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"> • What rapid testing is. Using NHS 'How to Guide – Rapid Testing of Primary and Nursery Workforce'. • Understanding the different COVID testing roles in the school and who holds these roles. • Explaining 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. • Explaining the process of taking a test at home. All staff to watch instructional video provided on You Tube – 'Step by Step Guide to COVID-19 Self Testing'. • All staff to read the Instructions for Use document 'Your Step-by-Step Guide for COVID-19 Self-Testing v 1.3.2 (or most recent version). • Ensuring 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. (Using 'Reporting the test result online' slide from the webinar) and explaining the school reporting process. • Using the Participation and Data Protection slide (from the webinar) and links, to discuss any staff concerns. • Making sure staff know who to contact if they have an incident while testing at home. (Using the webinar slide on incident reporting.) <p>All staff to read the Privacy Notice before taking the tests and sign a consent.</p> <p>All staff made aware that testing is not mandatory and that they do not need to provide proof of a negative test result to attend school 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>COVID Coordinator to review DfE Primary Testing FAQs on a regular basis.</p> <p>COVID Coordinator to check latest government guidance on rapid testing of primary workforce regularly.</p> <p>All questions from members of staff to be checked against the Primary Testing FAQs on the document sharing platform by COVID Coordinator and the answer communicated to all staff. Should the answer not be found in the FAQs, the COVID Coordinator will contact the DfE coronavirus helpline on 0800 046 8687.</p>	<p>New staff arriving on site to be updated.</p> <p>Covid Co-ordinator to keep abreast of changes with regular checks.</p>	
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Testing kits deliveries are insufficient or not managed, stored or distributed correctly.	All school staff, pupils in school (and families) through virus transmission.	<p>COVID Coordinator to:</p> <ul style="list-style-type: none"> Review info on DfE document sharing platform to know when school will receive deliveries of test kits. Contact DfE Helpline if needed regarding deliveries (0800 046 8687), inc. missing or damaged items. Create and manage Test Kit Log, 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. Monitor stock of testing kits to determine re-order levels. Contact DfE Coronavirus Helpline if additional deliveries are required (0800 046 8687). Determining a process for the safe storage and collection of tests by staff members and informing staff. 		
Test Kit Log is inaccurate	All school staff, pupils in school (and families) through virus transmission.	<p>COVID Coordinator to record who takes the test kits on a Test Kit Log and ensure 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"> Name of school. Name of person issuing the test. Date of issue. Lot number of test kit (on the back of the test kit). Name of person using the test. <p>COVID Coordinator to ensure that all staff members receive, and sign for, a copy of the right Instructions for Use. Refer to DfE webinar/slides. Old instructions to be destroyed</p>	Secure storage to be identified for testing kits.	
Tests are not completed or reported accurately by staff workforce	All school staff, pupils in school (and families) through virus transmission.	<p>The COVID Coordinator to ensure that all staff:</p> <ul style="list-style-type: none"> Undertake the training and are provided with the correct literature and video links, as detailed above. Can ask questions and discuss issues. Feel confident in reporting issues and concerns to the COVID Coordinator. Are trained in and understand how to report their test result to NHS Test and Trace <i>as soon as the test is completed and 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). 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. 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). Headteacher to be aware of all systems in case of School Administrator absence. 	Register to be maintained as separate document to Test Kit Log for data protection reasons until further notice.	
Incidents are not reported accurately	All school staff, pupils in school (and families) through virus transmission.	<ul style="list-style-type: none"> COVID Coordinator to maintain and securely save Incident Log and process for logging issues. All staff members to be trained in what issues should be reported, to whom and by when. Incidents to be reported to headteacher for further actions or updates to processes/risk assessment. COVID Coordinator to share learning with the DfE should contact be made. If there is a clinical incident which led or has the potential for harm, staff to be advised to report this on Coronavirus Yellow Card reporting site. 		

Risk of data protection breach in managing personal data	All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus	Access to the data to be restricted to the COVID Co-ordinator (and Registration Assistant) and the Headteacher. Data/records to be stored securely on school computers only, not to be removed from school. 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.		
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Do further controls need to be in place and monitored as satisfactory before finally signing off this assessment? No

Control Measures Acceptable Yes

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

This Risk Assessment will be reviewed weekly, plus whenever an incident is reported, with appropriate changes made.