



SCHOOL: Hawridge and Cholesbury CE School NAME OF ASSESSOR: Rosie Phillips

DATE OF ASSESSMENT: 01/02/2021

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)	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>Mrs Rosie Phillips (Head teacher) is the COVID-19 Coordinator and is responsible for the overall management of rapid COVID-19 testing for Hawridge and Cholesbury School workforce.</p> <p>The COVID-19 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. 	RP	01.02.2021	Yes	1	1	Low

		<p>Establish appropriate oversight and governance of testing at the school.</p> <p>Registration Assistant (Mrs Anne Jones, School Business Manager) will:</p> <ul style="list-style-type: none"> • Distribute 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). • Input test results from staff into the school's 'Register'. Ensuring that the register is saved securely. 'M' Drive/Lockdown2021 • Send reminders to participants to communicate their results online and to the school. • Respond to staff questions. • Work with the COVID-19 Coordinator to support the management of the stock of kits. <p>In the absence of the Head teacher, the Acting Assistant Head teachers (Mrs Lucia White (M & Tu) and Mrs Caroline Davey (Mon, Weds, Fri) will act as Covid-19 Coordinator on their designated days. Office Admin staff (Mrs Corinne Barnes and Mrs Fozia Parveen) will support as assistants in the absence of the School Business Manager.</p>	CD/ LW CB/ FP						
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 COVID-19 Coordinator to attend/watch DfE webinars 1&2. Other key members of the testing team or staff members can watch the recordings if deemed helpful. The COVID Coordinator 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"> • Tell staff what rapid testing is. Use the NHS 'How to Guide – Rapid Testing of Primary and Nursery Workforce'. • Ensure all staff understand the different COVID-19 testing roles 	RP	01.02.2021	Yes	1	1	Low	

		<p>in the school and who holds these roles.</p> <ul style="list-style-type: none"> • 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. • Explain 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 (ensuring you are using the correct version only – show slide from webinar). • 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. • Use the Participation and Data Protection slide (from the webinar) and links to discuss any staff concerns. • Make sure staff know who to contact if they have an incident while testing at home. Use the webinar slide on incident reporting. <p>All staff to read the Privacy Notice 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 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 COVID-19 Coordinator to review DfE Primary Testing FAQs on a regular basis.</p> <p>The COVID-19 Coordinator to check the latest government guidance on rapid testing of primary workforce on a regular basis.</p> <p>All questions from members of staff will be checked against the</p>						
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		Primary Testing FAQs on the document sharing platform by the COVID-19 Coordinator and the answer communicated to all staff members. Should the answer not be found in the FAQs, the COVID-19 Coordinator 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 COVID-19 Coordinator will 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 will plan in case of poor uptake by staff and plan accordingly. (see Covid-19 risk assessment)	RP	01.02.2021	Yes	1	1	Low
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 COVID-19 Coordinator will review information from NHS Test and Trace to understand when the school 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 COVID-19 Coordinator (or Assistant) will contact DfE Coronavirus Helpline if help is needed regarding deliveries (0800 046 8687), including missing or damaged items. The COVID-19 Coordinator will create and manage a 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.	RP	01.02.2021	Yes	1	1	Low
Insufficient stock of tests in school	All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus	The COVID Coordinator-19 will monitor stocks of testing kits carefully by establishing weekly demand versus stock levels and determining minimum re-order levels. Will contact DfE Coronavirus Helpline if additional deliveries are required (0800 046 8687).	RP	01.02.2021	Ongoing	1	1	Low

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 COVID-19 Coordinator is responsible for:</p> <ul style="list-style-type: none"> 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. Determining a process for the safe collection of tests by staff members. Ensuring all staff members understand how and when to collect test safely. (initial collection form kitchen door over a designated day) <p>The Registration Assistant is responsible for:</p> <ul style="list-style-type: none"> 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. Ensuring that the collection of kits follows the process established (above). Communicating any issues regarding the collection process to the COVID Coordinator. 	RP	01.02.2021	Yes and ongoing	1	1	Low
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 COVID-19 Coordinator is responsible for ensuring that the storage and collection point is:</p> <ul style="list-style-type: none"> Able to be secured to prevent unauthorised access to the test kits. Inside and at a temperature between 2 and 30 degrees, out of direct sunlight/heat. 	RP	01.02.2021	Yes	1	1	Low
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>The Registration Assistant will record who takes the test kits on a Test Kit Log and ensure that this information is stored securely. This log includes the following and is 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>The Registration Assistant will ensure that all staff members</p>	RP	01.02.2021	Yes	1	1	Low

		receive, and sign for, a copy of the right Instructions for Use (v.1.3.2 dated 15 January 2021, plain blue cover). Refer to DfE webinar/slides. Old instructions to be destroyed							
Supply teachers, peripatetic teachers and visitors are not included in school workforce procedures	Supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus	COVID-19 Coordinator will develop a process for testing supply teachers, peripatetic teacher and other visitors to the school site. COVID-19 Coordinator will communicate the process clearly to the Registration Assistant , all staff members and all supply teachers, peripatetic teachers and other visitors to the school site.	N/A	No visitors currently permitted on site.	N/A	N/A	N/A	N/A	N/A
Tests are not completed accurately by staff workforce	All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus	The COVID-19 Coordinator will ensure that all staff: <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-19 Coordinator. 	RP	01.02.2021	Yes	1	1	Low	
Inaccurate reporting of test results	All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus	The COVID-19 Coordinator will ensure that all staff: <ul style="list-style-type: none"> • 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. <p>The COVID-19 Coordinator manages locally a Register 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 contact tracing. This is a separate document to the Test Kit Log for data protection reasons. All staff have been clearly communicated with regarding expectations (email to all staff 28.01.2021) This includes:</p> <ul style="list-style-type: none"> • Testing is to take place on a Sunday and Wednesday evening as 	RP	01.02.2021	Yes	1	1	Low	

		<p>close to 9 pm as possible (after possible contamination). (weekly reminders on staff briefing as required)</p> <ul style="list-style-type: none"> • Results to be reported to self-report.gov.uk or by ringing 119 and emailed to the school office email address office@hawridge-cholesbury.bucks.sch.uk with the date and results in the subject line and confirmation that NHS notification has taken place. • In the event of a POSITIVE result, the Head teacher must be contacted immediately. Staff should not assume messages have been received without an acknowledgement. • The Assistant will chase and notify the Covid-19 Coordinator of any non-reporting by staff, who will pursue. • The Assistant will complete the Log of results which will be monitored by the Covid-19 Coordinator. • All results saved securely on the 'M' drive/lockdown2021. • Incidents identified will be reported to the Covid-19 Coordinator and recorded on the Incident Log. • The Test Kit Log, Register and Incident Log will be updated on a regular basis. • The register will be kept until further guidance is given. 						
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>All staff must report their result to both NHS Test and Trace through self-report.gov.uk or ringing 119 and to the school (see agreed school process above), even if the result is negative or void:</p> <ul style="list-style-type: none"> • Staff with a negative LFD test result – staff can continue to attend school/nursery, follow guidance and use protective measures. • Staff with a positive LFD test result – Individuals with a positive LFD result will need to self-isolate immediately in line with the stay-at-home guidance. 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 self-report.gov.uk page. This will enable NHS Test and Trace to monitor the spread of the virus. They must also inform the school of their result so the school can identify close contacts and they can make appropriate cover arrangements. They should book a confirmatory PCR test 	All staff RP	01.02.2021	Yes	1	1	Low

		<p>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 of a positive PCR result.</p> <ul style="list-style-type: none"> • Staff with a void LFD test result - 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 selfreport.gov.uk 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 as it may indicate a faulty batch of test kits. • All staff - 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. • All staff - 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. 						
Incidents are not reported accurately	<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>Schools - Issues experienced by an individual at home:</p> <ul style="list-style-type: none"> • An Incident Log is used to log issues and is securely saved on the 'M' Drive / lockdown 2021. • All staff members to report any issues to the Covid-19 Coordinator immediately. • The Incident Log to be reviewed daily by the COVID Coordinator. Lessons learnt identified and changes made to the testing process and risk assessment where needed. Changes will be communicated to all staff. • Repeated or similar issues these will be reported to the DfE 	<p>RP</p> <p>All</p>	01.02.2021	Yes	1	1	Low

		<p>Helpline.</p> <ul style="list-style-type: none"> The COVID-19 Coordinator to share learning with the DfE should contact be made. <p>Individuals</p> <ul style="list-style-type: none"> 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. 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 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) <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 COVID-19 Co-ordinator (and Registration Assistant) and the assistant Head teachers.</p> <p>Data/records will be stored securely on school computers only, not to be removed from school.</p> <p>Ensure that the collection and storage of the data meets legislation requirements and the school's Data Protection Policy. The school will satisfy themselves that they have a lawful basis for processing personal data. The school will provide staff with a privacy notice explaining what personal data is required to participate in the programme.</p>	RP	01.02.2021	Yes	1	1	Low

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

Control Measures Acceptable Yes

Revision date: - 02.02.2021

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

Sign Off

Role	Print Signature	Date
Headteacher	Rosie Phillips	02.02.2021
COVID Coordinator	Rosie Phillips	02.02.2021
Registration Assistant	Anne Jones	02.02.2021
Staff		