

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

COVID-19 Testing for Staff in Primary Schools, School-Based Nurseries and Maintained Nursery Schools. Used with Existing Risk Assessments & Current Government Guidance

“All policies and other documentation provided to the client by Derbyshire County Council remain exclusively the property of the Council. The client is entitled to retain and use these items only for so long as its contract with the Council subsists. Upon the contract’s termination, all such items shall cease to be used by the client, with immediate effect, and shall be promptly returned to the Council. In the event of breach by the client of this agreement, the Council reserves all legal rights and remedies”.

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Hartington C of E Primary School			
Date of Assessment	25th January 2021	Date of Issue	29th January 2021
Assessment carried out by	Tracy Blackwell Judith Flower	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients Staff Visitors Contractor Others (specify)

Name of Manager confirming and agreeing Assessment:	Tracy Blackwell
Signature:	

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

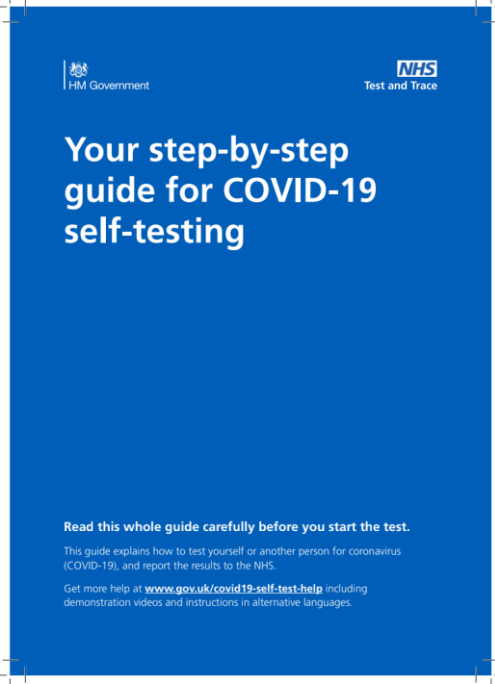
I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date
Tracy Blackwell					
Judith Flower					
Laura Jones					
Claire McGuinness					
Mary Teeboon					
Laura Robinson					
Tara Donnelly					
Anne Stubbs					
David Gibbs					
Mark Rushworth					

RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & CURRENT GOVERNMENT GUIDANCE

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p>Planning shortcomings</p>	<p>The school has appropriate oversight and governance of testing.</p> <p>A COVID-19 Coordinator is in place (<i>Tracy Blackwell the Headteacher or Judith Flower Governor/SBO</i>) as responsible for the overall management of rapid COVID-19 testing for primary school workforces.</p> <p>The COVID-19 Coordinator is the main contact with 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 using the materials available on the DfE Primary Schools Document Sharing Platform. • 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. • Ensuring the school testing process is aligned with the Derbyshire Public Health response to Covid-19 and is reviewed regularly to ensure continued alignment. 			<p>➤ Together with NHS Test and Trace, the DfE hosted webinars for staff testing in primary schools, including school-based nurseries and maintained nursery schools.</p> <p>1. Introduction to testing in primary schools.</p> <ul style="list-style-type: none"> • Monday, 18 January 2021 <p>2. Reporting and recording of results.</p> <ul style="list-style-type: none"> • Tuesday, 19 January 2021 <p>➤</p>		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Planning shortcomings</p>	<ul style="list-style-type: none"> Managing and continually assess the process against this risk assessment. <p>The school has established a Registration Assistant (<i>Tracy Blackwell & Judith Flower as the COVID-19 Coordinator</i>) to:</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. Sending reminders to participants to communicate their results online and to the school. Responding to staff questions. Working with the COVID-19 Coordinator to support the management of the stock of kits. <p>Contingency plan is in place for absence by the key role holders identified above.</p>			<ul style="list-style-type: none"> ➤ Staff/volunteers who work on school sites to support in the running of the school such as catering, cleaning and caretaking colleagues are classed as part of the school community and therefore are included in the guidance regarding home testing. 		
<p>Lack of information and training</p>	<p>The COVID-19 Coordinator have viewed the DfE webinars 1 and 2 (<i>other staff members can watch the recordings if deemed necessary/helpful</i>). The COVID-19 Coordinator has accessed and read all the information on the DfE Primary Schools Document Sharing Platform.</p> <p>All staff will undertake the following training and training records are established and maintained:</p> <ul style="list-style-type: none"> Staff are informed what rapid testing is, using the NHS 'How to Guide – Rapid Testing of Primary and Nursery Workforce'. 			<ul style="list-style-type: none"> ➤ 		

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<p>(Continued)</p> <p>Lack of information and training</p>	<ul style="list-style-type: none"> All staff understand the different COVID-19 testing roles in the school and who holds these roles. 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 is explained. 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’ is explained. All staff to read the Instructions for Use document ‘Your Step-by-Step Guide for COVID-19 Self-Testing’ V 1.3.2 (<i>ensuring you are using the correct version only – show slide from webinar</i>). All participating 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. The Participation and Data Protection slide (from the webinar) and links are used to discuss any staff concerns. Staff know who to contact if they have an incident while testing at home. <p>All staff will read the Privacy Notice before taking the tests.</p> <p>All staff are informed 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.</p>			<p>➤ V 1.3.2</p>  <p>➤ All highlighted bullet points are relevant to our setting and will be followed.</p> <p>➤ No pupils are being tested in this setting, only staff members are self testing.</p>		

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(Continued) Lack of information and training	<p>Staff who decline to participate in the testing programme will follow the usual national guidelines on self-isolation and get tested if they show symptoms.</p> <p>The COVID-19 Coordinator will keep up to date with the DfE Primary Testing FAQs and check the latest government guidance on rapid testing of primary/nursery workforce on a regular basis.</p> <p>All questions from members of staff are checked against the Primary Testing FAQs on the document sharing platform and DCC FAQs 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 should contact the DfE coronavirus helpline on 0800 046 8687 or DCC ASCH.testandtrace@derbyshire.gov.uk for further clarification.</p>			<ul style="list-style-type: none"> ➤ A copy of the DCC most asked questions and answers regarding Covid 19 testing of staff will be provided to all staff members 		
Unaware of staff 'opting out' of school testing	<p>The COVID-19 Coordinator will make arrangements to ensure that they have written confirmation from all staff (<i>including supply, peripatetic and visitors</i>) as to whether they are opting in or opting out of testing and plan/communicate accordingly.</p> <p>The school will make an informed decision on arrangements in case of poor uptake by staff and plan accordingly with the Governing body.</p>			<ul style="list-style-type: none"> ➤ Updated log of staff opting in or out of self-testing will be maintained. 		
Insufficient stock of tests in school	<p>Stocks of testing kits are monitored carefully by the COVID Coordinator by establishing weekly demand versus stock levels and determining minimum re-order levels. Contact is made with the DfE Coronavirus Helpline if additional deliveries are required (0800 046 8687).</p>			<ul style="list-style-type: none"> ➤ 		

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Unmanaged testing kits deliveries	<p>The COVID-19 Coordinator has reviewed the 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 Primary Schools Document Sharing Platform.</p> <p>The COVID-19 Coordinator is aware to contact DfE Coronavirus Helpline if help is needed regarding deliveries (0800 046 8687), including missing or damaged items.</p> <p>The COVID-19 Coordinator has created 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.</p>			➤		
COVID-19 Precautionary transmission measures not being followed at testing kit collections point	<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. <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-19 Coordinator. 			➤ Not relevant, staff are home testing and adhering to guidance in 'Your step-by-step guide for Covid 19 self-testing'		

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Testing kit storage and collection is not secure	<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. 			<ul style="list-style-type: none"> ➤ Stored in key pad locked school office following delivery and prior to distribution. 		
Test Kit Log is inaccurate	<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 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>The Registration Assistant will ensure that all staff members 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 (<i>old instructions should be disposed of</i>).</p>			<ul style="list-style-type: none"> ➤ Testing kits will be checked on delivery for relevant information and test log updated. 		
Supply teachers, peripatetic teachers and visitors are not included in school workforce procedures	<p>COVID-19 Coordinator will develop appropriate arrangements for testing supply teachers, peripatetic teacher and other visitors to the school site.</p> <p>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.</p>			<ul style="list-style-type: none"> ➤ 		

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Tests are not completed accurately by staff workforce	<p>The COVID-19 Coordinator will support all staff to:</p> <ul style="list-style-type: none"> Undertake the training and are provided with the correct literature and video links, as detailed above. Ask questions, discuss issues and feel confident in reporting issues and concerns to the COVID-19 Coordinator. 			➤		
Inaccurate reporting of test results	<p>All staff are;</p> <ul style="list-style-type: none"> informed and understand how to report their test result to NHS Test and Trace as soon as the test is completed and every time they take a test, even if the result is negative or invalid – either online or by telephone (as per the instructions in the home test kit). 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>A locally managed Register and a process for all staff to log test results with the school, before staff arrive on site in the morning has been organised by the COVID-19 Coordinator (<i>This is important for identifying staff with positive results, for bubble management and contract tracing</i>).</p> <p>This must be a separate document to the Test Kit Log for data protection reasons.</p> <p>The following points are communicated clearly to the whole staff team:</p> <ul style="list-style-type: none"> 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). A process for dealing with non-reporting by staff. The process for logging results, who will deputise and how will this be communicated. How the results will be saved securely. 			<ul style="list-style-type: none"> ➤ Staff will test on Sunday evening and all positive test will be reported to the Covid 19 co-ordinator (TB) who will put the follow up actions into place <ul style="list-style-type: none"> Inform staff Inform Governors Inform parents Close school (One bubble at present time due to flooding, this will increase to two bubbles once school hall back in action) – to be reviewed ➤ 2nd test will take place on Wednesday evening. ➤ Covid 19 School testing Privacy Notice in place 		

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<i>(Continued)</i> Inaccurate reporting of test results	<ul style="list-style-type: none"> • Encouragement for staff to follow requirements when reporting results online (e.g. sending reminders on test days). • Identifying and reporting incidents. • The creation of procedures to check, test and update the Test Kit Log, Register and Incident Log on a regular basis. • The register should be kept until further guidance is given. 			➤		
Disposal of test kit(s)	Once the test is complete, staff are required to put all of the used test contents in the small waste bag provided as part of the kit. They should then seal the bag and put the bag in their appropriate bin at home – it is classified as general household waste.			➤		
Staff failure to follow test result responsibilities	<p>Staff understand that they must report their result to both NHS Test and Trace through self-report.gov.uk 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"> • 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/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. 			➤		

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<p><i>(Continued)</i></p> <p>Staff failure to follow test result responsibilities</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 self-report.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. 			➤		
<p>Failure to report incidents accurately</p>	<p>Schools - Issues experienced by an individual at home:</p> <ul style="list-style-type: none"> • The COVID-19 Coordinator to develop an Incident Log and process for logging issues. Ensure the Incident Log is saved securely. • All staff members to be trained in what issues should be reported, to whom and by when. 			➤		

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<p><i>(Continued)</i></p> <p>Failure to report incidents accurately</p>	<ul style="list-style-type: none"> The Incident Log to be reviewed daily by the COVID-19 Coordinator. Lessons learnt identified and changes made to the testing process and risk assessment where needed. Changes to be communicated to all staff. If there are repeated or similar issues these should be reported to the DfE Helpline. 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 NHS 111 or 999. If there is a clinical incident which led or has the potential for harm, staff to be advised to report this to your Area Health and Safety Consultant. For any non-clinical issues occurring in a home setting, participants to be advised to report any issues to (<i>NHS COVID-19</i>) 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>			<p>➤ Following consultation with Claire Archibald Data Protection Officer - (GDPR for schools) in the eventuality of a whole school closure the test kit/incident logs will be maintained by TB & JF. The logs will be held on school issued encrypted memory pens and transferred to the C drive of TB/JF school issued lap tops. The files will be password protected also.</p>		
<p>Risk of data protection breach</p>	<p>Access to the data to be restricted to the COVID Co-ordinator (and Registration Assistant) and the SBO.</p> <p>Data/records are saved on secure systems, with appropriate safeguards.</p> <p>The collection and storage of the data meets legislation requirements and the school's Data Protection Policy. The school will need to 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>			<p>➤</p>		