


Activity/ Situation	Home Asymptomatic Testing for Staff in Primary and Nursery Schools			
Location	Dunnington CE Primary School – 3 rd March 2021			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Inadequate Information/Instruction/Training ✗ Inadequate Infection Prevention and Control (IPC) ✗ Inadequate Self-Swabbing Sample Collection Procedure ✗ Inadequate Sample Processing and Analysis Procedure ✗ Recording of Results ✗ Negative Results ✗ Invalid Results ✗ Positive Results ✗ Inadequate Waste Management 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must 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>				
<p>Schools MUST follow the Clinical Standard Operating Procedure (SOP) for Mass Testing with Lateral Flow Antigen Testing Devices in Primary Schools, Maintained and Onsite Nurseries (Self-Test) to ensure they are administering the tests correctly and that they are covered from an indemnity perspective</p>				
<p>Inadequate Information/Instruction/Training</p>				
School follows the 'How to' Guide which is based on the Clinical Standard Operating Procedure (SOP) Mass Testing with Lateral Flow Antigen Testing Devices in Primary Schools, Maintained and Onsite Nurseries (Self-Test)	All staff issue with Version 1.3.2 guidance which was correct as of 15 th January 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Covid Coordinator is (name)	Caroline Hancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Covid Coordinator is aware of their key responsibilities as outlined in the Standard Operating Procedures	1. Engagement and communication with staff key stakeholders for school testing including communicating details of the programme, voluntary participation, school reporting requirements, and privacy notice. 2. Serve as the point of escalation for any issues related to testing, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>escalates to local public health officials as appropriate</p> <p>3. Oversee, registration in Covid-19 test register, identification of schools and nurseries contacts and communication on next steps.</p> <p>4. Stock management, ordering of test kits</p> <p>5. Implement appropriate quality assurance as defined by the programme</p> <p>6. Implement incident reporting and risk management associated with testing</p> <p>7. Report any required data to the Mass Testing Quality Committee through DFE</p>			
Registration Assistant is (name)	Caroline Hancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registration Assistant is aware of their key responsibilities as outlined in the Standard Operating Procedures	<p>1. Distribution of test kits and IFUs</p> <p>2. Maintain test kit log</p> <p>3. Manage registration (in test register) of participants for bi-weekly</p> <p>4. Register self-reported results bi-weekly</p> <p>5. Send reminders to participants for results</p> <p>6. Have good level of knowledge about the programme to answer basic questions/FAQ's at collection.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that staff are trained to administer tests correctly	All staff provided with step by step guidance and video	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	as recommended by NHS			
School have provided each member of staff with the up to date 'How to' Guide Instructions for Use (with a plain blue cover and dated 15 January 2021 v 1.3.2 on the last page of the printed instructions)	 Issued with testing kits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff have watched the approved video package which demonstrates how physical tests are conducted	Video link sent to staff by email on 22/01/2021 and in staff letter on 25/01/2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly undertaking updated online training to ensure standards are adhered to and any new requirements are included. Or as required should new training modules be provided	Updates will be provided as they become available via email and staff briefings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All staff are reminded of the importance of IPC guidance. Regular handwashing and consistent social distancing are key to ensuring safety for all roles	The Covid Risk Assessment continues to be in place, reviewed and shared following any new guidance. The latest version is published on the website	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Infection Prevention and Control (IPC)				
All staff members are encouraged to not neglect the importance of hand hygiene, not to touch their face whilst working with samples, and importantly stay at home if they develop COVID-19 related symptoms	As above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Testing Arrangements				
Staff who decline to participate in twice weekly contact testing will follow the usual national guidelines and are legally obliged to self-isolate according to the advice given to them by the NHS Test and Trace service	All staff including kitchen and site staff have been offered the kits to participate in twice weekly LFD testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who decline to participate in the programme should still be able to attend school providing they have not come into contact with a positive case, develop symptoms or receive a positive Covid-19 test result outside the programme	The Covid Risk Assessment continues to be in place, reviewed and shared following any new guidance. The latest version is	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

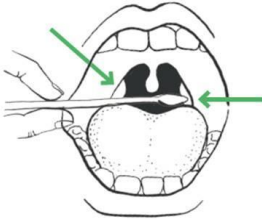

	published on the website			
Consent for testing is implied by an individual taking the test kit, reading the instructions, understanding the implications and going ahead with the test	Staff letter sent 25/01/2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility criteria for testing is defined as asymptomatic subjects who have agreed to provide LFD results to the school	Google form set up for staff to provide LFD results	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People with previous Covid-19 diagnosis are eligible for testing	All staff, including catering and site staff have been encouraged to take part in LFD testing Staff letter 25.1.2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a person has tested positive for COVID-19 within the last 90 day, they are likely to have developed some immunity. People are exempt from testing by both PCR and LFD tests within 90 days of a positive test, unless they develop new symptoms	If these individuals choose to have an LFD test as part of this programme, please ensure the LFD test is not taken whilst they are within period of isolation following the last confirmed test. If symptoms persist, this could be longer than the normal 10-day self-isolation period for confirmed cases Staff to be informed following a positive result	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Symptomatic individuals are advised to book a PCR test on NHS App, or online		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has a stock management and distribution system set up before starting testing	Distribution recorded on NHS spreadsheet by Caroline Hancy. Staff initially issued with two boxes (14 tests) which should last for 7 weeks. Date for re-order scheduled in school calendar, allowing 2 weeks for delivery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Kits are kept in a secure area such as the staff room to prevent unauthorised access to the test kits	Secured in Headteachers Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The test kits are stored in temperatures between 2 and 30 degrees whilst in school	Room temperature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each staff member participating is to be provided 7 self-test kits to take home	Issued with two boxes (14 tests) to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	avoid having to distribute too frequently			
Staff are given allocated time slots for test kit pick up to maintain social distancing and to avoid queues and crowding		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The member of staff coordinating the handing out of the test kits wears an appropriate face covering at all times		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The member of staff coordinating the handing out of the test kits maintains a 2 metre distance from staff coming to collect their test kits		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff sign for the test kits using the 'test kit log'	Headteacher records the lot number and number of tests on log	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff undertake bi-weekly testing on a fixed schedule e.g. every Monday morning or first day of school week if Monday is a holiday	Every Sunday and Wednesday evening, unless the following day is a school holiday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will test at home on a regular basis (twice per week, 3 to 4 days apart)	See above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are required to report the results of their tests online, or by phone, every time they take a test, even if the result was negative or void	Staff asked to record results to Test and Trace and also complete school electronic form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School maintains a locally managed Test Kit Log	Headteacher maintains the NHS suggested register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When issuing the kits to staff, the issuer ensures they record who takes the test kits	Names recorded against LOT number This is a DHSC/MHRA requirement in the unlikely event of a product recall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Kit Log includes the following: 1) Name of School 2) Date of test kit received by school 3) Name of test kit issuer 4) Date of test kit issued to test subject 5) Name of test subject 6) Lot number of test kit 7) Kit expiry date 8) Has new IFU been issued alongside the test kit? 9) Notes: Issues identified by the test subject	NHS recommended log used in school which includes all of these fields.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The test kit log will be kept for 12 months from the last entry on the log (for data retention purposes)	Stored securely on school network. Privacy Notice shared with staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





	Included on Information Asset Register			
School maintains a locally managed Test Register	<p>Electronic form set up for staff to complete. Information stored directly to HT Google Drive.</p> <p>Privacy Notice shared with staff</p> <p>Included on Information Asset Register</p> <p>This is separate to the legal requirement of registering each test and recording the results on the systems managed by NHS Test and Trace</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The test register will be kept for 12 months from the last entry on the log (for data retention purposes)	Included on Information Asset Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Self-Swabbing Sample Collection Procedure				
At home the test kits are stored at room temperature or in a cool dry place (2°C to 30°C)	<p>Do not leave in direct sunlight and do not store in a fridge or freezer</p> <p>Staff provided with information on issue</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At home the test kits are used at room temperature (15°C to 30°C)	<p>If the kit has been stored in a cool area (less than 15°C), leave it at normal room temperature for 30 minutes before using</p> <p>Staff provided with information and instructions on issue</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test kits are kept away from children	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A watch (or clock), tissues, a mirror and either hand sanitiser or soap and warm water are available	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A flat surface is cleared, cleaned and dried immediately before starting the test	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed thoroughly for 20 seconds, using soap and warm water, or hand sanitiser	This is so that the test kit is not contaminated Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If doing more than one test, the surface is cleaned and hands washed again between each test	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The test kit contents are checked making sure that nothing is damaged or broken	If you notice anything damaged, broken, missing or difficult to use in the kit, do not use it Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test strip is in sealed packaging	Do not use the test strip if the sealed packaging is damaged Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swab is inside a sealed wrapper	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extraction buffer sachet present	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extraction tube present	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extraction tube holder present (attached to the box)	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plastic waste bag provided	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A separate test kit is used for each test	You can only use each item in the test kit once. Do not re-use the items Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you have problems with your hands or vision, you may need someone to assist you with the swabbing and testing process	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you have a nose piercing, swab the other nostril. If pierced on both sides,	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

remove the piercing on one side before swabbing				
If you've had a nosebleed within the last 24 hours, swab the other nostril or wait 24 hours	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a reason you cannot take a throat swab, for example you have a tracheostomy, instead swab both nostrils	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The test strip is taken out of the sealed packaging and placed onto the cleaned flat surface	Once opened, start the test within 30 minutes Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The inner desiccant bag and packaging is safely thrown away in household waste	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The sachet is carefully twisted or snapped open	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is opened away from the face being careful not to spill any of the liquid	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The extraction tube is opened and all of the liquid from the buffer sachet is gently squeezed into the tube, carefully avoiding touching the sachet against the tube	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The extraction buffer sachet is placed in the plastic waste bag provided	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The filled tube is placed in the extraction tube holder (attached inside the box) to avoid spilling the liquid	A small cup can also be used to hold the tube Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The nose is then Gently blown into a tissue to get rid of excess mucus and the tissue thrown away into a closed bin	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed again thoroughly for 20 seconds, using soap and warm water, or hand sanitiser	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify the soft, fabric tip of the swab in the sealed wrapper	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When it is ready to be used, the swab packaging is peeled open and the swab gently taken out	Never touch the soft, fabric tip of the swab with your hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


The swab is used for both throat and nose	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The swab should be kept dry before taking a sample from the back of the throat and therefore it must not touch any surfaces including the teeth, gums, and tongue or cheek surfaces when conducting the test	If the swab touches anything else, it may spoil the sample Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holding the swab in their hand, the subject should open their mouth wide and rub the fabric tip of the swab over both tonsils (and where they would have been) at the back of the throat with good contact 4 times. Carefully remove the swab stick from the back of the throat taking care to ensure that it does not come into contact with any other structure or surface		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject should then insert the same swab into one nostril. The swab tip should be inserted up to 2.5 cm (1 inch) from the edge of the nostril. Roll the swab firmly around the inside of the nostril, making 10 complete circles	This may feel uncomfortable. Do not insert the swab any deeper if you feel strong resistance or pain. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you've been harmed or had a reaction using this kit, report it on the Coronavirus Yellow Card Reporting Site	https://coronavirus-yellowcard.mhra.gov.uk/ Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Sample Processing and Analysis Procedure				
The extraction tube is picked up and the fabric tip of the swab placed into it so that the fabric tip is in the liquid	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The tip of the swab is pressed against the edge of the extraction tube with force and rotated around the extraction tube for 15 seconds	This is to transfer the sample into the liquid Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The extraction tube is pinched against the swab as it is removed, making sure that all	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

liquid is removed from the soft tip of the swab				
The swab is placed in the plastic waste bag provided	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The cap is pressed tightly on to the extraction tube to avoid any leaks	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The extraction tube is gently squeezed to place 2 drops of the liquid onto the specimen well (marked S) on the test strip making sure that liquid is dropped and not an air bubble	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The extraction tube is placed in the plastic waste bag along with the swab	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The test strip is on placed on a flat, level surface	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The strip is not moved during the test	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The time is checked and a timer set if available	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30 minutes development time is given before the result is read	Waiting the full 30-minute development time before the result is read is very important. A positive result can appear at any time after 20 minutes, however you must wait for the full 30 minutes to record a negative result as the test line (T) may take this long to appear Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recording of Results				
The test is not left to develop for longer than 30 minutes as this will make the result void	Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

One line next to C shows the test is negative		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two lines, one next to C and one next to T, even faint lines, shows the test is positive You must report this test result to the NHS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No lines or one line next to T means the test is void		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results are reported to the NHS and school	Links to NHS Test and Trace and School Electronic Form provide in staff letter 25.01.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The QR code, or the ID number under it, on the test strip is used to report the result	Report online: www.gov.uk/report-covid19-result ; Or report by telephone: 119 . Lines are open every day, 7am to 11pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negative Results				
A negative test result is not a guarantee that the test subject does not have coronavirus		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a test proves negative, national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings where required are followed		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subjects 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invalid Results				
Subjects who return an invalid/could not read (where there is no control line) LFD result repeats the test		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Staff advised to report the result and repeat the process with a new test kit			
If the second test also returns an invalid/could not read (where there is no control line) LFD result, report it on the Coronavirus Yellow Card Reporting Site	https://coronavirus-yellowcard.mhra.gov.uk/ Staff provided with information and instructions on issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Results				
In the event that a subject tests positive it means they are currently infected with coronavirus and risk infecting others. Positive test results are reported to the NHS and school immediately	When the subject reports their result, they will be provided with further information on the next steps to take (taking a confirmatory PCR test) Links to NHS Test and Trace and School Electronic Form provide in staff letter 25.01.21 Staff also asked to contact Headteacher by telephone immediately	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who return a positive LFD result must take a different follow-up test by PCR on the same day (or as soon as possible)	Staff provided with information and instructions on issue. Headteacher will inform identified contacts of a possible positive case and advise to isolate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject should follow the instructions given to take the follow-up test	They should go to https://www.gov.uk/get-coronavirus-test 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 testing site (RTS) or mobile testing unit (MTU), as these are drive-through and allow safe travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	without the risk of spreading the infection from people who have tested positive on LFD test and are faster than requesting a home test. Staff provided with information and instructions on issue			
Until the subject 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 Staff provided with information and instructions on issue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School will identify close contacts of the case in the school setting (excluding household and social contacts outside of school) following a positive LFD case	Contacts should self-isolate from this point. Headteacher will inform identified school contacts of a possible positive case and advise to isolate.	<input checked="" 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	Headteacher will inform identified contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the confirmatory PCR test is negative, report it on the Coronavirus Yellow Card Reporting Site	https://coronavirus-yellowcard.mhra.gov.uk/	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who are found to be positive after a confirmatory PCR test, need to inform their school as soon as possible and continue self-isolating in line with the national guidance	Headteacher will inform identified contacts of a confirmed positive case and advise to isolate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Waste Management				
Once the test is complete, all of the used test kit contents can be put in the waste	Staff provided with information and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

bag provided and placed in general household waste	instructions on issue.			
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
What is the level of risk for this activity/situation with existing control measures	High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" type="checkbox"/>	
Is the risk adequately controlled with existing control measures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		
Ensure secure systems for collecting and recording personal information	Caroline Hancy	29th January 2021		
Record NHS test logs on Information Asset Register and ensure information destroyed after 12 months.	Sue Brandon Office Manager	29th January 2021		
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" type="checkbox"/>	
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Assessor(s):	Caroline Hancy	Signature(s):		
Position(s):	Headteacher			
Date:	3rd March 2021	Review Date:	16th April 2021	
Distribution: Covid19 Governing Body Committee followed by all staff, governors and board of trustees. Displayed on school website				

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

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic					
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓	Major					
Moderate	RIDDOR reportable over 7 day injury	Possible		Moderate					
Minor	Minor injury (requiring first aid)	Unlikely	Less likely to occur	Minor					
Insignificant	Minor injury	Remote		Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

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