

Covid-19 Regular Rapid COVID-19 Testing



What are the hazards?	Who might be harmed and how?	Actions to control this risk?	Action by who?	Action by when?	Actions to complete mark green when done	Residual Risk Rating (Severity x Likelihood = Risk)
COVID-19 spreading in the school community	Staff and pupils	Schools following government recommended control measures set out in the school's protective measures risk assessment.				5 x 1 = 5
		Mass testing of staff will take place twice a week (Wednesday and Sunday evening) and staff will take these tests at home. These tests are to be taken 3-4 days apart.				
		Tests to be taken before staff come into work.				
		Staff results to be recorded on a staff register and recorded by the person online. This will support identifying staff with positive results for contact tracing and managing stock and distribution.				
		Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.				
Regular communication to staff	Staff	Information booklet given to staff including: <ul style="list-style-type: none"> - what rapid testing is, about using the how to guide and the video content available - the requirement for them to report their test results. - the process and who to contact if they have an incident while testing at home. 				5 x 1 = 5

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		<p>Covid Co-ordinator: Sam Thomson</p> <p>Covid Registration Assistant: Jayne Hayes</p> <p>Staff will need to sign for their test kits and the lot number will be recorded against their name. Staff will collect their first set of tests and instructions on either Thursday 28th , Friday 29th January or Monday 1st February from the school hall.</p>				
Tests to be stored correctly and collection managed in a safe way	Staff	Tests to be kept securely in the first aid room to prevent unauthorized access (apart from when they will be made available to all staff in the hall)				5 x 1 = 5
		Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees.				
		The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.				
		Enough space for social distancing will be allowed when giving out tests.				
		<p>Tests will be distributed in the KS2 hall following strict social distancing guidelines as specific in the school's COVID safe risk assessment. Tests will be labelled with names and linked lot number. Those collecting their kit should:</p> <ul style="list-style-type: none"> - wear appropriate face covering at all times - hand sanitise before collecting and signing - maintain 2m from staff coming to collect their test 				
Staff not reporting results	Staff	COVID Coordinator to ensure that they have written confirmation from all staff as to whether they are opting in or opting out of testing and plan/communicate accordingly.				5 x 1 = 5
		Negative, void, double void and positive results are communicated to the school via the google form once the test is completed.				

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		Staff must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit.				
Low uptake on taking tests.	Staff	Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing.				5 x 1 = 5
		Staff are able to ask key questions about the testing using the planned google meet sessions, the opting in/out form and the COVID feedback form				
Swabs are taken incorrectly causing an inaccurate reading or cause contamination	Staff	Schools following government control measures.				5 x 1 = 5
		COVID Coordinator has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme.				
		Instructions dated 15th January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled				
		Test conducted on a dry, clean, flat surface				
		Hands washed or use sanitiser before taking the test.				
		Online information, training and webinars available. Video available on how to take your own test.				
		Information with the kits to be followed.				
		Regular communication with staff about the testing process.				
		If test is void, take another test. If 2 void results in a row, a PCR test should be taken.				
If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline.						

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		<p>COVID Coordinator to be responsible for incident reporting/issuing a “yellow card” on a school wide issue:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; background-color: #f0f0f0; padding: 5px;"> <p style="text-align: center;">Schools</p> <p>Incidents</p> <p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, if there seems to be repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.</p> <p>DHSC/MHRA may require the school to provide more information if further investigation is required.</p> <p>Learning and improving</p> <p>To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.</p> </div> <div style="width: 45%; background-color: #f0f0f0; padding: 5px;"> <p style="text-align: center;">Individuals</p> <p>Clinical issue</p> <p>If there is a clinical incident which led or has potential to harm, participants are advised to report it on https://coronavirusyellowcard.mhra.gov.uk. This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</p> <p>Non-clinical issue</p> <p>For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland</p> <p>Inform school</p> <p>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.</p> </div> </div>				
Incidents are not reported accurately	Staff	The COVID Coordinator to develop an Incident Log and process for logging issues. Ensure the Incident Log is saved securely.				5 x 1 = 5
		All staff members to be trained in what issues should be reported, to whom and by when.				
		The Incident Log to be reviewed weekly by the COVID 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 Coordinator to share learning with the DfE should contact be made				
		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				

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		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)				
		Any other questions, concerns or reporting issues will be raised via the DfE coronavirus helpline on 0800 046 8687				
Risk of data protection breach in managing personal data	Staff	Access to the data to be restricted to the COVID Co-ordinator (and Registration Assistant) and the Headship team.				5 x 1 = 5
		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.				

Other information:

DATE OF REVIEW:	
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Risk Rating = Likelihood x Severity

S e v e r i t y	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			Likelihood				

- Catastrophic **STOP**
- Unacceptable **URGENT ACTION**
- Undesirable **ACTION**
- Acceptable **MONITOR**
- Desirable **NO ACTION**