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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity/**  **Situation** | | | **Covid-19 Staff Self Testing Risk Assessment JANUARY 2021** | | | | | | | | | | | | | | |
| **Location** | | | **ALL EXCEED LEARNING PARTNERSHIP ACADEMIES** | | | | | | | | | | | | | | |
| **Persons at Risk** | | | **Pupils** | | **Employees** | | | | **Visitors** | | | **Contractors** | | | | | |
| **HAZARD(S)** | | | ***Note:*** *this list is not exhaustive and* ***must*** *be adapted for your own needs*   * **Receipt and Storage of testing kits** * **Inadequate Infection Prevention and Control** * **Recording of Results** * **Negative results** * **Positive results** * **Invalid/Inconclusive results** | | | | | | | | | | | | | | |
| **CONTROL MEASURES** | | | | | | | **ADDITIONAL INFORMATION** | | | | **YES** | | **NO** | | | **N/A** | |
| ***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.* | | | | | | | | | | | | | | | | | |
| **Receipt and storage of Testing kits** | | | | | | | | | | | | | | | | | |
| Testing kits are not received by the Academy in time to start the testing on 25th January 2021  All kits have been delivered and are in school (Thurs 21st Jan) | | | | | | | If kits are not received by 13.00 on 25thJaunary 2021 schools should contact the DFE coronavirus helpline on 0800 046 8687 or dfe.[coronavirushelpline](#_Monitor_control_measures)@eduacatio.gov.uk | | | |  | |  | | |  | |
| Test kits are damaged on arrival | | | | | | | Report any damaged kits to the DFE helpline as above | | | |  | |  | | |  | |
| Individual tests within the allocation have damaged bar codes | | | | | | | All Test kit Barcodes to be checked by staff. Any that are damaged are recorded as void and disposed of | | | |  | |  | | |  | |
| Kits are not correctly stored away upon receipt  The test cartridge and extraction solution is stored at ambient temperature (2-30 degrees Centigrade)  Appropriate storage has been allocated and a thermometer is in the room to monitor ambient temperature at all times.  The reagents and devices are at room temperature (15-30 degrees centigrade) when used for testing | | | | | | | Testing kits are stored in a secure area  Temperature requirements are observed | | | |  | |  | | |  | |
| Possibility of staff injury due to incorrect handling when moving testing kits to secure area or area for allocation  Site Manager has used trolley for boxes and all staff have received moving and handling training. | | | | | | | Staff involved in the organisation of home testing have been trained on correct lifting and handling techniques  Trolleys are available for the movement of large boxes  Large boxes of kits are divided into smaller lightweight packages  Movement of boxes is supported by the Academy caretaker | | | |  | |  | | |  | |
| Academy runs out of testing kits to issue to staff  Academy Covid Coordinator to monitor stock and order in front to ensure stock supplies do not run extremely low. | | | | | | | Stock control monitoring system is in place to ensure stocks are replenished regularly and adequate stock levels are maintained | | | |  | |  | | |  | |
| **Inadequate Staffing/Information/Instruction/Training** | | | | | | | | | | | | | | | | | |
| 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 | | | |  | |  | | |  | |
| Academy follows the Clinical Standard Operating Procedure for home Testing with Lateral Flow Antigen Testing Devices in and ensures that tests are administered correctly  The manufacturer’s instructions for use are shared with all relevant members of staff  *All teaching, support and cleaning staff have received training on the Lateral Flow procedure by powerpoint and NHS tutorial (21.01.21) and copies of procedures have been emailed.*  *All catering and Midday staff have received training on the Lateral Flow procedure by powerpoint and NHS tutorial (22.01.21) and hard copies of procedures have been given out.* | | | | | | | All Staff are provided with the correct how to test guidance leaflet  All staff have received training on the Lateral Flow Testing procedure via the NHS approved training video which demonstrates how to carry out the test | | | |  | |  | | |  | |
| Covid-19 Testing Coordinator for the Academy is *Claire Asprey – Business Manager* | | | | | | | Responsible for the overall on-site operations for issue of testing kits and recording of results | | | |  | |  | | |  | |
| The Trust conducts a regular audit of performance dealing with any issues identified  *Business Manager to hold weekly updates/ check ins with admin/Office manager who are responsible for distributing test kits and logging responses.* | | | | | | | Weekly review meeting with all coordinators starting from Tuesday 26th January 2021 | | | |  | |  | | |  | |
| **Inadequate Infection Prevention and Control (IPC)** | | | | | | | | | | | | | | | | | |
| Asymptomatic: All staff are advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or have been in close contact with someone who is displaying symptoms | | | | | | | Symptomatic individuals are advised to book a PCR test on the NHS App, online or by calling 119 | | | |  | |  | | |  | |
| All staff on site are fully briefed and trained about PPE and Infection control  *Staff have regular health and safety reminders in weekly forums and have updates on wider risk assessments and organisational plans sent through.* | | | | | | | Staff are fully trained in all covid-19 infection control procedures  Safety signage is clearly displayed around the Academy to remind staff of systems and procedures in place to prevent the spread of infection | | | |  | |  | | |  | |
| All staff members are encouraged to not neglect the importance of hand hygiene, not to touch their face whilst working , and importantly stay at home if they develop COVID-19 related symptoms | | | | | | | All staff have been advised that the testing regime does not replace the need to adhere to the **HANDS FACE SPACE GUIDANCE** | | | |  | |  | | |  | |
| Staff will focus on maintaining social distancing when collecting Lateral Flow Testing kits from the allocation room  *All staff wear masks around the school building and in communal areas as well as adhering to social distancing measures.* | | | | | | | Staff observe the 2m space rule  Allocation times are spaced so that staff are able to maintain 2m distance | | | |  | |  | | |  | |
| **Recording of Results** | | | | | | | | | | | | | | | | | |
| Participation is voluntary for the programme | | | | | | | by collecting and signing for the allocation of test kits staff are agreeing to take part in the testing programme  Staff who do not initially take part in home testing are aware that they can decide to opt in at any time | | | |  | |  | | |  | |
| All LFD results must be logged on the government Log Results Website  *Staff have been given an information sheet and QR code which takes them directly to NHS Test and Trace page.* | | | | | | | This is completed by the ember of staff on completion of the test  Staff are aware that all results need to be logged on the NHS Test and Trace reporting | | | |  | |  | | |  | |
| All LFD results must also be report to the Academy testing coordinator using the procedure agreed by the Academy  *Testing days are Sunday evening (after 6pm) and Wednesday morning – unless staff are on rota for a different work pattern (e.g Office staff) and then test to be undertaken before they present for work.*  *Staff have been briefed to notify the Academy immediately if a test result is positive. (Principal/SLMT)* | | | | | | | Academy staff do not have access to the NHS Tet and Trace test results so must receive notification direct from staff on testing days  Testing coordinators will be on duty daily to collate testing results | | | |  | |  | | |  | |
| All staff participating in home testing will be issued with the Trust Covid-19 privacy Notice | | | | | | | Trust Privacy notice confirms to staff that data is securely stored and only used for the purpose of the Testing process | | | |  | |  | | |  | |
| **Negative Results** | | | | | | | | | | | | | | | | | |
| Staff 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 | | | | | | | Staff are aware of the possible outcomes of the test and the correct action to take in the event of Positive, Negative or inconclusive results | | | |  | |  | | |  | |
| **Positive Results** | | | | | | | | | | | | | | | | | |
| In the event that a staff member tests positive during home testing they must stay at home and arrange for a PCR test on the same day if possible to confirm the result | | | | | | | 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 without the risk of spreading the infection from people who have tested positive on LFD test and are faster than requesting a home test. | | | |  | |  | | |  | |
| Until the staff member 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 | | | |  | |  | | |  | |
| Those who are found to be positive after a confirmatory PCR test, need to inform the Academy as soon as possible and continue self-isolating in line with the national guidance | | | | | | |  | | | |  | |  | | |  | |
| The Academy will identify close contacts of the case in the school setting and report the positive result to the local authority following the usual process  The Academy will cooperate with the advice provided by the local Public Health Team and the DFE advice line where required | | | | | | | Identified contacts/bubbles will be advised to self-isolate from this point for 10 days from the last day of contract with the person with the positive test | | | |  | |  | | |  | |
| 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 | | | | | | |  | | | |  | |  | | |  | |
| **Invalid or Inconclusive Results** | | | | | | | | | | | | | | | | | |
| Staff who return an invalid (or could not read sample) LFD result should repeat the test | | | | | | |  | | | |  | |  | | |  | |
| If the second test is invalid, the subjects should book a PCR test | | | | | | | While awaiting PCR results they’ll only need to self-isolate if 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 | | | |  | |  | | |  | |
|  | | | | | | | | | | | **Yes** | | | | **No** | | |
|  | | | | | | | | | | | **High** | | **Med** | | | **Low** | |
|  | | | | | | | | | | | **Yes** | | | **No** | | | |
|  | | | | | | | | | | | **Yes** | | | **No** | | | |
| **ACTION PLAN** (insert additional rows if required) | | | | | | | | **To be actioned by** | | | | | | | | | |
| Further control measures to reduce risks *so far as is reasonably practicable* | | | | | | | | **Name** | | | | **Date** | | | | | |
| * Coordinators BFSO with any queries regarding Lateral Flow Testing | | | | | | | | **Coordinators**  **BFSO** | | | | **22.01.21** | | | | | |
| * Attend Teams meeting to review process/Q&A | | | | | | | | **Coordinators**  **BFSO** | | | | **Beg 25.01.21** | | | | | |
| * Monitoring positive numbers within academies to ensure that there is no indication of viral spread within the academies. | | | | | | | | **Principals**  **BFSO** | | | | **Beg 25.01.21** | | | | | |
| * BSFO to notify COO and CEO of any concerning trends or issues | | | | | | | | **BSFO / COO / CEO** | | | | **Beg 25.01.21** | | | | | |
|  | | | | | | | |  | | | |  | | | | | |
| 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** | | **Med** | | | **Low** | |
| Is such a risk level deemed to be as low as reasonably practical? | | | | | | | | | | | **Yes** | | | **No** | | | |
| Is activity still acceptable with this level of risk? | | | | | | | | | | | **Yes** | | | **No** | | | |
| If no, has this been escalated to senior leadership team? | | | | | | | | | | | **Yes** | | | **No** | | | |
| **Assessor(s):**  **Position(s):** | | **Rachael Macleod**  **Principal** | | | | **Signature(s):** | | | |  | | | | | | | |
| **Date:** | | **22.01.21** | | | | **Review Date:** | | | | **22.01.22** | | | | | | | |
| **Distribution: All Trust staff and building users – Buttons and Community teams** | | | | | | | | | | | | | | | | | |
| Risk rating | | | Action | | | | | | | | | | | | |
| **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** | | | | | | | | | | | | |

