



Staff Testing: RISK ASSESSMENT

| | | | |
|--------------------------------------|---|---------------------------------|------------|
| Activity being Risk Assessed: | Home COVID-19 testing of Primary School Staff | Date of risk assessment: | 26/01/2021 |
|--------------------------------------|---|---------------------------------|------------|

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Day Complete/Risk Level After Additional Actions |
|-----------------------|------------------------------|-----------------------------|--|-----------------|-----------------|--|
|-----------------------|------------------------------|-----------------------------|--|-----------------|-----------------|--|

Health, Safety, and Infection Control.

| | | | | | | |
|--|-----------|---|---|----|------------|--|
| Contact between subjects and staff increasing the risk of transmission of COVID19 : Picking up tests | All Staff | <ul style="list-style-type: none"> - only staff working on site to collect kits - staff to take kits home that have been given to them (left at the office door) - staff to sanitise hands and wear PPE on arrival - a letter and training pack has been sent to communicate all over the above | <ol style="list-style-type: none"> 1.Asymptomatic: All subjects are to be 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 if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. 2.Face masks: face masks to be worn in all shared areas of the school. 4.Requirement to wear face covering/mask to be reminded to all subjects in advance. 5.Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by Covid –Co-ordinator 8.Social distancing: Two metre social distancing to be maintained – only one person to pick up tests at a time. | AS | 25/01/2021 | |
|--|-----------|---|---|----|------------|--|



Staff Testing: RISK ASSESSMENT

| | | | |
|-------------------------------|---|--------------------------|------------|
| Activity being Risk Assessed: | Home COVID-19 testing of Primary School Staff | Date of risk assessment: | 26/01/2021 |
|-------------------------------|---|--------------------------|------------|

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Day Complete/Risk Level After Additional Actions |
|-----------------------|------------------------------|-----------------------------|--|-----------------|-----------------|--|
|-----------------------|------------------------------|-----------------------------|--|-----------------|-----------------|--|

Continuity and Quality of Testing Service

| | | | | | | |
|---|---|---|--|---|-------------------|--|
| Shortage of testing kits in school | DfE do not have stock to issue extra kits when current school supplies are depleted | <ul style="list-style-type: none"> - There are enough kits for at least the rest of term - These have been checked off and are stored securely. | <ol style="list-style-type: none"> 1. AS to order additional kits as soon as DfE portal and guidance is released 2. AS to monitor stock levels and order replacement kits in advance of supplies being depleted 3. AS has taken on role of both Covid Coordinator and Registration Assistant | AS to keep abreast of DfE updates, monitor stock levels etc | By W/C 25/01/2021 | |
| Staff do not perform tests correctly so results are not valid | Staff may spread Covid-19 | <ul style="list-style-type: none"> - All staff have the 'how to guide' - Tests to be taken at home | <ol style="list-style-type: none"> 1. Staff have been issued with current NHS guidance on how to administer tests and advised to discard instructions in the test kits. 2. Staff have been sent a "how to" guide and FAQs 3. Staff must adhere to social distancing measures in main school risk assessment | Communication and guidelines sent by AS | By W/C 25/01/2021 | |



Staff Testing: RISK ASSESSMENT

| | | | |
|-------------------------------|---|--------------------------|------------|
| Activity being Risk Assessed: | Home COVID-19 testing of Primary School Staff | Date of risk assessment: | 26/01/2021 |
|-------------------------------|---|--------------------------|------------|

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Day Complete/Risk Level After Additional Actions |
|-----------------------|------------------------------|-----------------------------|--|-----------------|-----------------|--|
|-----------------------|------------------------------|-----------------------------|--|-----------------|-----------------|--|

Information Governance

| | | | | | | |
|---|--|--|---|---|----------------|--|
| Staff do not communicate results | Staff may be in school when positive and may spread Covid-19 | - Shared the 'how to' guide with staff | <ol style="list-style-type: none"> 1. Clear processes identified in the School letter 2. Staff training 3. Clear communication guidelines 4. Monitoring of spreadsheet | Communication and guidelines sent by AS | By W/C 18/1/21 | |
| Staff tested positive but no further action taken | Staff may spread Covid-19 | - Details of what to do have been shared and signed | <ol style="list-style-type: none"> 1. Clear processes identified in the letter and guidance 2. Staff training and guidance 3. Staff told to self-isolate and organise a further test | Communication and guidelines sent by AS | By W/C 25/1/21 | |
| Staff results shared privacy and dignity rights | Staff or students may lose confidence in the testing process. May consider legal action. | - Staff are supported in their decisions and process monitored | <ol style="list-style-type: none"> 1. Clear processes identified and shared 2. Staff communication | Communication and guidelines sent by AS | By W/C 25/1/21 | |
| Poor uptake | Staff may be in school when | - PPE measures in place regardless (see Jan Risk assessment) | <ol style="list-style-type: none"> 1. <i>Ensure all staff have had access to information</i> | Communication and guidelines sent by AS | By W/C 25/1/21 | |



Staff Testing: RISK ASSESSMENT

| | | | |
|--------------------------------------|---|---------------------------------|------------|
| Activity being Risk Assessed: | Home COVID-19 testing of Primary School Staff | Date of risk assessment: | 26/01/2021 |
|--------------------------------------|---|---------------------------------|------------|

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Day Complete/Risk Level After Additional Actions |
|-----------------------|------------------------------|-----------------------------|--|-----------------|-----------------|--|
|-----------------------|------------------------------|-----------------------------|--|-----------------|-----------------|--|

| | | | | | | |
|--|----------------------------------|--|--|--|--|--|
| | positive and may spread Covid-19 | | | | | |
|--|----------------------------------|--|--|--|--|--|

Well-Being

| | | | | | | |
|--|---|--|---|-----------|--------------|--|
| Staff anxiety at having to take the test impacts their well-being. | Staff and student's mental well-being is affected by the testing process. | | <ol style="list-style-type: none"> Reminder that this is a voluntary procedure. Inform staff to talk to a member of SLT if feeling concerned. | LP and AS | From 21/1/21 | |
|--|---|--|---|-----------|--------------|--|

Education Continuity

| | | | | | | |
|---|---|---|--|--|--|--|
| Positive cases among staff lead to closure of Year Group Critical worker/vulnerable child Bubbles | All education will move to online learning for the period of self-isolation if needed | <p>Refer to Remote Learning Policy</p> <p>Speak to LP</p> | <ol style="list-style-type: none"> Comprehensive staff rota for in-school and remote learning support working It may be possible to reopen bubbles using remote learning staff | LP – to enforce Remote learning policy | From 18/1/21 within communication and staff briefing | |
|---|---|---|--|--|--|--|

| | | | | | |
|---|--------------|-------------------|-----------|--------------|-------------------------------|
| Risk Assessment Completed by (Name): | Leah Perring | Job Title: | Principal | Date: | 26 th January 2021 |
| Reviewed by: | Jodie Croft | Job Title | CEO | Date: | 26 th January 2021 |



Staff Testing: RISK ASSESSMENT

| | | | |
|--------------------------------------|---|---------------------------------|------------|
| Activity being Risk Assessed: | Home COVID-19 testing of Primary School Staff | Date of risk assessment: | 26/01/2021 |
|--------------------------------------|---|---------------------------------|------------|

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Day Complete/Risk Level After Additional Actions |
|------------------------------|-------------------------------------|------------------------------------|---|------------------------|------------------------|---|
|------------------------------|-------------------------------------|------------------------------------|---|------------------------|------------------------|---|

| | | | | | |
|---------------------------|---|--|--|--------------|-------------------------------|
| Distribution List: | A copy of this has been emailed to staff and placed on the website. | | | Date: | 26 th January 2021 |
|---------------------------|---|--|--|--------------|-------------------------------|