

Activity/ Situation	Covid-19 Staff Self Testing Risk Assessment JANUARY 2021				
Location	ALL EXCEED LEARNING PARTNERSHIP ACADEMIES				
Persons at Risk	Pupils <input type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input type="checkbox"/>	Contractors <input 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"> • 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
<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>					
Receipt and storage of Testing kits					
<p>Testing kits are not received by the Academy in time to start the testing on 25th January 2021</p> <p>All kits have been delivered and are in school (Thurs 21st Jan)</p>	<p>If kits are not received by 13.00 on 25th January 2021 schools should contact the DFE coronavirus helpline on 0800 046 8687 or dfecoronavirushelp@education.gov.uk</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Test kits are damaged on arrival</p>	<p>Report any damaged kits to the DFE helpline as above</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Individual tests within the allocation have damaged bar codes</p>	<p>All Test kit Barcodes to be checked by staff. Any that are damaged are recorded as void and disposed of</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Kits are not correctly stored away upon receipt</p> <p>The test cartridge and extraction solution is stored at ambient temperature (2-30 degrees Centigrade)</p> <p>Appropriate storage has been allocated and a thermometer is in the room to monitor ambient temperature at all times.</p>	<p>Testing kits are stored in a secure area</p> <p>Temperature requirements are observed</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	


<p>The reagents and devices are at room temperature (15-30 degrees centigrade) when used for testing</p>				
<p>Possibility of staff injury due to incorrect handling when moving testing kits to secure area or area for allocation</p> <p>Site Manager has used trolley for boxes and all staff have received moving and handling training.</p>	<p>Staff involved in the organisation of home testing have been trained on correct lifting and handling techniques</p> <p>Trolleys are available for the movement of large boxes</p> <p>Large boxes of kits are divided into smaller lightweight packages</p> <p>Movement of boxes is supported by the Academy caretaker</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Academy runs out of testing kits to issue to staff</p> <p>Academy Covid Coordinator to monitor stock and order in front to ensure stock supplies do not run extremely low.</p>	<p>Stock control monitoring system is in place to ensure stocks are replenished regularly and adequate stock levels are maintained</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Staffing/Information/Instruction/Training</p>				
<p>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</p>	<p>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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Academy follows the Clinical Standard Operating Procedure for home Testing with Lateral Flow Antigen Testing Devices in and ensures that tests are administered correctly</p>	<p>All Staff are provided with the correct how to test guidance leaflet</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The manufacturer's instructions for use are shared with all relevant members of staff</p> <p><i>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.</i></p> <p><i>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.</i></p>	<p>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</p>			
<p>Covid-19 Testing Coordinator for the Academy is <i>Claire Asprey – Business Manager</i></p>	<p>Responsible for the overall on-site operations for issue of testing kits and recording of results</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The Trust conducts a regular audit of performance dealing with any issues identified</p> <p><i>Business Manager to hold weekly updates/ check ins with admin/Office manager who are responsible for distributing test kits and logging responses.</i></p>	<p>Weekly review meeting with all coordinators starting from Tuesday 26th January 2021</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Infection Prevention and Control (IPC)				
<p>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</p>	<p>Symptomatic individuals are advised to book a PCR test on the NHS App, online or by calling 119</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All staff on site are fully briefed and trained about PPE and Infection control</p> <p><i>Staff have regular health and safety reminders in weekly forums and have updates on wider risk assessments and organisational plans sent through.</i></p>	<p>Staff are fully trained in all covid-19 infection control procedures</p> <p>Safety signage is clearly displayed around the Academy to remind staff of systems and procedures in place to prevent the spread of infection</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>All staff have been advised that the testing regime does not replace the need to adhere to the HANDS FACE SPACE GUIDANCE</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Staff will focus on maintaining social distancing when collecting Lateral Flow Testing kits from the allocation room</p> <p><i>All staff wear masks around the school building and in communal areas as well as adhering to social distancing measures.</i></p>	<p>Staff observe the 2m space rule</p> <p>Allocation times are spaced so that staff are able to maintain 2m distance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Recording of Results</p>				
<p>Participation is voluntary for the programme</p>	<p>by collecting and signing for the allocation of test kits staff are agreeing to take part in the testing programme</p> <p>Staff who do not initially take part in home testing are aware that they can decide to opt in at any time</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All LFD results must be logged on the government Log Results Website</p> <p><i>Staff have been given an information sheet and QR code which takes them directly to NHS Test and Trace page.</i></p>	<p>This is completed by the member of staff on completion of the test</p> <p>Staff are aware that all results need to be logged on the NHS Test and Trace reporting</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All LFD results must also be report to the Academy testing coordinator using the procedure agreed by the Academy</p> <p><i>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.</i></p> <p><i>Staff have been briefed to notify the Academy immediately if a test result is positive. (Principal/SLMT)</i></p>	<p>Academy staff do not have access to the NHS Tet and Trace test results so must receive notification direct from staff on testing days</p> <p>Testing coordinators will be on duty daily to collate testing results</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All staff participating in home testing will be issued with the Trust Covid-19 privacy Notice</p>	<p>Trust Privacy notice confirms to staff that data is securely stored and only used for the purpose of the Testing process</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Negative Results</p>				
<p>Staff who return a negative test result do not need to self-isolate unless:</p>	<p>Staff are aware of the possible</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>a) They are symptomatic (they'll need to book a PCR test)</p> <p>b) someone they live with tests positive (or has symptoms and has not been tested yet) or</p> <p>c) they've been traced as a contact of someone who tested positive</p>	<p>outcomes of the test and the correct action to take in the event of Positive, Negative or inconclusive results</p>			
<p>Positive Results</p>				
<p>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</p>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>They should only leave home for their follow-up test, if needed</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p> <p>The Academy will cooperate with the advice provided by the local Public Health Team and the DFE advice line where required</p>	<p>Identified contacts/bubbles will be advised to self-isolate from this point for 10 days from the last day of contact with the person with the positive test</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the confirmatory PCR test is negative, the individual may stop self-isolating and</p>				

<p>their contacts do not need to self-isolate or be part of daily contact testing unless</p> <p>a) they are symptomatic (they'll need to book a PCR test),</p> <p>b) someone they live with tests positive (or has symptoms and has not been tested yet) or</p> <p>c) they've been traced as a contact or someone who tested positive</p>				
Invalid or Inconclusive Results				
Staff who return an invalid (or could not read sample) LFD result should repeat the test		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
		High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" type="checkbox"/>
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input 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		
<ul style="list-style-type: none"> Coordinators BFSO with any queries regarding Lateral Flow Testing 	Coordinators BFSO	22.01.21		
<ul style="list-style-type: none"> Attend Teams meeting to review process/Q&A 	Coordinators BFSO	Beg 25.01.21		
<ul style="list-style-type: none"> Monitoring positive numbers within academies to ensure that there is no indication of viral spread within the academies. 	Principals BFSO	Beg 25.01.21		
<ul style="list-style-type: none"> 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 <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):	Rachael Macleod	Signature(s): 	
Position(s):	Principal		
Date:	22.01.21	Review Date:	22.01.22

Distribution: All Trust staff and building users – Buttons and Community teams

<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

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	↓
Possible	
Unlikely	
Remote	Less likely to occur

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD