|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL RISK ASSESSMENT**  **COVID-19 National Testing Programme**  This risk assessment must be read and used in conjunction with the [schools opening arrangements during COVID-19 general risk assessment](https://schoolsportal.lancsngfl.ac.uk/corporate/web/viewdoc.asp?id=142542) and tailored to reflect specific arrangements within school. | | | **lcc_A4-58mm** |
| **PART A. ASSESSMENT DETAILS:** | | | |
| **Area/task/activity**: Implementation of the COVID-19 National Testing programme in Schools  **Location of activity**: **Testing Location Individual home** | | | |
| **School name:**  **Address & Contact details:** | Chaucer CP School | **Name of Person(s) undertaking Assessment:** | Chris Jones  (site manager) |
| **Signature(s):** |  |
| **Chair of Governors:**  **Head teacher (Name/Title):** | Father John Hall  Mrs C Murphy | **Date of Assessment:** | 22/01/2021 |
| **Signature:** |  | **Planned Review Date:** | As required |
| **How communicated to staff:** |  | **Date communicated to staff:** | To be determined |

| **PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:** | | | |
| --- | --- | --- | --- |
| **List of significant hazards**  (something with the potential to cause harm) | **Who might**  **be harmed** | **Type of harm** | **Existing controls**  (actions already taken to control the risk -  include procedure for the task/activity where these are specified) |
| **Changes to official COVID-19 guidance and advice** | Staff, pupils, visitors, contractors, | Transmission of the virus leading to ill health or potential death | * School regularly refers to official advice from the DfE, PHE, HS&Q and HR; * [Coronavirus (Covid-19): guidance for schools and other educational settings](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings) * [LCC Schools HR guidance](https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3327&pageid=51592&e=e) * [LCC Health & Safety COVID-19 web page](https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&pageid=51638) * Head teacher or other senior person keeps up to date with [official COVID-19 Guidance](https://www.gov.uk/government/organisations/public-health-england) and informs employees/school arrangements as required; * The content of this risk assessment is based on the NHS COVID-19 National Testing Programme, [Schools and Colleges Handbook](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf) and the [Clinical Standard Operating Procedure for schools.](https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3327&pageid=3327&fileid=143578) |
| **COVID-19 spreading in the school community** | Staff, pupils, visitors, contractors, | Transmission of the virus leading to ill health or potential death | * The school is following government recommended control measures set out in the school’s protective measures risk assessment. * At Chaucer Primary School, 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, pupils, visitors, contractors, | Transmission of the virus leading to ill health or potential death | * Information booklet given to staff including:   + 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. * COVID Co-ordinator: **Kirsty Bell**  (Assistant Head teacher)   COVID Registration: **Karen Heywood** (HLTA)   * 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 Tuesday 26th January from the designated safe area. |
| **Tests to be stored correctly and collection managed in a safe way** | Staff, pupils, visitors, contractors, | Transmission of the virus leading to ill health or potential death | * Tests to be kept securely in the ‘Dead File Store’ to prevent unauthorized access (apart from Tuesday 26th from the designated safe area subsequent following dates). * 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.   Tests will be identified by names and linked lot number and a form to sign.  Those collecting their kit should, hand sanitise before collecting and signing and  maintain 2m from staff coming to collect their test |
| **Staff not reporting results** | Staff, pupils, visitors, contractors, | Transmission of the virus leading to ill health or potential death | * Void, double void and positive results are communicated to the school once the test is completed and on line.   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, pupils, visitors, contractors, | Transmission of the virus leading to ill health or potential death | * 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. * Staff are able to ask key questions about the testing. * Staff may have a one to one meeting to discuss concerns of testing with a named staff member in this risk assessment |
| **Swabs are taken incorrectly causing a false reading or cause contamination**  **Swabs are taken incorrectly causing a false reading or cause contamination** | Staff, pupils, visitors, contractors,  Staff, pupils, visitors, contractors, | Transmission of the virus leading to ill health or potential death  Transmission of the virus leading to ill health or potential death | * Schools following government control measures. * The COVID Coordinator and Registrar has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the school testing scheme. * New handbook 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 * 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 using new handout. * 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 and school. * COVID Coordinator to be responsible for incident reporting on a school wide issue: |
| Incorrect use of testing equipment | Staff, pupils, visitors, contractors, | Transmission of the virus leading to ill health or potential death | * School ensures that all staff self-administering tests have received appropriate instruction on how to do this correctly and safely; * Where there are physical/medical issues or an individual has a very sensitive gag reflex that prohibits the throat swab from being completed successfully, double nasal swabbing can be undertaken; * Under circumstances, where a nasal swab is not feasible (e.g. an individual is prone to nasal bleeds), it is acceptable to swab only the back of the throat without having to do a nasal swab; * If the swab touches anything other than the tonsils or nostril before or after swabbing it will be invalid and will be placed in the healthcare (chemical) waste container and a fresh swab selected; |
| Contact with waste including sample waste | Staff, pupils, visitors, contractors, household members | Transmission of the virus leading to ill health or potential death | * Arrangements have been made with the school's existing hygiene waste contractor to remove if required |
| A positive test result | Staff, pupils, visitors, contractors, | Potential spread of disease and emotional distress of those receiving a positive result | * Positive Test results are shared with staff in order to inform of potential contact but GDPR processes will be followed; * School has arrangements in place for advising staff that receive a positive test result to ensure this is done in a sensitive and supportive manner in a quiet, private area; * The individual who has received a positive test will be treated as if they were a positive COVID case in terms of the prevention of infection to others and will be asked to undertake a follow up PCR test on the same day or as soon as possible to confirm the result. Individuals are required to let the school know the result; * Until they get further advice, the individual who has received a positive test result is advised that 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; |
| Sharing of personal information | Staff | Misuse of personal information and breaches of GDPR | * Care is taken when handling personal information to ensure all necessary precautions are taken and that it is not shared with anyone who is not directly involved in dealing with the test results. * Care is taken when entering and saving personal information electronically. School already has appropriate arrangements in place for this from other areas of work. * Arrangements for dealing with any breaches of GDPR are understood and adhered to by the Head teacher and School Business Manager or Bursar. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PART C: ACTION PLAN Further action / controls required** | | | | | | |
| **Hazard** | Action required | Person(s) to undertake action? | **Priority** | **Projected**  **time scale** | **Notes / comments** | **Date** Completed |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |