

Over-arching Risk	Assessed risk if no actions taken	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when
Risk that Chadsmead Primary Academy school cannot operate covid self-testing of the workforce in line with DHSC instructions	High	See risk assessments below	Low	See risk assessments below

This Risk Assessment will be reviewed as and when needed by Chadsmead Primary Academy – COVID-19 Co-ordinator

Risks	Assessed risk if no actions taken	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when
Low uptake of testing means the programme does not achieve its aims	High	<ul style="list-style-type: none"> <li>Test administration will include all admin staff and the Headteacher. Chadsmead Primary Academy Covid Co-ordinator is Mrs V Clark.</li> <li>The 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 communicate accordingly.</li> <li>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.</li> <li>Staff can ask key questions about the testing at either the staff briefing or e-mail to the covid coordinator.</li> </ul>	Low	
Staff member being tested does not have access to clear instructions on how to carry out test	High	<p>The COVID Coordinator to ensure that all staff:</p> <ul style="list-style-type: none"> <li>Share the DfE/DHSC letter tailored to the school situation.</li> <li>Undertake the training and are provided with the correct literature (new leaflet, not the one in the box) and video links.</li> <li>Can ask questions and discuss issues.</li> <li>Feel confident in reporting issues and concerns to the COVID Coordinator.</li> <li>Testing at Chadsmead Primary School will take place twice a week, on Thursday and Sunday evenings between 3:30pm and 6.30pm. Results to be shared with school by 7pm using the Microsoft form.</li> <li>Staff will take tests at home.</li> <li>Those with symptoms are expected to take a polymerase chain reaction (PCR) test and follow the stay at home guidance.</li> </ul>	Low	

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Staff member being tested does not know how their data is being used	High	<ul style="list-style-type: none"> <li>Access to the data to be restricted to the COVID Co-ordinator, admin staff and Headteacher.</li> <li>Data/records to be stored securely on school computers only, not to be removed from school. These are kept on the admin share server, which allows access to only admin staff and the Headteacher.</li> <li>The collection and storage of the data meets legislation requirements and the trust's Data Protection Policy.</li> <li>The Trust has provided staff with a privacy notice explaining what personal data is required to participate in the programme.</li> </ul> <p>The school close contact register will be used should we get a positive case.</p>	Low	
Tests are used by individuals other than those in the school workforce	Medium	<ul style="list-style-type: none"> <li>Are aware that the test assigned to them is only to be used by themselves and that it must never be taken by anyone else.</li> <li>Staff are aware of the storage of tests and it remains their responsibility, avoiding accidental use from someone in their household.</li> </ul>	Low	
Tests are stored incorrectly in school or at home	Medium	<p>The COVID Coordinator is responsible for ensuring that the storage and collection point is:</p> <ul style="list-style-type: none"> <li>Able to be secured to prevent unauthorised access to the test kits.</li> <li>Inside and at a temperature between 2 and 30 degrees, out of direct sunlight/heat.</li> <li>Tests kits are stored in the medical room.</li> </ul> <p>At home, the staff member is responsible to ensuring the storage of tests also meets this criterion.</p>	Low	
Tests are distributed in school in a way that is not covid secure	High	<p>The COVID Coordinator and admin team is responsible for:</p> <ul style="list-style-type: none"> <li>Ensuring that the collection point (the ICT Room) allows sufficient space to be available for 2 metre social distancing during the collection of the test by all members of staff.</li> <li>Determining a process for the safe collection of tests by staff members: one-way system, wear face coverings at all times during the handing out of the test kits, that they maintain 2m from staff collecting kits, wear gloves when touching the test kits.</li> <li>Ensuring all staff members understand how and when to collect test safely – each staff member given a 5-minute interval to attend at. This is shared via e-mail.</li> </ul>	Low	
Tests are not replenished regularly to allow continuity of testing in line with guidance	High	<ul style="list-style-type: none"> <li>The COVID Coordinator to monitor stocks of testing kits carefully by establishing weekly demand versus stock levels and determining minimum re-order levels.</li> <li>To contact DfE Coronavirus Helpline if additional deliveries are required (0800 046 8687).</li> </ul>	Low	

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Results of test are not recorded accurately with both the school and the NHS	High	<p>The COVID Coordinator to ensure that all staff:</p> <ul style="list-style-type: none"> <li>Are trained in and understand how to report their test result to NHS Test and Trace as <i>soon as the test is completed</i> and <i>every time they take a test</i>, even if the result is negative or invalid – either online or by telephone (as per the instructions in the home test kit).</li> </ul> <p>The COVID Coordinator, Headteacher and admin team will manage a Register and a forms process for all staff to log test results with the school before staff arrive on site in the morning. This is important for identifying staff with positive results, for bubble management and contact tracing. This system to be communicated clearly to the whole staff team. This should include:</p> <ul style="list-style-type: none"> <li>The process and timelines for test to be taken and results to be communicated by staff (Test taken Sunday and Thursday evening after 3:30pm. Positive or two void results shared with headteacher before 7pm)</li> <li>At 7pm the covid co-ordinator will check the spreadsheet to confirm all results have been recorded and send e-mail reminders for those who have not.</li> <li>All staff will report to NHS website, this link has been provided on the staff letter.</li> <li>All staff will use the Microsoft school form to record results, this link is provided in the staff letter.</li> <li>Results are saved on the Admin Shared server only. Access can only be obtained from those involved in the administration of testing.</li> <li>The covid coordinator will liaise with staff in the Identifying and reporting of incidents.</li> <li>The Test Kit Log, Register and Incident Log are checked daily by the administration team.</li> </ul>	Low	
Correct action is not taken on positive or void results	High	<p><b>Staff with a positive LFD test result:</b></p> <ul style="list-style-type: none"> <li>Individuals with a positive LFD result will need to self-isolate immediately in line with the <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">stay-at-home guidance</a>. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>They must report their results to NHS Test and Trace as soon as the test is complete, as set out in the test kit instructions and <a href="https://www.gov.uk/report-covid19-result">self-report gov.uk</a> page. <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a>. This will enable NHS Test and Trace to monitor the spread of the virus.</li> <li>They must complete the Microsoft school form (link has been provided in the Testing letter) that records each person's results.</li> <li>They must also inform the school by telephone to the Headteacher (by 7pm) of their result so the school can identify close contacts and they can make appropriate cover arrangements.</li> </ul>	Low	

		<ul style="list-style-type: none"> <li>They should book a confirmatory PCR test online, then continue to isolate for 10 days if the PCR test result is positive. The staff member must also inform the school, by telephone to the Headteacher, of a positive PCR result.</li> </ul> <p><b>Staff with a void LFD test result</b></p> <ul style="list-style-type: none"> <li>If staff get a void result, this means that the test has not run correctly, and they will need to take another test as soon as possible.</li> <li>Staff should still report the void result to NHS Test and Trace via the <a href="https://www.gov.uk/report-covid19-result">selfreport gov.uk</a> page. <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></li> <li>They should use a new test kit but not reuse anything from the first kit.</li> <li>In the very unlikely event staff get two void test results, they should book a PCR test. Staff do not need to self-isolate pending the result of the PCR test. Staff should inform the school, by telephone to the Headteacher (by 7pm), as it may indicate a faulty batch of test kits and cover arrangements will need to be made.</li> </ul> <p><b>All staff</b> - The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a PCR test to check if they have the virus.</p> <p><b>All staff</b> - the LFD test kits for use by primary school staff are not to be used as an alternative to self-isolation. If a member of staff has been in close contact with a confirmed case of COVID-19, they should follow the government guidance and self-isolate.</p>		
“Incidents” as defined by DHSC are not reported to DHSC and DfE	High	<p><b>School - Issues experienced by an individual at home:</b></p> <ul style="list-style-type: none"> <li>The COVID Coordinator to develop an Incident Log and process for logging issues. Ensure the Incident Log is saved securely.</li> <li>All staff members to be trained in what issues should be reported, to whom and by when.</li> <li>The Incident Log to be reviewed daily 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.</li> <li>If there are repeated or similar issues these should be reported to the DfE Helpline.</li> <li>The COVID Coordinator to share learning with the DfE should contact be made.</li> </ul> <p><b>Individuals</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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. <a href="https://coronavirus-yellowcard.mhra.gov.uk/">https://coronavirus-yellowcard.mhra.gov.uk/</a></li> <li>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)</li> </ul> <p>Any other questions, concerns or reporting issues will be raised via the DfE coronavirus helpline on 0800 046 8687.</p>	Low	

## Resources

DfE guidance:

[https://drive.google.com/drive/folders/1X4fLxy6\\_ppmpmKrv3hT2M6cduAN\\_GS54](https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54)

Risk matrix:

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH