RISK ASSESSMENT Wootton Academy Trust	school staff and p Pupils year 7 and	low testing of Secondary upils (at home twice a week). above ek commencing 15th March 2021	Wootton Upper School
Assessment completed by: K Hance	Date Completed:	05/03/2021	Kimberley College
PRINT NAME: KEN HANCE	Next Review Date Due:	22/03/2021	Jonege

COVID Coordinator	Carrie McMorn, Liz MacKay, Steph McMenamy	Tasks such as: communicating with stakeholders ensuring staff are using the right instructions and that the 'test kit log' is completed as the test kits are distributed to staff. reporting incidents and carry out risk management. storing and reporting any required data reorder tests when required (advice on how to do this will follow)
Registration Assistant (can be the same person if needed)	Helen Darlow Steph Hills / Nicky Lowe / Michael Martin	Tasks such as: distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits inputting test results from staff into your school/college or 'test results register/log'. sending reminders to participants to communicate their results online, or by phone, and to the school / college. responding to staff questions working with the COVID-19 Coordinator to manage the stock of kits

No	Hazard / Risk	Who is at Risk?	How can the hazards cause	Normal Control Measures		al Control s Y/N/NA
			harm?		In Place	Adequate
1	Poor management of the lateral flow testing for staff and pupils (at home)	Staff and pupils	Staff and pupils asymptomatic passing on virus which leads to illness or death	 Tests should be conducted twice a week, 3 to 4 days (Sunday and Wednesday evenings) i.e. before coming into school/college. This asymptomatic testing programme does not replace current guidance for those with symptoms or those identified as a close contact of a positive case. Anyone with symptoms, whether they are involved in this programme or not, should book a free NHS test and follow government self isolation guidance until the results of their test are known. 	Y	Y
				Testing also does not replace basic preventative measures such as regular handwashing and social distancing.	Υ	Y
				 Tests to arrive at school and college during school/college hours. On arrival school/college to record the lot number(s) of the test kits delivered. 	Υ	Y
				 In addition to a box of test kits there will be a bundle of updated Instructions for Use that will need to be given out with each kit 	Υ	Y
				(version 1.3.2)	Υ	Y
				 Sufficient number of kits for the first 3 to 4 weeks of testing pupils. Initially provide 7 testing kits to each member of staff or student so 	Υ	Y
				that they can test twice a week	Υ	Υ
				 COVID coordinator to set up a "Test kit log" in school/college. COVID coordinator to manage test stock and ensure more test kits 	Υ	Y
				are reordered in sufficient time.	Υ	Υ
				School/college to maintain a "test results register/log"	Y	Y
				Procedures align with local public health response to COVID-19	Ϋ́	Ý
				COVID coordinator to record and incidents including lessons learnt	Ϋ́	
				 Staff/pupils communicated with information to be able to carry out tests safely at home. 	1	'
				 For further general help on self-testing FAQs or Department of Education coronavirus (England) helpline on 0800 046 8687 (Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 6pm). 	Y	Y

No	Hazard / Risk	Who is at Risk?	How can the hazards cause	Normal Control Measures		nal Control es Y/N/NA
			harm?		In Place	Adequate
	Poor management of the lateral flow testing for staff (at	Staff and pupils	Staff and pupils asymptomatic passing on virus which leads to illness or death	 School/college to follow all guidance in google drive and check regularly for any updates. The member of staff/pupil will record the test result on the NHS Test and Trace website at www.gov.uk/report-covid19-result or call 119 within 24 hours of test. 	Y Y	Y
	home)			 Staff/pupils should report the result: every time they use a lateral flow test kit as soon as possible after the result Result must be reported within 24 hours. 	Y	Y
				 The reporting must also include the barcode on the test strip or the ID number printed under it (the test strip is the part of the kit that shows the result) 	Y	Y
				 Member of staff to submit their mobile phone number so they can receive a text to confirm their result has been received by the NHS system. 	Y	Y
				 School/college are unable to view the results that their staff/pupils have uploaded to the online service. 	Y	Y
				 Staff/pupils should also communicate ALL results positive, negative or invalid to their school/college COVID coordinator/Register Assistant following /college procedure "Test result log" used to identify staff/pupil with positive results, 	Y	Y
				 bubble management and contact tracing. Encourage staff/pupils to follow requirements when reporting 	Y	Y
				results (send reminders on test days to take a test and report results).	Y	Y
				 Small ATS provision at school/college for pupils unable to test at home. 	Y	Y

No	Hazard / Risk	Who is at Risk?	hazards cause	Normal Control Measures	Are Normal Control Measures Y/N/NA	
			harm?		In Place	Adequate
2	Inadequate storage and distribution of kits	Staff and pupils	Lack of testing equipment creating an increased risk of infection in school/college	 Test kits stored in an area to prevent unauthorised access to the test kits, Science Prep rooms Test kits stored in temperatures between 2°C and 30°C Allow enough space for social distancing between staff/pupils when picking up kits. Pupil kits could be distributed through registration process in classrooms Member of staff coordinating the handing out of the test kits should wear an appropriate face covering at all times and maintain a 2 metre distance from staff/pupils receiving their test kits. COVID coordinator to ensure a record of how many tests are available to staff/pupils are recorded and new tests are reordered within an appropriate time scale Registration assistant to distribute the test kits to classrooms and sign for each child as they receive their home kit. Registration assistant to wear a face mask and ensure social distancing when distributing the testing kits COVID coordinator to record information on 'test kit log'. Information includes: Record kept of: name of school/college, person issuing the test, date of issue, LOT number and person (staff or student) using the test. 'Instructions For Use' (with a blue front cover and dated 15th January 2021 v1.3.2) hand out provided to staff/pupils testing at home. 	Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y

No	Hazard / Risk	Who is at Risk?	How can the hazards cause	Normal Control Measures		al Control s Y/N/NA
			harm?		In Place	Adequate
3	Conducting Test	Staff and their family where test is being	Infection of Tester from Air Borne Particles	 If any member of staff/pupil reports with a temperature above 37.8°, an issue with taste or smell or a new and continuous cough, they must book a NHS PCR test and not wait for their regular lateral flow test. 	Y	Y
		undertaken at home	Infection of Tester from contaminated	 Tests are only for the use of the person assigned the kits; they should not be taken by anyone else. 	Y	Y
			surfaces	 All members of staff will confirm, via questionnaire, they have watched instructional <u>video</u> on YouTube about self administering tests 	Υ	Y
				 Consider all staff/pupils to test on specific days or staggering. 	Υ	Υ
				Tests to take place before 7:30am so that parents can be informed of impact on class by 8:00am and/or school/college can arrange	Y	Y
				appropriate cover.	Υ	Y
		carry out test and provide r Test to be carried out follow	 Tests may be best taken evening before allowing sufficient time to carry out test and provide more notice, (of any positive result). Test to be carried out following procedure 'Instructions For Use' (with a blue front cover and dated 15th January 2021 v1.3.2) hand 	Υ	Y	
				 Out. Staff/pupils should not use instructions inside the box as these are old. 	Y	Y
				 Tester to wash hands for 20 seconds using soap or sanitise and dry prior to and after Testing All surfaces to be wiped down using an anti viral spray or wipe before and after testing 	Υ	Y
				 Testing kit to be placed on a dry flat surface Timer used to record 30 minutes processing time. 	Y	Y
				Timer used to record so minutes processing time. Test result to be read at 30 minutes and not before	Υ	Υ
				Testing waste to be disposed of in bag provide immediately	Y	Y
				following tests	Ϋ́	Ϋ́
				Double bag all positive test waste materials and place in household	Ϋ́	Ý
				waste	Ϋ́	Ý

No	Hazard / Risk	Who is at Risk?	How can the hazards cause	Normal Control Measures		nal Control es Y/N/NA
			harm?		In Place	Adequate
	Conducting	Staff and	Infection of Tester	Single bag all negative tests and dispose of in household waste	Y	Y
	Test (cont) their family where test is being	from Air Borne Particles	 Staff member taking test to record result online www.gov.uk/report-covid19-result or call 119 	Υ	Y	
		undertaken at home	Infection of Tester	 Member of staff/pupil should also communicate ALL results positive, negative or invalid to their school/college COVID coordinator/Register Assistant following school/college procedure. 	Y	Y
			Surfaces	 Record of tests and test results to be kept by COVID coordinator/assistant, must include Time, Date, Name, Result, Comments, Actions following positive test 	Y	Y
4	Extraction	Staff/parent		Gloves do not need to be worn when using extraction solution.	Υ	Y
	solution	/pupils		 Do not use if the solution has expired 	Υ	Υ
	which comes	using the		 Wash hands thoroughly if extraction solution is spilt. 	Υ	Υ
	with the test kit	solution		Parents/carers to assist their child in the processing if required.	Y	Y

No	Hazard / Risk	Who is at Risk?	How can the hazards cause	Normal Control Measures		nal Control es Y/N/NA
			harm?		In Place	Adequate
5	Contact Following a	Staff	Cross contamination of	All members of staff will confirm, via questionnaire, they have watched YouTube instructional video about self administering tests	Y	Y
	Positive Test	other family members from used • All staff who take the tests will receive the guidance document in the family instructions for Use v.1.3.2	- · · · · · · · · · · · · · · · · · · ·	Y	Y	
			testing materials	 Parent/carers and pupils provided with leaflet links to video on self- testing at home. 	Y	Y
				 Wash hands with soap for 20 seconds or sanitise prior to and after testing 	Υ	Y
				 All surfaces to be wiped down (with a anti viral wipe of spray) before and after testing 	Υ	Y
				 Staff/pupil member testing positive must isolate immediately with their household, not go into school/college and contact school/college COVID coordinator. 	Y	Y
				 Staff /pupil testing positive will self isolate at home and organise an NHS PCR COVID Test get tested 	Y	Y
		Candidate to double bag all waste materials and place in household waste	· · · · · · · · · · · · · · · · · · ·	Y	Y	
				 The member of staff/pupil will record the test result on the NHS Test and Trace website 	Y	Y
				 Staff/pupil should also communicate ALL results positive, negative or invalid to their school/college COVID coordinator/Register Assistant following school/college procedure. 	•	·

No	Hazard / Risk	Who is at Risk?	How can the hazards cause	Normal Control Measures	Are Normal Contro Measures Y/N/NA	
			harm?		In Place	Adequate
6	Contact during a void test	Staff	Cross contamination of other family members from used testing materials	 All members of staff will confirm, via questionnaire, they have watched YouTube instructional video about self administering tests All staff/pupils who take the tests will receive the guidance document 'Instructions For Use' v.1.3.2 Parent/carers and pupils provided with leaflet links to video on self-testing at home. Wash hands prior to and after testing All surfaces to be wiped down before and after testing Staff or pupil receiving a void test must complete a second test. If the subsequent test comes back void, the member of staff or pupil must organise a NHS PCR COVID test and the COVID coordinator contacted. The member of staff/pupil will record the test result on the NHS Test and Trace website at www.gov.uk/report-covid19-result or call 119 Staff/pupil should also communicate ALL results positive, negative or 	Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y
				invalid to their school/college COVID coordinator/Register Assistant following school/college procedure.		

No	Hazard / Risk	Who is at Risk?	How can the hazards cause	Normal Control Measures		nal Control es Y/N/NA
			harm?		In Place	Adequate
7	Contact during	Staff	Incorrect logging or result resulting in	 All members of staff will confirm, via questionnaire, they have watched YouTube instructional <u>video</u> about self administering tests 	Y	Y
	negative result		risk of infection	 All staff/pupils who take the tests will receive the guidance document 'Instructions For Use' v.1.3.2 	Y	Y
				 Parent/carers and pupils provided with leaflet links to video on self- testing at home. 	Y	Y
				Wash hands with soap for 20 seconds prior to and after testing	Υ	Υ
				All surfaces to be wiped down before and after testing	Υ	Υ
				If a negative result is received, the member of staff/pupil should go into school/college as normal and inform the COVID coordinator about the	Υ	Y
				result The member of staff/pupil will record the test result	Υ	Y
				 https://www.gov.uk/report-covid19-result or call 119 Staff should also communicate ALL results positive, negative or invalid to their school/college COVID coordinator/Register Assistant following school/college procedure. 	Y	Y
8	Test Failure	Staff and pupils	Candidates continue to work	 All members of staff will confirm, via questionnaire, they have watched YouTube instructional video about self administering tests 	Υ	Y
			due to a false negative test result	All staff who take the tests will receive the guidance document 'Instructions For Use' v.1.3.2	Υ	Y
				Parent/carers and pupils provided with leaflet links to video on self- testing at home.	Υ	Y
				 Registration Assistant should carry out routine and documented checks to ensure correct procedure continues to be followed 	Υ	Y
				 Test kits to be stored and managed by the Registration Assistant in line with the DfE storage guidelines to prevent damage to equipment 	Y	Y
				 Staff should also communicate ALL results positive, negative or invalid to their school /college COVID coordinator/Register Assistant following school/college procedure. 	Y	Y

No	Hazard / Risk	Who is at Risk?	How can the hazards cause	Normal Control Measures		nal Control es Y/N/NA
			harm?		In Place	Adequate
9	Legal Consideratio	Staff and pupils	The school/college has no legal right to	All staff/parents has been clearly communicated the legal position of the voluntary testing programme.	Y	Y
	ns		make staff	The testing program is recommended and supported, but not mandated.	Υ	Υ
			undertake lateral flow testing and	 Staff/pupils will not be prevented from going into school/college if they do not take part in self testing. 	Y	Y
			may be liable to	 Testing will not be undertaken on staff/pupils without their consent. 	Υ	Υ
			legal challenge	 Tests will be self-administered to a participant's own throat and nose at home. 	Y	Y
				 Staff and pupils who decline to participate in this testing programme should follow national guidelines on self isolation and get tested if they how symptoms. Guidance on self-isolation, further testing will be provided to those testing positive. 	Y	Y
				 testing positive. Staff/Pupils should be given access to the privacy notice and must have read this before self testing.(available on site, website and comms) 	Υ	Y
				 The school/college's "test kit log" and "test results register/log" must be separate documents for data protection purposes (so that the signing for 	Y	Y
				results cannot see the results of their colleagues). School/college to follow DFE guidance on record retention (not yet	Υ	Y
				published).	Υ	Y
10	Non reporting	Staff and pupils in school/colle	Spread of the virus leading to spread of infection and illness	Staff/pupils participating voluntary in scheme should report the result https://www.gov.uk/report-covid19-result or call 119 and also inform the school/college their result.	Y	Y
		ge	and death	 Good communication of procedures so staff are confident with process so there is full reporting online and school/college within timeframes. 	Υ	Y
11	Poor uptake	Staff and	Spread of the virus	Staff and pupil training on how to take test safely using YouTube	Υ	Y
	on self	pupils in	leading to spread of	instructional video about self administering tests	Υ	Υ
	testing	school/colle ge	infection and illness and death	 Support to staff that are worried about taking the test to alleviate any fears Staff who decline to participate in this testing program should follow the usual national guidelines on self isolation and get tested if they show 	Y	Y
				symptoms.		

No	Hazard / Who is at How can the Risk Risk? hazards cause		Normal Control Measures	Are Normal Control Measures Y/N/NA		
			harm?		In Place	Adequate
12	Poor Communicati ion	Staff and pupils in school/colle ge	Spread of the virus leading to spread of infection and illness and death	 Inform staff/parents/pupils what rapid testing is and make video content on the document sharing platform available to them Inform staff/parents/pupils who is the School/college's COVID-19 Coordinator and Registration Assistant (this may be the same person). Staff/parents and pupils are given sufficient time to watch instructional video and read literature on testing and ask any questions Explain that the Registration Assistant distributing the test kits will sign for children/staff as they receive their home kits and record the lot number on the box of their test kits against their name. Staff/pupils are informed how and when they can collect/will receive their test kits. Inform staff/parent/pupil of requirement to report test results. Regular communication to staff/parent/pupils on process and how it is going in school/college and response to any concerns/issues. COVID coordinator/registration assistant to answer any staff questions. 	Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y

Additional Control Measures (to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).	Action by Whom (list the name of the person/people who have been designated to conduct actions)	Action by When (set timescales for the completion of the actions – remember to prioritise them)	Action Completed (record the actual date of completion for each action listed)	Residual Risk Rating
Reviewed by: Signature: PRINT NAME:	COMMENTS: Record any comments reviewer v	vishes to make. Including r	recommendations for futu	re reviews.

RESIDUAL RISK RATING	ACTION REQUIRED	
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.	
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Consultant	
MEDIUM (M) Possibility of significant injury or over 7 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.	
LOW (L) Possibility of minor injury only	No further action required.	

Key documentation

How to guide – rapid testing of primary and nursery workforce https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRgfrj_b5_P

Recording Test result http://www.gov.uk/report-covid19-result