

School site	Trumps Green Infant school	Assessed by	Sarah Morris	Date of assessment	25.1.2021	Date of Review	continual
Subject	Testing for staff in primary schools, school-based nurseries and maintained nursery schools refer to Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK (www.gov.uk)						



Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 Actions	Current risk level	Step 4 Review By whom and by when?
COVID-19 spreading in the school community	Staff/adults in school Visitors Pupils COVID-19	<ul style="list-style-type: none"> Following government recommended control measures set out in the school's protective measures risk assessment. Mass testing of staff/adults in school will take place twice a week. These tests are to be taken 3-4 days apart at home. Tests to be taken before staff come into work. 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. Any pupil and staff/adults who work in school who have COVID-19 symptoms should not attend school and should self-isolate. 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. 	M	Under continual review by Headteacher/SBM
Regular communication to staff/adults in school	Staff/adults in school Staff wellbeing	<ul style="list-style-type: none"> Information given to staff including what rapid testing is, about using the how to guide and the video content available. Headteacher/office are acting as COVID coordinator and registration assistants Adults sign for their test kits and record the lot number against their name. Adults know how they can collect their tests and the instruction for use to ensure they collect and use the correct instruction when testing. Inform adults of the requirement for them to report their test results. 	L	Under continual review by Headteacher/SBM
Tests to be stored correctly and collection managed in a safe way	Staff/adults in school	<ul style="list-style-type: none"> Tests to be kept securely inside (cool/dry) to prevent unauthorized access. Test kits need to 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. 	L	Under continual review by Headteacher/SBM

	<p>Tests to become damaged</p> <p>COVID-19 during collection of tests</p>	<ul style="list-style-type: none"> • Allow enough space for social distancing when giving out tests. • Person giving out kits should wear appropriate face covering at all times and maintain 2m from staff coming to collect their test risk. 		
Staff/adults in school not reporting results	<p>Staff/adults in school</p> <p>Visitors</p> <p>Pupils</p> <p>COVID-19</p>	<ul style="list-style-type: none"> • Results are communicated to the school once the test is completed. • Adults 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. Adults should also share their result with their school or nursery to help with contact tracing. 	L	Under continual review by Headteacher/SBM
Low uptake on taking tests.	<p>Staff/adults in school</p> <p>Visitors</p> <p>Pupils</p> <p>COVID-19</p> <p>Staff wellbeing</p>	<ul style="list-style-type: none"> • Tests are optional and are not mandatory. Adults to opt in after they have read key information and privacy notice to understand data protection for testing. Adults able to ask key questions about the testing process and the effectiveness of these. • The testing programme is an important addition to supporting leaders to maintain the continuity of education through the pandemic. Adults to be briefed about the purpose and reasons for the tests being implemented. 	L	Under continual review by Headteacher/SBM
Swabs are taken incorrectly causing a false reading or cause contamination	<p>Staff/adults in school</p> <p>Visitors</p> <p>Pupils</p> <p>COVID-19</p>	<ul style="list-style-type: none"> • Schools following government control measures. • Instructions dated 15th January 2021, old instructions are contained in box and new instructions need to be issued. Correct instructions do not have a picture on front cover. • Test conducted on a dry, clean, flat surface. • 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. • Regular communication with adults 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. • Follow quality checklist – how to test information general guidance. 	L/M	Under continual review by Headteacher/SBM

Lateral flow tests disposed of incorrectly	Staff/adults in school Visitors Pupil COVID-19 Environmental incident	<ul style="list-style-type: none"> Disposal bag included in test and can be disposed of at home in household waste. 	L	Under continual review by Headteacher/SBM
Contact with extraction solution which comes with the test kit	Staff/adults in school Visitors Pupils Exposure to eye, skin, inhalation, ingestion, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> Instructions to be followed. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the school's waste disposal procedures. Do not use if the solution has expired. Follow procedures on the Material Safety Data Sheet. 	L	Under continual review by Headteacher/SBM
Staff and pupil's wellbeing during the asymptomatic testing	Staff/adults in school Visitors Pupils Stress Ill health	<ul style="list-style-type: none"> Consent given before testing is carried out. Regular communication about the process and the reason for the asymptomatic testing and daily contact testing to all adults. Employee assistant program in place for staff. Regular communication about wellbeing and support available. 	L	Under continual review by Headteacher/SBM

Guidance from:

[Rapid asymptomatic coronavirus \(COVID-19\) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools)

[Guidance for full opening: special schools and other specialist settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-full-opening-special-schools-and-other-specialist-settings)