

COVID19: Risk Assessment for Asymptomatic Home Testing for Primary School Staff

SCHOOL NAME: White Hall Academy

OWNER: Learning Pathways Trust

DATE: 28th January 2021



All primary schools, school based nurseries and maintained nursery schools will start to receive deliveries of home testing kits to offer all their staff from the 18th January 2021.

Primary, school-based nursery and maintained nursery staff will be supplied with lateral flow test kits to self-swab. Staff will be asked to take their kits home and carry out the test twice a week. The Lateral Flow Test will give a result in around 30 minutes. Staff must report their result to the NHS Test and Trace as soon as the test is completed either online or by telephone per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.

The kits are primarily for school-based staff who have chosen to take a COVID-19 test. If staff are based entirely at home, there is no need for them to take a test until such time that they re-enter the school to work.

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Staff have been provided with on line training via Zoom on the school's approach to 'Home Testing'.</p> <p>Staff have also been emailed the following information:</p> <ul style="list-style-type: none"> • Privacy Notice • School reporting forms • Reporting procedures to the government • Links to local NHS Test and trace site • LFT distribution form 	Staff undertaking test incorrectly causing injury.	medium	<ul style="list-style-type: none"> • Staff training has been provided to all staff on via a ZOOM meeting on the 21.1.21. • The following video link has been provided to all staff demonstrating how to administer the tests: https://www.youtube.com/watch?v=S9XR8RZxKNo&list=P_LvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ • Staff completed a disclaimer when they collected the tests to ensure they have received the correct instruction booklet. • They have been directed to not use kits beyond the expiry date. 	21.1.21 Tests distributed w/b 25.1.21	low
	Staff not isolating or seeking a PCR test following a positive LF result, meaning the virus could be spread.	medium	<ul style="list-style-type: none"> • Staff members must isolate if they record a positive LF test result and arrange a PCR test to confirm the result as quickly as possible. • Members of staff must report the test result on the NHS Test and Trace website https://www.gov.uk/report-covid19-result or phone 119. • The test result must also be reported on the school form:https://forms.office.com/Pages/ResponsePage.aspx?id=rqhnVjY-bkmsUYihtBXSrj9GaltgiAlGr_-4Vy29UuhURVJEQVBTQIRWJIQkdEQzJXRjFJTTRMTC4u. • A positive result should be reported to Mr Bradley or Mrs Eames by phone. 	21.1.21	low
	Staff testing negative become complacent	medium	<ul style="list-style-type: none"> • Staff with a negative LFT test result can continue to attend school or nursery and follow the risk assessment measures in place. 	21.1.21	low
	Staff reporting a void on their test result and uncertainty over whether to isolate or not.	medium	<ul style="list-style-type: none"> • A void test needs to be reported to the NHS and the school using the systems above. • If a staff member reports two voids on the same test day then they need to isolate and book a PCR as soon as possible. 	21.1.21	low

Members of staff not disposing of tests kits correctly, causing the spread of virus.	medium	<ul style="list-style-type: none"> All testing should be carried out at home. All used kits should be disposed of in the staff member's household rubbish. This has been communicated to all staff by the Schools COVID Co-ordinator. 	21.1.21	low
Test kits being faulty and returning too many voids resulting in staff needing to isolate when not positive.	low	<ul style="list-style-type: none"> The test kits log numbers have been recorded for every staff member for reporting any concerns over the validity of the results. An unusual number of voids will be reported to the NHS test and trace and advice taken. 	21.1.21	low
Members of staff testing positive not reporting a result causing lack of data for contact tracing	medium	<ul style="list-style-type: none"> Staff should report their results to the NHS Test and Trace as soon as completed at https://www.gov.uk/report-covid19-result or phone 119. Test results must be reported to the school via https://forms.office.com/Pages/ResponsePage.aspx?id=rqhnVjY-bkmsUYihtBXSrj9GaltgiAIGr-4Vy29UuhURVJEQVBTQUIRWIJIQkdEQzJXRjFJTTRMTC4u in order for the school to trace close contacts within the school. 	21.1.21	low
Non-staff members using the school test kits resulting in a shortage of test or injury	medium	<ul style="list-style-type: none"> Staff have been clearly informed that the tests are for school staff members only and used by the person they were allocated to. 	21.1.21	low