

Pocklington Community Junior School

COVID – 19 Lateral Flow Testing for Staff - Risk Assessment

25th January 2021

Significant Risks	People at Risk	Control Measures	Amendments following Review
Mismanagement of the LFD Testing systems and procedures	<p>All School staff, including contractors and other visitors.</p> <p>Pupils in school and their families due to transmission of the virus in school.</p>	<p>School has a nominated COVID-19 Co-ordinator, being the Head of School, contingency co-ordinators, being the assistant heads of school and a designated COVID-19 Administrator being Miss Wright (admin team).</p> <p>The Head of school is responsible for:</p> <ul style="list-style-type: none"> • Communicating with all staff about the school’s timetabling of LFD testing • Ensuring that the administrator is fully trained to carry out their role • Ensuring assistant heads are fully trained in the process as a contingency measure • Providing full information on LFD testing to staff • Managing the register for logging test results • Reporting any school wide incidents and recording these on an incident log • Checking for any updates and changes to guidance from the NHS and implementing the changes • Continuously assessing the LFD testing process against this risk assessment and updating the RA when required <p>The COVID-19 administrator is responsible for:</p> <ul style="list-style-type: none"> • Management of the delivery of test kits and auditing stock • Completing the test kit log when staff collect their test • Ensuring staff receive the correct instruction booklet • Re-ordering tests in a timely fashion 	
Staff are not fully trained in the LFD test process leading to staff attending school whilst asymptomatic	<p>All School staff, including contractors and other visitors.</p> <p>Pupils in school and their families due to</p>	<p>Head of school to be fully appraised of the LFD process by attending webinars 1 & 2 and reading all materials distributed by NHS and DfE.</p> <p>Further staff members to also attend webinars : Member of SLT and admin team, including the COVID-19 administrator.</p> <p>All staff to be fully appraised of the LFD testing process:</p>	

	transmission of the virus in school.	<ul style="list-style-type: none"> • Provide staff with comprehensive information to inform them about LFD testing and their right to opt out • Ensure staff know who the COVID-19 co-ordinator and administrators are • Ensure all staff know the process and times for collecting test kits and instruction booklet • Ensure all staff know that they must watch the instructional YouTube video – Step by Step guide to COVID-19 Self Testing. • Ensure all staff know that they must read the instructions in the document, ‘Your Step-by Step guide to COVID-19 Self Testing.’ • Make sure staff know the testing days that school have opted for • Make sure that all staff know that if they choose to take part in the testing, it is a requirement that they report their results to the NHS and to school • Make sure staff know the reporting process for both NHS and school • Make sure staff know how to report any incidents, both clinical and non- clinical that may occur when administering their test • Make sure all staff read the privacy notice prior to choosing whether to take the test <p>All staff to be reassured that if they have any questions prior to opting in to the LFD testing process, that they can come and talk to the COVID-19 co-ordinator (Head of School) who will be able to answer these. All questions will be checked against the Primary Testing FAQs. If the answer cannot be found in the FAQs, the Head of School will contact HR at the Wolds Learning Partnership for further advice.</p>	
School not aware of who is ‘opting in and out’ of the scheme leading to potential issues such as kits not being issued and results not being chased.	<p>All School staff, including contractors and other visitors.</p> <p>Pupils in school and their families due to transmission of the virus in school.</p>	<p>A system is put in place to identify whether staff wish to receive a test kit or not. This has been implemented through a Microsoft Forms questionnaire which closes on 28/1/21 at 3pm.</p> <p>Where staff have not completed the questionnaire, the Head of School will follow up by contacting the staff member(s) to ensure they have received the information and are aware of their right to request (or not) a test kit.</p>	
Test kits do not arrive in time to maintain continuity of testing	All School staff, including contractors and other visitors.	The Head of School will ensure that the COVID-19 carries out weekly audits (on Tuesdays) each week to count the number of packs remaining. The	

	Pupils in school and their families due to transmission of the virus in school.	administrator will liaise with the Head each Tuesday to discuss the audit and weekly demand for kits. A decision will be made by the Head of school when further kits need to be requested by contacting DfE coronavirus helpline (0800 046 8687).	
Risk of transmission of the virus through lack of rigour at test kit collection site.	All School staff, including contractors and other visitors. Pupils in school and their families due to transmission of the virus in school.	The Head of School will ensure that: <ul style="list-style-type: none"> • Staff sign up for an individual time slot to collect their kit each week which enables a socially distanced 1:1 with the administrator • Staff informed that they need to maintain full social distancing and PPE when collecting their test kit • The COVID-19 administrator is to maintain social distancing and full PPE when overseeing the collection • The COVID-19 administrator will inform the Head of School if there are any issues relating to the collection process 	
The storage of test kits is not secure or compatible with requirements leading to potential invalid results	All School staff, including contractors and other visitors. Pupils in school and their families due to transmission of the virus in school.	The COVID-19 Co-ordinator (Head of School) will ensure: <ul style="list-style-type: none"> • That a securely locked space is assigned for the storage of the testing kits. • The storage space is out of direct sunlight and maintains a temperature between 2 and 30 degrees 	
Staff do not complete the tests accurately leading to potential invalid results.	All School staff, including contractors and other visitors. Pupils in school and their families due to transmission of the virus in school.	The COVID-19 Co-ordinator (Head of School) will ensure: <ul style="list-style-type: none"> • That staff have been asked to complete the training (how to video and the step by step guide) as itemised in the staff handbook • That staff feel comfortable and confident in speaking to the COVID-19 co-ordinator if they have any questions or concerns regarding administering the tests 	
Staff do not report their results accurately leading to potential transmission of the virus via asymptomatic staff being on site.	All School staff, including contractors and other visitors. Pupils in school and their families due to transmission of the virus in school.	The COVID-19 Co-ordinator (Head of School) will ensure: <ul style="list-style-type: none"> • That staff have received and read the instruction booklet from school together with other NHS and DfE guidance on how to recognise whether their result is negative, void or positive • Staff understand the actions that they need to take following each type of result, as itemised in the information booklet and NHS guidance • That staff have read the school booklet informing them how to report their results to the NHS and also to school and that they know and 	

		<p>understand that this must happen every time a test is taken, regardless of their result</p> <ul style="list-style-type: none"> • A test result log will be set up in school which will be updated by the COVID-19 co-ordinator on the evening that the test results are submitted by staff • The COVID-19 co-ordinator will check that all staff who have opted in to taking the test, have submitted their results by 3pm on Sundays and 7.30pm on Wednesdays. Where staff have not reported their results in this time frame, the COVID-19 co-ordinator will make contact with staff to gather their results • Where staff report a void or positive result, the COVID-19 co-ordinator will make sure that contact takes place to ensure that they have taken the correct course of action 	
<p>Testing 'incidents' are not reported correctly leading to further use of faulty tests and/or staff experience medical issues following testing</p>	<p>All School staff, including contractors and other visitors.</p> <p>Pupils in school and their families due to transmission of the virus in school.</p>	<p>The COVID-19 co-ordinator is to:</p> <ul style="list-style-type: none"> • develop an Incident Log and a process for logging issues which will ensure the Incident Log is saved securely. • Make sure that all staff members are trained using the NHS and DfE information, in what issues should be reported, to whom and by when. • Check the Incident Log daily and check that issues have been reported to the DfE helpline • Ensure that staff know that, following taking a test, 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. • Ensure that staff know that 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 • Ensure that staff know that if any non-clinical issues occur in a home setting, they should report any issues to 119 and inform the school (as above) <p>Any other questions, concerns or reporting issues will be raised via the DfE coronavirus helpline on 0800 046 8687.</p>	
<p>Risk of personal data being breached leading to GDPR issue.</p>	<p>All School staff, including contractors and other visitors.</p> <p>Pupils in school and their families due to</p>	<p>Only the COVID-19 co-ordinator (head of school), assistant heads, personnel officer and the COVID-19 administrator to have access to staff data.</p> <p>Data relating to staff results and incidents to be stored securely on school computers including the bespoke COVID-19 email address and not to be removed from school.</p>	

	transmission of the virus in school.	Staff will all be provided with a privacy notice which explains what personal data will be required in order to participate in the LFD testing programme.	
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Risk assessment completed 25th January 2021

Risk assessment reviewed:

Date	By Whom	Key Adjustments
After Week 1 (Friday 5 th February)		
After week 4 (Friday 26 th February)		