

Risk Assessment 21.1.2021

COVID Testing

This risk assessment covers the process of carrying out covid testing at home.

COVID Testing Risk Assessment:

- If any member of staff 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.

Covid Coordinator	Karl Duke
Registration Assistant	Gerry Haynes (Laughton) Taylor Miller (Blyton)

Task / Activity	Hazard	Who might be harmed and how	S	P	R	Control Measures	S	P	R	Further actions required.
COVID 19 Office Risk Assessment										
Conducting Test	Biological	Infection of Tester from Air Borne Particles Infection of Tester from contaminated surfaces	5	4	20	<ul style="list-style-type: none"> All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests All staff to test on specific days (Tuesday and Friday) Tests to take place before 7:30am so that parents can be informed of impact on class by 8:00am and KD can arrange appropriate cover Tester to wash hands prior to and after testing All surfaces to be wiped down before and after testing Testing waste to be disposed of immediately following tests All test waste materials disposed of using bags provided in kit and put in household waste Record of tests and test results to be kept by covid coordinator/assistant, must include Time, Date, Name, Result, Comments, Actions following positive test 	5	2	10	

Contact Following a Positive Test	Biological	Cross contamination of other family members from used testing materials	5	4	20	<ul style="list-style-type: none"> All members of staff will sign to confirm they have watched instructional video on YouTube about self-administering tests All staff who take the tests will receive the guidance document v.1.3.2 Wash hands prior to and after testing All surfaces to be wiped down before and after testing Staff member testing positive must isolate immediately, not go into work and contact covid-coordinator. Staff member testing positive will self-isolate at home and organise an NHS PCR COVID Test Candidate to dispose of all waste materials using bags provided in kit and place in household waste The member of staff will record the test result on the NHS Test and Trace website 	5	3	15	
Contact during a void test	Biological	Cross contamination of other family members from used testing materials	5	4	20	<ul style="list-style-type: none"> All members of staff will sign to confirm they have watched instructional video on YouTube about self-administering tests All staff who take the tests will receive the guidance document v.1.3.2 Wash hands prior to and after testing All surfaces to be wiped down before and after testing Staff member receiving a void test must complete a second test. If the subsequent test comes back void, the member of staff must organise a NHS PCR COVID test and the covid coordinator contacted. The member of staff will record the test result on the NHS Test and Trace website 	5	3	15	
Contact during negative result	Biological	Incorrect logging or result resulting in risk of infection				<ul style="list-style-type: none"> All members of staff will sign to confirm they have watched instructional video on YouTube about self-administering tests All staff who take the tests will receive the guidance document v.1.3.2 Wash hands prior to and after testing All surfaces to be wiped down before and after testing If a negative result is received, the member of staff should go into work as normal and inform the covid coordinator about the result The member of staff will record the test result on the NHS Test and Trace website 	5	2	10	

Test resources	Biological	Lack of testing equipment creating an increased risk of infection in school	5	4	20	<ul style="list-style-type: none"> Covid coordinator to ensure a record of how many tests are available to staff is recorded and new tests are reordered within an appropriate time scale Covid coordinator (Blyton) and Registration assistant (Laughton) to ensure that all staff sign for their test kits, recording the LOT number Covid coordinator and Registration assistant to wear a face mask and ensure social distancing when distributing the testing kits Record kept of: name of school, person issuing the test, date of issue, LOT number and person using the test 	5	2	10	
Test Failure	Biological	Candidates continue to work due to a false negative test result	5	4	20	<ul style="list-style-type: none"> All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests All staff who take the tests will receive the guidance document v.1.3.2 Registration Assistants should carry out routine and documented checks to ensure correct procedure continues to be followed Test kits to be stored in the offices of the Headteacher at both sites and managed by the Registration Assistants in line with the DfE storage guidelines to prevent damage to equipment 	5	2	10	

Assessor Name	Signature	Comments	Date
K Duke		Produced by	19/01/21

Risk Assessment Matrix

		Probability (P)				
Potential Severity (S)		1	2	3	4	5
	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Severity

1 = None/Negligible

2 = Minor (no lost time)

3 = Intermediate (LTI/small spill)

4 = Major (Disabling/major spill)

5 = Fatality

Probability

1 = Highly Unlikely

2 = Remote

3 = Possible

4 = Probable

5 = Certain