

# COVID-19: Asymptomatic Home Testing for Staff

**SCHOOL NAME: WESSEX GARDENS PRIMARY AND NURSERY SCHOOL**

Member of Staff and Job Title:	Date of Risk Assessment	Date of Previous Risk Assessments:	Date of Review:	Covered by this assessment:
Ruth Charteris – SBL	1 <sup>st</sup> February 2021	New risk assessment	Weekly SLT Meetings	All staff

## Purpose of this document:

All primary schools, school-based nurseries and maintained nursery schools will start to receive deliveries of home testing kits to offer to all their staff from 18 January. Primary, school-based nursery and maintained nursery staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school 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 are about to re-enter the school to work, although participation in testing is strongly encouraged.

## Other Related Documents:

Relevant Existing Policies	Local Authority/Trust documents	Recent Government Guidance:
Health and Safety Policy First Aid Policy Child Protection and Safeguarding Policies Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2012 The Health Protection (Notification Regulations) 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' Existing Covid-19 Risk Assessment	Covid19 Education and Skills Service Strategy (April 2020)  Education and Skills Service Recovery Planning support for schools (May 2020)	List of all general Coronavirus guidance: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a> General GOV.UK Coronavirus guidance: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> November/December national guidance: <a href="https://www.gov.uk/guidance/new-national-restrictions-from-5-november">https://www.gov.uk/guidance/new-national-restrictions-from-5-november</a> Asymptomatic testing guidance: <a href="https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges</a> Asymptomatic testing for primary schools: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</a> Home testing kit guidance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</a> DfE primary portal: <a href="https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54">https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54</a>

## Risk matrix

Impact risk rating:	Probability risk rating:	Overall risk rating:
5. Catastrophic	5. Almost certain to happen	16 or more - red
4. Major – e.g. likely to result in school closure	4. Likely	12 to 15 - amber
3. Moderate – e.g. likely to result in one or more classes having to close	3. Possible	9 to 11 – amber
2. Minor	2. Unlikely	Below 9 – green
1. Negligible	1. Negligible	Below 9 – green

Specific Concern/ Risk	Impact score (a)	Probability score (b)	Current Risk Rating (a) x (b)	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed	Risk rating following controls (1-25)
1. Staff do not wish to participate in testing	4	3	12	<ul style="list-style-type: none"> <li>Discuss concern with staff member</li> <li>Support staff member to overcome reluctance</li> <li>Ensure strict social distancing is in place and mask is worn if staff member does not wish to participate.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>All staff members working in school are willing to participate in self-testing</li> </ul>	4
2. Incomplete or damaged test packs	4	3	12	<ul style="list-style-type: none"> <li>Ensure there are spare packs in school to replace any damaged test packs</li> </ul>	Y	<ul style="list-style-type: none"> <li>There are spare packs in school</li> </ul>	4
3. Incorrect use of testing kit	3	3	9	<ul style="list-style-type: none"> <li>The kit comes with comprehensive instructions on all aspects of the process.</li> <li>Staff agree to follow the instructions to prevent false negative / positive results.</li> <li>Do not use if the expiry date has passed</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>Staff have not raised concerns over this</li> <li>Staff will check the expiry date prior to use</li> </ul>	6
4. Positive result after taking the test	4	3	12	<ul style="list-style-type: none"> <li>Staff agree to isolate after a positive test</li> <li>Staff agree to book and arrange a polymerase chain reaction (PCR) test to confirm the result</li> <li>Staff agree to inform the school</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>Staff agree to cooperate fully with reporting a positive test result</li> <li>HT and SBL will advise staff of isolation protocols</li> <li>SBL will support staff during isolation period</li> </ul>	6
5. Negative result after taking the test	4	3	12	<ul style="list-style-type: none"> <li>Staff aware of the important of not being complacent</li> <li>Staff aware of how to take the necessary precautions to protect themselves and others</li> </ul>	Y	<ul style="list-style-type: none"> <li>All staff understand that a negative result does not mean that they can stop protecting themselves and others against Covid-19</li> </ul>	6

6. Incorrect disposal of used test kits causing spread of the virus	3	4	12	<ul style="list-style-type: none"> <li>Staff agree to dispose of used test kits carefully double bagged in household rubbish</li> </ul>	Y	<ul style="list-style-type: none"> <li>HT to advised staff of test kit disposal in daily update</li> </ul>	4
7. Staff not reporting results to the NHS and school causing Test and Trace not to identify people who should isolate	4	3	12	<ul style="list-style-type: none"> <li>Staff agree to report a positive test to the school and NHS Test and Trace</li> <li>Staff understand the importance of reporting the test result to NHS Test and Trace and the school</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff agree to cooperate fully with reporting a positive test result or if they have been in contact with someone testing positive.</li> <li>HT and SBL will advise staff of isolation protocols</li> </ul>	6
8. Test misuse	3	3	9	<ul style="list-style-type: none"> <li>Staff have been asked to not allow family members to use the test packs</li> <li>Staff member families can book a Rapid Test Centre if they are concerned and wish to be tested: <a href="https://www.barnet.gov.uk/coronavirus-covid-19-latest-information-and-advice/covid-testing-nhs-test-and-trace-service/rapid">https://www.barnet.gov.uk/coronavirus-covid-19-latest-information-and-advice/covid-testing-nhs-test-and-trace-service/rapid</a></li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff agree not to share the packs</li> </ul>	4
9. Running out of test packs	3	3	9	<ul style="list-style-type: none"> <li>Packs to be ordered in good time for new packs to be delivered</li> </ul>	Y	<ul style="list-style-type: none"> <li>HT to advise staff in of test kit disposal in daily updates</li> <li>Office manager to reorder more packs by half term</li> </ul>	6
10. Secure storage of information	3	3	9	<ul style="list-style-type: none"> <li>To protect staff information relating to a positive test result which will be shared with other staff</li> <li>SLT have access to staff Covid-19 data</li> <li>Data will be shared with the school's HR and Payroll provider, LA and NHS in line with the updated GDPR staff privacy notice</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>Staff sign to show that they agree with the school's risk assessments and the updated privacy notice</li> </ul>	4

I agree to adhere to the control measures in the school's Covid-19 Risk Assessments including the staff self-testing risk assessment.

I agree to the school sharing information about a positive test result to protect the school community.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_