



Esh Winning Primary School

Rapid Testing for Staff Risk Assessment

Risk Rating including mitigations (Likelihood x Severity = Risk)

Likelihood

Severity

Risk

5

1

5

Who might be at risk?	Risk Focus	How are you already controlling this risk?	Further mitigations / protective measure required?	Who needs to carry out the action?	When is the action needed by?
Staff	COVID-19 spreading in the school community	<ul style="list-style-type: none"> Schools following government recommended control measures set out in the school's protective measures risk assessment. At Esh Winning Primary School, mass testing of staff will take place twice a week (Saturday morning and Tuesday evening) and staff will take these tests at home. These tests are to be taken 3-4 days apart. Staff 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. If a positive result is indicated staff must take a polymerase chain reaction (PCR) test. Those with symptoms are also expected to order a test online or visit a test site to take a (PCR) test to check if they have the virus. 	<ul style="list-style-type: none"> If a positive result is recorded, guidelines will be followed as stated by Public Health and Durham County Council. 	Staff	Tues 26 th Jan 21
	Regular communication to staff	<ul style="list-style-type: none"> Information booklet given to staff including: <ul style="list-style-type: none"> what rapid testing is, about using the how to guide and the video content available the requirement for them to report their test results. the process and who to contact if they have an incident while testing at home. Covid Co-ordinator: Caroline Hodgson (Headteacher) Covid Registration Assistant: Anne Hattersley (School Business Manager) Staff will be allocated test kits and the lot number will be recorded against their name. Staff will collect their first set of tests and instructions on Thursday 21st and Friday 22nd January from the SBM's Office. Tests to commence Tuesday 26th January. 		CC & CRA	Fri 22 nd Jan 21



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	Tests to be stored correctly and collection managed in a safe way	<ul style="list-style-type: none"> • Tests to be kept securely in SBM's office to prevent unauthorised access. • Not be stored outside. Stored in a cool, dry place. Test kits will 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. • Enough space for social distancing will be allowed when giving out tests. • Those collecting their kit should: <ul style="list-style-type: none"> • wear appropriate face covering at all times • hand sanitise before collecting • maintain 2m from staff coming to collect their test 	<ul style="list-style-type: none"> • Hand Sanitiser available 	CRA	Fri 22 nd Jan 21
	Staff not reporting results	<ul style="list-style-type: none"> • Positive results are communicated to the school once the test is completed. • A negative test is assumed by 9am on Monday and Wednesday • Staff 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. 	<ul style="list-style-type: none"> • Regular reminders to staff regarding rapid testing procedures. 	CC & CRA	On-going
	Low uptake on taking tests.	<ul style="list-style-type: none"> • Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing. 	<ul style="list-style-type: none"> • Regular reminders to staff regarding rapid testing procedures. 	CC & CRA	On-going
	Swabs are taken incorrectly causing a false reading or	<ul style="list-style-type: none"> • Schools following government control measures. • Covid Coordinator and Covid Registration Assistant have undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme. 	<ul style="list-style-type: none"> • Regular communication with staff. 	CC & CRA	On-going



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	cause contamination	<ul style="list-style-type: none"> • Instructions dated 15th January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled • 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 staff 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. • Covid Coordinator to be responsible for incident reporting on a school wide issue: <div style="display: flex; justify-content: space-around;"> <div data-bbox="586 986 911 1401" style="background-color: #f0f0f0; padding: 5px;"> <p style="text-align: center;">Schools</p> <p>Incidents</p> <p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, if there seems to be repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.</p> <p>DHSC/MHRA may require the school to provide more information if further investigation is required.</p> <p>Learning and improving</p> <p>To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.</p> </div> <div data-bbox="956 986 1281 1401" style="background-color: #f0f0f0; padding: 5px;"> <p style="text-align: center;">Individuals</p> <p>Clinical issue</p> <p>If there is a clinical incident which led or has potential to harm, participants are advised to report it on https://coronavirusyellowcard.mhra.gov.uk. This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</p> <p>Non-clinical issue</p> <p>For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland.</p> <p>Inform school</p> <p>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.</p> </div> </div>			