

Coronavirus (COVID-19)
Risk assessment for January 2021 – Linked to Primary School Staff Testing

Name of school: Inspire Academy

| | | |
|--|--|--|
| Assessment conducted by: Louise Byrne | Job title: Principal | Covered by this assessment: staff, pupils, parents, visitors and volunteers. |
| Date of initial assessment: 25.01.2021 | Review interval: When circumstances change | Date of next review: Ongoing as appropriate but by April 2021 at the latest. |

| Risk rating | | Likelihood of occurrence | | |
|----------------------|---|--------------------------|----------|------------|
| | | Probable | Possible | Remote |
| Likely impact | Major Causes major physical injury, harm or ill health. | High (H) | H | Medium (M) |
| | Severe Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| | Minor Causes physical or emotional discomfort. | M | L | L |

| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|------------------|--------------------------------------|--|---------------------|-----------|---|---------------------------------------|
| | | GENERAL MEASURES APPLICABLE TO ALL The test process is following DHSC Clinical Standard Operating Procedure (SOP) for staff self-testing with Lateral Flow Antigen Testing Devices in primary schools, maintained nursery schools and school-based nurseries. | | | | |
| | | It has been made clear to all staff that all existing covid-19 control measures within the main school risk assessment continue to be in place and should be adhered to at all times. | Yes | Principal | Completed during Staff Covid Testing briefing | L |
| | | Kits are to be used only by the person to whom they are assigned, they are not for use by family members. | Yes | Principal | As above | M |
| | | Staff have the option to opt into the testing programme – it is not compulsory | Yes | Principal | Completed during Staff Covid Testing briefing | L |
| | | On receipt of the test kits the school will record the lot number. | Yes | Principal | Completed | L |
| | | Kits will be stored securely at room temperature | Yes | Principal | Completed | L |
| | | The distribution of kits in school is managed by; Covid-19 Co-ordinator Louise Byrne/ Rebecca Booth Registration Assistant Helen Thomas | Yes | Principal | Ongoing | L |
| | | Face coverings will be worn during the distribution of testing kits | Yes | Principal | Ongoing | L |
| | | 2m social distancing will be maintained during the distribution of testing kits | Yes | Principal | Ongoing | L |
| | | The distribution of test kits will be recorded on a test kit log | Yes | Principal | Ongoing | L |
| | | Staff will sign for receipt and record the lot number of their kit against their name. | Yes | Principal | Ongoing | L |
| | | The updated 'Instructions for use' are distributed with each testing kit and staff are advised of the correct version to follow. | Yes | Principal | Ongoing | L |
| | | Content from the document sharing platform has been made available for all staff as a means of training; | Yes | Principal | Ongoing | L |

| | | | | | | |
|--|--|--|----------------------|-----------------------------------|---------|---|
| | | <ul style="list-style-type: none"> An introduction to rapid self-testing An NHS video demonstrating how to carry out a test A step-by-step visual guide on how to do the test | | | | |
| | | All staff have been advised to read the privacy notice and sign the consent form. | Yes if participating | Principal | Ongoing | L |
| | | The staff member will store the kit at room temperature | Yes | All staff advised during briefing | Ongoing | L |
| | | <p>The correct version (v1.3.2) of the instructions for use have been provided with each kit.</p> <p>There are no hazards associated with the extraction solution however, as a precautionary measure, staff are advised to take care with its use and in the event of spillage to clean it up immediately and in the event of contact with the skin to rinse.</p> | Yes | All staff advised during briefing | Ongoing | L |
| | | Tests will be carried out at home, twice weekly (3 or 4 days apart) – Wednesday and Sunday morning | Yes | All staff advised during briefing | Ongoing | L |
| | | The staff member will leave at least 30 minutes after eating/drinking before taking the test. | Yes | All staff advised during briefing | Ongoing | L |
| | | <p>Each time they complete a test staff will;</p> <ol style="list-style-type: none"> Report the results online www.gov.uk/report-covid19-result Advise their school/nursery of the result so it can be recorded and any relevant actions taken | Yes | All staff advised during briefing | Ongoing | L |
| | | <p>Staff members are responsible for reporting incidents relating to the testing and will report as follows;</p> <ul style="list-style-type: none"> Report any clinical issue (eg bleeding, allergic reaction) https://coronavirusyellowcard.mhra.gov.uk Report any non-clinical issue via 119 (eg items missing from their kit) Inform their school/nursery of any ongoing test related problems | Yes | All staff advised during briefing | Ongoing | L |
| | | In the event that the result of the LFD test is void the staff member will take another test. | Yes | All staff advised during briefing | Ongoing | L |
| | | If the staff member has two void tests in a row they will book a PCR test. | Yes | TBA | Ongoing | L |
| | | If a staff member is consistently receiving void results they will be asked to review the training information on carrying out the test to ensure they are following the correct process. | Yes | All staff advised during briefing | Ongoing | L |

| | | | | | | | |
|--|--|---|---|-----|-----------------------------------|---------|---|
| | | | On receipt of a positive LFD test the staff member will advise the school/nursery, begin to self-isolate immediately and book a PCR test. In the event that the PCR test is negative they can return to work and cease self-isolating | Yes | All staff advised during briefing | Ongoing | L |
| | | | Existing guidance should be followed | Yes | All staff advised during briefing | Ongoing | L |
| | | | A test results register/log will be maintained by the school/nursery Ensure that for GDPR reasons the results register is a separate document to the test kit log | Yes | All staff advised during briefing | Ongoing | L |
| | | | All staff are advised that they must inform their school/nursery of their test result so it can be recorded and any relevant actions taken. | Yes | Principal | Ongoing | L |
| | | H | Repeated issues will be reported by the school/nursery to the DfE helpline (eg multiple repeated void results, leaking/damaged tubes/unclear results) DfE coronavirus helpline 0800 046 8687 | Yes | All staff advised during briefing | Ongoing | L |
| | | | Low take up of staff: All existing control measures with the whole school covid-19 risk assessment remain in place and are adhered to in addition to the use of LFD asymptomatic testing | Yes | All staff advised during briefing | Ongoing | L |
| | | | Incorrect storage: The test cartridge and extraction solution will be stored at ambient temperature (2-30 degrees Centigrade). | Yes | Principal – staff advised | Ongoing | L |
| | | | Incorrect storage: The reagents and devices will be at room temperature (15-30 degrees centigrade) when used for testing. | Yes | Principal – staff advised | Ongoing | L |
| | | | Incorrect waste Disposal: After use the staff member will bag all components of the kit in the waste bag provided and put it in their general household waste. | Yes | All staff advised during briefing | Ongoing | L |