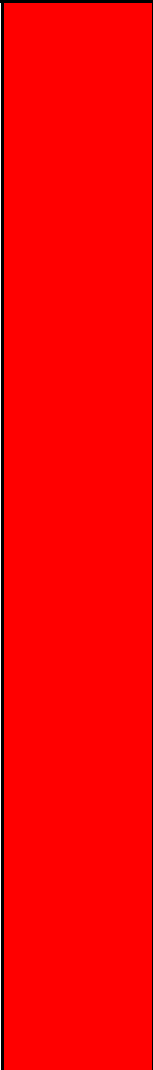
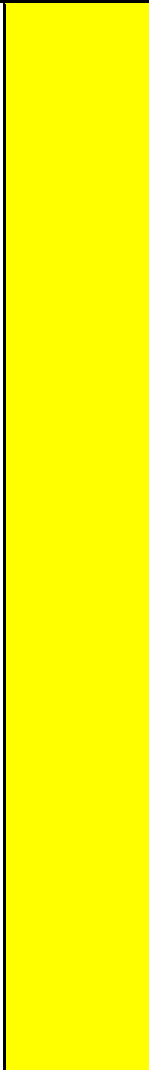


<b>Description of the task/activity:</b>	Asymptomatic testing	<b>Location:</b>	St Peter's Catholic Primary School
<b>Name of person(s) completing assessment:</b>	Clare Scott	<b>Job title(s):</b>	Health and Safety coordinator
<b>Local reference no:</b>		<b>Risk Register No:</b>	
<b>Date of this assessment:</b>	27-01-2021	<b>Date of signing:</b>	28-01-2021
<b>Date of next Review:</b>	Ongoing	<b>Signed by</b>	Clare Scott

<b>What is the hazard?</b>	<b>Who/what could be harmed and how?</b>	<b>Initial Risk Rating (H/M/L)</b>	<b>What effective control measures should be in place?</b>	<b>Residual Risk Rating (H/M/L)</b>	<b>Are additional controls required (Yes/No) If yes capture on action plan at Appx D</b>
COVID-19 spreading in the school community	Staff/Children		<ul style="list-style-type: none"> <li>Schools following government recommended control measures set out in the school's protective measures risk assessment.</li> <li>At St Peter's, mass testing of staff will take place twice a week (Sunday and Wednesday evening) and staff will take these tests at home.</li> <li>Staff should conduct the test on the evening before they are due to attend school. If you are unsure when to conduct your test please contact Gail or Rebecca for advice.</li> <li>Staff should report their results online (as per the step-by-step guide for COVID-19 self-testing booklet page 15)</li> <li>HT to be informed of the result if void or positive and all staff results will be recorded by the school office.</li> </ul> <p><i>Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus. Please let HT know if you need a staff priority test place booked</i></p>		Under constant initial review.

<p>Ensure regular communication</p>	<p><b>Staff through inaccurate taking of the test</b></p>		<p>It is important to note that 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.</p> <ul style="list-style-type: none"> <li>• Information booklet given to staff including: <ul style="list-style-type: none"> <li>- what rapid testing is, using the how to guide and the video content available</li> <li>- the requirement for them to report their test results.</li> <li>- the process and who to contact if they have an incident while testing at home.</li> </ul> </li> <li>• Covid Co-ordinator: HT Covid Registration Assistant: Office Staff</li> </ul> <p>Staff will need to sign for their test kits and the lot number will be recorded against their name. Staff will have the opportunity to collect their first set of tests and instructions from Wednesday 20<sup>th</sup> January from the main office.</p> <ul style="list-style-type: none"> <li>• Tests to be kept securely in main office to prevent unauthorised access.</li> <li>• Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees.</li> <li>• 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.</li> <li>• Enough space for social distancing will be allowed when giving out tests.</li> <li>• Tests will be labelled with names and linked to a lot number. Those collecting their kit should: <ul style="list-style-type: none"> <li>- wear appropriate face covering should you wish</li> <li>- hand sanitise before collecting</li> <li>- maintain 2m from staff coming to collect their test</li> </ul> </li> </ul>		<p>Under constant initial review.</p>
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<p>Invalid test through incorrect storage. Safely managed collection.</p> <p>Results not being reported</p> <p>Swabs are taken incorrectly or contaminated causing a false reading</p>	<p><b>Staff through inaccurate test reading</b></p> <p><b>Staff/School community</b></p>		<ul style="list-style-type: none"> <li>• Staff must report their result online or by telephone as soon as the test is completed as per the instructions in the home test kit and the staff booklet. They should also inform the school - HT</li> <li>• Covid Coordinator has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme.</li> <li>• 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</li> <li>• Test conducted on a dry, clean, flat surface.</li> <li>• Hands washed or use sanitiser before taking the test.</li> <li>• Online information available. Video available on how to take your own test.</li> <li>• Information with the kits to be followed.</li> <li>• Regular communication with staff about the testing process.</li> <li>• If test is void, take another test. If 2 void results in a row, a PCR test should be taken.</li> <li>• If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline.</li> <li>• Covid Coordinator to be responsible for incident reporting on a school wide issue.</li> </ul>		<p>Under constant initial review.</p> <p>Under constant initial review.</p>
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