

## St Charles Local Risk Assessment Form

<b>SCHOOL / DEPARTMENT</b>	St Charles's VCA		<b>LOCATION / SITE</b>	Whole Site
<b>ACTIVITY</b>	Coronavirus (COVID-19)		<b>ASSESSOR(S)</b>	S.Woodmansey, K Siedle (J. Foster)
<b>DATE OF ASSESSMENT</b>	01/03/2021	<b>NEXT REVIEW</b>	Ongoing	<b>REFERENCE No.</b>
<b>REASON FOR ASSESSMENT</b> (i.e. initial, periodic review, following an incident etc)	To provide a COVID-19 Secure environment across all St Charles's Roman Catholic Academy		<b>PERSON / GROUP AT RISK</b> (i.e. staff, visitors, contractors,	Staff / students / visitors / contractors / members of the public

Consequence		Description	Likelihood		Description
<b>Extreme</b>	<b>5</b>	Fatality.	<b>Certain</b>	<b>5</b>	Expected to occur in most circumstances.
<b>Specified</b>	<b>4</b>	As specified injury as defined in RIDDOR	<b>Likely</b>	<b>4</b>	Will probably occur in most circumstances.
<b>Serious</b>	<b>3</b>	An >7-day injury, dangerous occurrence or reportable disease as defined in RIDDOR	<b>Possible</b>	<b>3</b>	Might occur at some time.
<b>Minor</b>	<b>2</b>	Injury resulting in an absence from work or being unable to undertake normal duties for >1 but <7 days.	<b>Unlikely</b>	<b>2</b>	Not expected but conceivable, could occur sometime.
<b>Trivial</b>	<b>1</b>	Injury resulting in an absence from work or being unable to undertake normal duties for <1 day.	<b>Rare</b>	<b>1</b>	Not expected and would only occur in exceptional circumstances.

### Risk Rating = (C) x (L)

<b>16-25</b>	<b>Prohibited</b>	Unacceptable	Work should not be started or continued until the risk has been reduced. Additional risk control measures required.
<b>12-15</b>	<b>High</b>	Tolerable if actions met	Work should be strictly limited until the risk has been reduced. Can only be undertaken with the written consent of the Head of Service. Additional risk control measures required.
<b>6-10</b>	<b>Medium</b>	Tolerable if actions met	Control measures as a minimum meet legislative requirements. Actions taken to reduce risk to as low as reasonably practicable. Additional risk control measures may be required.
<b>1-5</b>	<b>Low</b>	Acceptable if actions met	

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Hazard	<p style="text-align: center;"><b>Controls</b> Procedures and precautions <b>currently</b> in place</p>	<p style="text-align: center;"><b>Consequence (C)</b> 1=Trivial 5=Extreme</p>	<p style="text-align: center;"><b>Likelihood (L)</b> 1=Rare 5=Certain</p>	<p style="text-align: center;"><b>Risk Rating</b></p>	<p style="text-align: center;"><b>Residual Risk Control</b></p>
<p><b>Effective infection protection and control against COVID-19</b></p>	<p><b><u>Minimise contact with individuals who are unwell with COVID-19 symptoms</u></b></p> <ul style="list-style-type: none"> <li>• Any child or staff member with COVID-19 symptoms should not come into school (<a href="http://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">http://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a>)</li> <li>• Pupils and staff must not come in to school if they have tested positive in the last 10 days</li> <li>• If anyone becomes unwell with a new, continuous cough or high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed COVID-19 infection' (<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>) which sets out that they must self-isolate for at least 10 days and should arrange to have a test. Other members of the household should isolate for 10 days from the symptomatic person first had symptoms</li> <li>• If a child presents with a symptom a member of SLT must be informed, they will put on PPE and take the child to the isolation area. Dependant on the age of the pupil social distance must be maintained if possible.</li> <li>• The Prayer room should be used by symptomatic pupils with windows and doors left open for ventilation. If used it must be cleaned and disinfected using standard cleaning products. The area in the classroom the child has used should be quickly cleaned and disinfected to reduce the risk of passing the infection on to other people</li> <li>• Any members of staff who have helped someone with symptoms or pupils who had close contact with them do not need to isolate unless they develop symptoms (in which case they should arrange a test) or if the symptomatic person subsequently tests positive</li> <li>• If we as a school become aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local</li> </ul>	5	2	10	

	<p>health protection team. The team will carry out a rapid risk assessment to confirm who's been in contact with the person and these people will be asked to self isolate.</p> <ul style="list-style-type: none"> <li>• Records to be kept of pupils and staff in each bubble/group</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after contact with anyone who is unwell</li> <li>• Any member of staff who presents with a symptom should wash their hands following the relevant guidance, inform a member of SLT and leave the school site immediately</li> </ul> <p><b>Use of face coverings</b></p> <ul style="list-style-type: none"> <li>• Primary school children will not need to wear a face covering</li> <li>• In shared areas, where social distancing is not possible, staff and visitors will wear face coverings. Where leaders enter a range of classrooms for monitoring/safeguarding /behaviour purposes, masks must be worn</li> <li>• Parents are required to wear face masks on the playground when dropping off/collecting pupil, particularly where social distancing is difficult</li> <li>• In the event of a new local lock down school will communicate quickly and clearly to staff, parents and pupils any new arrangements requiring the use of face coverings</li> </ul> <p>Exemptions:</p> <ul style="list-style-type: none"> <li>• Some individuals will be exempt from wearing face coverings, including those who:             <ul style="list-style-type: none"> <li>-cannot put on, wear or remove face covering due to a physical/mental illness or disability</li> <li>-speak to or provide assistance to someone who relies on lip reading, clear sound or facial expressions to communicate</li> </ul> </li> </ul> <p>Access to face coverings:</p> <ul style="list-style-type: none"> <li>• Staff should have access to two 'Trust' masks but personal face coverings can be used also, however, should anyone struggle to access face coverings or if it becomes unsafe, school will provide additional face coverings to meet such needs (Trust also provide disposable face masks to ensure, where staff are in regularly, these can be discarded to reduce risk)</li> </ul>				
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	<ul style="list-style-type: none"> <li>No one should be excluded from education on the grounds that they are not wearing a face covering</li> </ul> <p>Safe wearing and removal of face coverings:</p> <ul style="list-style-type: none"> <li>Hands must be washed before and after touching face masks when putting on or removing and should be stored in individual, sealable plastic bags between use</li> <li>Temporary face masks must be disposed of using one of the school lidded bins</li> </ul> <p>Further guidance on face coverings can be found at:</p> <p>Safe working in education, childcare and children's social care provides:</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a> And</p> <p>Face coverings in education settings:</p> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p> <p><b><u>Clean hands thoroughly more often than usual</u></b></p> <ul style="list-style-type: none"> <li>All hand washing protocols apply as per coronavirus (COVID-19) risk assessment issued to all schools in March.</li> <li>Pupils must wash hands on entry to school, at breaks and lunchtimes, at the end of the school day and after sneezing/coughing.</li> <li>Additional hand sanitisers to be available in every classroom and at key points around the school building and entrances</li> <li>All KS2 pupils have been provided with their own personal sanitiser in their own tray. If this becomes empty, they may bring sanitiser from home, but this must stay within school.</li> <li>Pupils must receive reminder lessons frequently around how to wash hands and the use of sanitiser, this must become part of school routines and culture</li> <li>Younger pupils and those with complex needs may be helped to washed hands properly.</li> <li>When using hand sanitiser pupils must be supervised given risks around ingestion</li> </ul>				
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- Checks to ensure additional hand soap available in every classroom and in all other handwashing locations. Pre ordered implemented to ensure high stock levels of all hygiene equipment
- Each room to have a poster displaying their hygiene equipment and PPE available and the location of further PPE stocks if needed.

**Ensure good respiratory Hygiene**

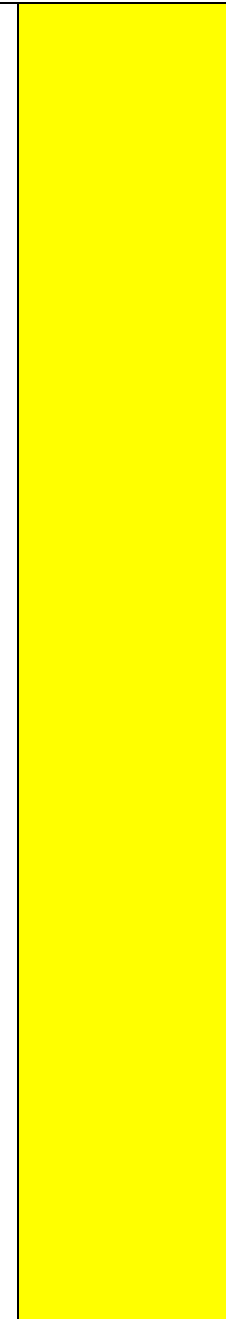
- The 'catch it, bin it, kill it' approach must continue to be promoted and implemented across school. Pupils will have individual packs of tissues and nappy bags to support disposal. Tissues will be placed in individual small liners and then into the double lined bin and hands washed straight after use.
- Two bins available in each classroom and key areas, these will have double bags and emptied regularly throughout the day
- Gloves and disinfectant available for adult use in classroom if required (for example a pupil should sneeze on equipment) or if younger pupils or those with complex needs require support

**Enhanced cleaning**

- A cleaning schedule is in place to ensure:
  - more frequent cleaning of rooms and areas
  - regular cleaning of frequently touched surfaces
  - regular toilet cleaning
  - cleaning of shared areas between use
- This will be achieved through one, additional cleaner on the school site. A timetable will be implemented to ensure successful implementation

**Minimise contact between individuals and maintain social distancing wherever possible**

- To minimise contacts and mixing we must do everything possible but without restricting the curriculum. As our children are young the emphasis will be about keeping groups separate:
  - wherever possible pupils must remain with their class group (bubble)
  - Foundation Stage will be treated as one bubble



	<p>- Older pupils should be encouraged, much as possible, to distance, particularly with staff. This is encouraged but not expected for this age group</p> <ul style="list-style-type: none"> <li>• Where a lockdown situation is enforced vuln/critical worker children may be in mixed age groups and infection rates are likely to be high. In this case 2m distancing must be adhered to where possible. Y2+ age group to sit at desks which are 2m apart.</li> <li>• In a lockdown situation bubbles will be smaller groups than normal class sizes and will move to larger school spaces to enable additional distancing</li> <li>• In certain circumstances there may be a need to enlarge the 'bubble' in which case Y1&amp;Y2 would bubble together, Y3&amp;Y4 would bubble together and Y5&amp;Y6 would bubble together</li> <li>• Breakfast club we will allow wider groups to come together, however, this will be under strict measures. Numbers in breakfast club will be reduced and a place must be pre booked, paid for in advance.</li> <li>• Staff will work within their own bubble wherever possible, other than in extreme circumstances.</li> <li>• Class bubbles can share toilet blocks but must only enter one pupil at a time, where possible, if from different bubbles. Staff will be vigilant in this area. Posters will remind pupils to close toilet lids before flushing and the following hand washing procedures</li> <li>• Fire and emergency procedures has been reviewed to make sure they can still be followed with changes of how space is used.</li> <li>• Internal corridor doors in St Charles will be open, where fire safety and safeguarding wouldn't be compromised.</li> <li>• Staff should wear a mask in communal areas where social distancing cannot be maintained.</li> </ul> <p><b><u>Measures within the classroom:</u></b></p> <ul style="list-style-type: none"> <li>• Adults, where possible, must try to maintain a two-metre distance from each other, and from children, if possible, depending on the age of the pupils</li> <li>• Staff should try to avoid/limit close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• Individual risk assessments will be in place for SEND pupils where required.</li> <li>• Pupils should be encouraged not to touch staff and peers, where possible. Best practice may be managing this where possible for some of the time</li> </ul>				
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- Small adaptations will be made to the classrooms to support distancing.
- Collective worship and assemblies will not happen in large groups. These will take place in class bubbles.
- Movement around school should be limited and busy corridors should be avoided.
- Staggered starts and finish to minimise contact.
- Lunch times will be staggered.
- Playtime will be staggered.
- Coats will be stored in their individual storage box under the table to ensure pupil personal items/equipment all stay within the bubble
- Windows and doors must remain open if possible, to increase ventilation. When the weather requires, windows may be closed but must be opened during break and lunch times to maximise air flow.
- CIBSE guidance on ventilation implemented in all settings.

**Measures for arriving at and leaving school:**

- Family groups will be staggered at the start and end of the day.
- When picked up, parents must wait on social markers, in designated areas and stick to the staggered pick up times and must leave the site immediately after collection
- Parents are required to wear masks on drop off and pick up where social distance cannot be maintained.
- All pupils, staff and visitors must wash their hands on entry and exit to the school building.
- Posters and signage in place to support parents and pupils with drop off and pick up procedures
- Parents should not enter the building unless they have a previously arranged appointment which is unable to take place over the phone.
- Effective signage to help staff, pupils and visitors navigate safely round school.
- That only one parent/carer should attend
- Parents not to gather at entrance gates or doors, or enter the site unless they have a prearranged appointment
- Anyone wearing non disposable face coverings when arriving in school will be expected to bring a plastic bag to keep these in during the school day. If they are using disposable face coverings these will be put in a nappy sack and then binned.

	<p><b><u>SEND</u></b></p> <ul style="list-style-type: none"> <li>SEND agencies will continue to visit the school, however, guidance on physical distancing and hygiene must be explained, where possible, before arrival.</li> <li>EHCP/SEND needs must continue to be met in all cases Lockdown circumstances – Places will be offered to all children with EHCP and other SEN pupils identified as vulnerable. Where possible, school will endeavour to keep routines, environments and adults familiar for pupils who may struggle with such changes</li> </ul> <p><b><u>Equipment:</u></b></p> <ul style="list-style-type: none"> <li>Frequently used stationary, such as pencils, will be provided for individuals and clearly labelled to ensure they are not used by others, this all stored in plastic trays for all children.</li> <li>This will also apply to frequently used teacher stationery</li> <li>Reading books can sent home but must follow quarantine procedures when returned before issuing to a new group.</li> <li>Equipment such as books/games can be shared within the class bubble and will be cleaned regularly. Equipment such as sciece, art and PE will be cleaned frequently and meticulously after use, as they will be used by more thanone bubble( or to be left unused for 48 hours, 72 for plastics)</li> <li>Pupils will only bring essentials into school and kept in the bubble Playtime equipment will be specific to each bubble and remain within the class bubble</li> </ul> <p><b><u>Staff shared areas</u></b></p> <ul style="list-style-type: none"> <li>When using shared staff spaces 2m distancing should be followed wherever possible or 1m+ if 2m is not possible</li> <li>No more than six people to use the staffroom at once (additional space will be made avaiable for staff if needed) Hand washing must be implemented before using the staffroom</li> <li>Front office, only 2 staff to work and enter in this space to comply with social distancing.</li> <li>Shared staff equipment, for example: photocopier or kettle, will be wiped down before and after use – cleaning equipment will be set in these areas.</li> </ul>				
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- Where possible staff should use own lunch cutlery and ensure staff room is cleaned after use.
- One member of staff per toilet area, signage is in place to support with this
- Perspex screen fitted to admin area to reduce contact and increase protection
- Deliveries to be left outside of the building where possible anyone needing to enter the building must follow social distancing
- Staff to continue cleaning desks, mouse's, keyboards and telephones with antibacterial wipes
- All car parking spaces will be used but staff must be aware of distancing as they enter/leave cars

**Wearing Personal Protective Equipment (PPE)( kite marked)**

- PPE will be worn by staff if:
  - If they are isolating with a child who is ill with possible (COVID-19) symptoms
  - If a child has routine intermate care needs
- Guidance on safe working in education (<http://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>) for more information about preventing and controlling infection, including when, how PPE should be used, what types of PPE to use, and how to source it. Staff will also refer to previous guidance provided on donning and doffing PPE
- PPE boxes to be kept in each bubble for quick access. Checked and restocked regularly
- Visors are available for all staff, if required, for delivering teaching and learning activities.

**Higher Risk Staff ( including BAME)**

- Will be offered a personal risk assessment to inform the decision regarding deployment back to the on site workforce. This may include additional mitigation measure where appropriate.

**Response to infection:**

- All staff and parents/carers will follow the NHS Test and Trace process
- Local health protection advice will be followed in the event of a local outbreak

	<ul style="list-style-type: none"> <li>All staff and parents/ carers must inform the school of any confirmed COVID-19 cases amongst the school community.</li> </ul> <p><b><u>Manage confirmed cases of coronavirus (COVID 19) amongst the school community</u></b></p> <ul style="list-style-type: none"> <li>Swift action will be taken in light of a positive test, the local health protection team will be informed, and school will work closely with the team to implement actions needed</li> <li>Based on the advice from the health protection team, school will send home those who have had close contact with the person who has tested positive, advising self-isolation for 10 days since last in contact with the person. Definite advice from the health protection team will inform as to those to be sent home.</li> <li>Household members of those sent home do not need to self-isolate unless the person who is self-isolating subsequently develops symptoms</li> <li>If the self-isolator develops symptoms within the 10 days they should stay at home, follow guidance and arrange a test.             <ul style="list-style-type: none"> <li>-If the test is negative, they should continue with the 10-day isolation as they could still develop symptoms</li> <li>-If the test is positive, the school must be informed, isolate for 10 days from the onset of their symptoms. Their household should isolate for 10 days from when the symptomatic person first had symptoms</li> </ul>             (Further guidance on Test and Trace <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">http://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a>)           </li> </ul> <p><b><u>Contain any outbreak by following local health protection team advice</u></b></p> <ul style="list-style-type: none"> <li>If school has two or more confirmed cases within 14 days, or an overall sickness absence where coronavirus (COVID-19) is suspected, the health team will inform of any additional action</li> <li>Precautionary measure may be put in place. Any further self-isolation would be at the guidance of the health team. If an outbreak is confirmed measures will be in place in line with routine public health outbreak control practice</li> </ul>				
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	<p><b><u>Pupils who are shielding or self-isolating</u></b></p> <ul style="list-style-type: none"> <li>Fewer pupils are now advised to shield, however, for those who advised by public health to self-isolate STC will comply with this and not allow the child/staff member to attend. Education provision will continue for any relevant pupils from home</li> <li>For pupils who have previously shielded and remain under specialist care, there will have a health meeting before attending school, where advice from medical professional can be discussed and a health care plan put in place or reviewed in light of COVID-19</li> </ul> <p><b><u>Staff who are clinically vulnerable or extremely clinically vulnerable</u></b></p> <ul style="list-style-type: none"> <li>As staff return to school individual risk assessments will be implemented for relevant staff and adjustments made, if relevant, to their role to allow them to work remotely or in a role in school where social distancing can be maintained</li> </ul> <p><b><u>Supply teachers/Peripatetic teachers/Volunteers</u></b></p> <ul style="list-style-type: none"> <li>Staff in these categories will be welcome in school but school will be keeping these to a minimum. Where peripatetic staff are needed in school the professional must comply with school arrangements for managing and minimising risk, see earlier part of risk assessment. An induction of local school procedures must be completed with the peri teachers.</li> <li>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors. Masks must be worn in the school building.</li> <li>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils - if taking place inside, the space will be well ventilated. Pupils will be positioned either side-to-side at an appropriate distance. Instruments won't be shared.</li> <li>They must take particular care to maintain distance from other staff and pupils</li> </ul>			
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	<p><b><u>Leadership/Policy</u></b></p> <ul style="list-style-type: none"> <li>Policies, such as, child protection policy will be updated in light of pupil return. Staff must read and understand any updates to relevant policies (An update considering any lockdown situation will also be shared)</li> <li>Welfare and wellbeing will continue to be high priority in school for pupils and staff. DSL will also be provided with more time regarding any new safeguarding and welfare concerns and referrals if appropriate</li> </ul> <p><b><u>Educational Visits</u></b></p> <ul style="list-style-type: none"> <li>Overnight educational visits must not currently take place</li> <li>SCRCAT Primary Non-overnight visits will not be taking place at this moment.</li> </ul> <p><b><u>Physical Activity</u></b></p> <ul style="list-style-type: none"> <li>P.E. will take place outside whenever possible, maximising distancing between pupils. Any equipment shared between class bubbles should be thoroughly cleaned between use</li> </ul> <p><b><u>Music teaching, singing, drama</u></b></p> <ul style="list-style-type: none"> <li>These areas of the curriculum can take place, but additional measure must take place, for example:             <ul style="list-style-type: none"> <li>-Playing outdoors: wherever possible and limit numbers in relation to the space</li> <li>-Playing indoors, use the hall for these lessons as there is more space and a higher ceiling, apply social distancing and limiting numbers if required or possible. It is important to ensure good ventilation – windows and doors open</li> <li>-Social distancing must be observed and pupils must be positioned back-to-back or side-to-side when playing or singing</li> <li>-encourage singing quietly</li> <li>-Instruments must not be shared wherever possible</li> </ul> </li> </ul>				
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Misunderstanding of the key roles in the school.	<p><b><u>Training and Leadership</u></b></p> <ul style="list-style-type: none"> <li>Staff training time will be set aside to ensure clear understanding of risk assessment, measures taken and protocols before pupils return</li> <li>Staff meetings will be virtually through TEAMS.</li> <li>Procedure and risk assessment to be updated in light any new medical advice, government updates or dfe guidance</li> </ul> <p><b>TESTING (New 25.1.21)</b></p> <p>Establish a <b>COVID Coordinator</b> as responsible for the overall management of rapid COVID-19 testing</p> <p>The <b>COVID Coordinator</b> is the main contact with NHS Test and Trace and is responsible for:</p> <ul style="list-style-type: none"> <li>Communicating with stakeholders.</li> <li>Ensuring staff are using the right instructions and they sign for the tests using the <b>Test Kit Log</b>.</li> <li>Providing training and information for all staff workforce.</li> <li>Management of delivery of tests and stock management of tests. Reordering tests when required.</li> <li>Creation and management of a <b>Register</b> for logging test results.</li> <li>Creation of an <b>Incident Log</b>, reporting incidents and carrying out risk management.</li> <li>Storing and reporting required data.</li> <li>Reviewing updates to guidance daily and implementing required changes.</li> <li>Managing and continually assess the process against this risk assessment.</li> </ul> <p>Establish a <b>Registration Assistant</b> (can be the same person if needed as the <b>COVID Coordinator</b>) to:</p> <ul style="list-style-type: none"> <li>Distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits (face mask must be worn, and social distancing maintained).</li> <li>Inputting test results from staff into your school's '<b>Register</b>'. Ensuring that the register is saved securely.</li> <li>Sending reminders to participants to communicate their results online and to the school.</li> <li>Responding to staff questions.</li> <li>Working with the <b>COVID Coordinator</b> to support the management of the stock of kits.</li> </ul>				
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<p>Failure to train all members of staff properly</p>	<p>Contingency plan developed for absence by the key role holders identified above. Roles will be undertaken by S.Gregory and S.Woodmansey</p> <p>The <b>COVID Coordinator</b> to attend/watch DfE webinars 1&amp;2. Other key members of the testing team or staff members can watch the recordings if deemed necessary/helpful. The <b>COVID Coordinator</b> to access and read all the information on the DfE Primary Schools Document Sharing platform.</p> <p>All staff to undertake the following training. Training records to be established and maintained:</p> <ul style="list-style-type: none"> <li>• Tell staff what rapid testing is. Use the NHS '<b>How to Guide – Rapid Testing of Primary and Nursery Workforce</b>'.</li> <li>• Ensure all staff understand the different COVID testing roles in the school and who holds these roles.</li> <li>• Explain the process of collection of tests/correct instructions, the process for signing for tests in the school and recording the lot number against their name.</li> <li>• Explain the process of taking a test at home. All staff to watch instructional video provided on You Tube – '<b>Step by Step Guide to COVID-19 Self Testing</b>'.</li> <li>• All staff to read the Instructions for Use document '<b>Your Step-by-Step Guide for COVID-19 Self-Testing v 1.3.2</b>' (ensuring you are using the correct version only)</li> <li>• Make sure that all staff know that it is a requirement for them to report their test results to both to Gov Test and Trace (online) and to the school. Use the 'Reporting the test result online' link and explain the school reporting process.</li> <li>• Make sure staff know who to contact if they have an incident while testing at home. Use the webinar slide on incident reporting.</li> </ul> <p>All staff to read the <b>Privacy Notice</b> before taking the tests.</p> <p>All staff must be aware that testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school in person, although participation in testing is strongly encouraged. Staff who decline to participate in the testing programme must follow the usual national guidelines on self-isolation and get tested if they show symptoms.</p> <p>The <b>COVID Coordinator</b> to review <b>DfE Primary Testing FAQs</b> on a regular basis</p>				
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<p>Supply teachers, peripatetic teachers and visitors are not included in school workforce procedures</p> <p>Tests are not completed accurately by staff workforce</p> <p>Inaccurate reporting of test results</p>	<p>The <b>COVID Coordinator</b> to ensure that all staff:</p> <ul style="list-style-type: none"> <li>Undertake the training and are provided with the correct literature and video links, as detailed above.</li> <li>Can ask questions and discuss issues.</li> <li>Feel confident in reporting issues and concerns to the <b>COVID Coordinator</b>.</li> </ul> <p>The <b>COVID Coordinator</b> to ensure that all staff:</p> <ul style="list-style-type: none"> <li>Are trained in and understand how to report their test result on the Gov website(Track and Trace) as <i>soon as the test is completed</i> and <i>every time they take a test</i>, even if the result is negative or invalid – either online or by telephone (as per the instructions in the home test kit).</li> <li>Are aware that the test assigned to them is only to be used by themselves and that it must never be taken by anyone else.</li> </ul> <p>The <b>COVID Coordinator</b> will develop their own, locally managed <b>Register</b> and a process for all staff to log test results with the school, before staff arrive on site in the morning. This is important for identifying staff with positive results, for bubble management and contract tracing. This must be a separate document to the <b>Test Kit Log</b> for data protection reasons. This system to be communicated clearly to the whole staff team. This should include:</p> <ul style="list-style-type: none"> <li>The process and timelines for test to be taken and results to be communicated by staff (and onward communication to the headteacher if/when required).</li> <li>A process for dealing with non-reporting by staff.</li> <li>The process for logging results, who will deputise and how will this be communicated.</li> <li>How the results will be saved securely.</li> <li>Encouraging staff to follow requirements when reporting results online (e.g. sending reminders on test days).</li> <li>Identifying and reporting incidents.</li> <li>The creation of procedures to check, test and update the <b>Test Kit Log, Register</b> and <b>Incident Log</b> on a regular basis.</li> <li>The register should be kept until further guidance is given.</li> </ul>				
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<p>Staff misunderstand their responsibilities following a test result</p>	<p>The <b>COVID Coordinator</b> must ensure that all staff understand that they must report their result to <b>both</b> Test and Trace (Gov) through <a href="https://self-report.gov.uk">self-report gov.uk</a> or ringing 119 and to the school (following the agreed school process), even if the result is negative or void:</p> <ul style="list-style-type: none"> <li>• <b>Staff with a negative LFD test result</b> – staff can continue to attend school, follow guidance and use protective measures.</li> </ul> <p><b>Staff with a positive LFD test result</b> – Individuals with a positive LFD result will need to self-isolate immediately in line with the <a href="#">stay-at-home guidance</a>. They must report their results to NHS Test and Trace as soon as the test is complete, as set out in the test kit instructions and <a href="https://self-report.gov.uk">self-report gov.uk</a> page. This will enable NHS Test and Trace to monitor the spread of the virus. They must also inform the school/nursery of their result so the school can identify close contacts and they can make appropriate cover arrangements. They should book a confirmatory PCR test online, then continue to isolate for 10 days (from the day the symptoms started/test took place) if the PCR test result is positive. The staff member must also inform the school of a positive PCR result.</p> <ul style="list-style-type: none"> <li>• <b>Staff with a void LFD test result</b> - if staff get a void result, this means that the test has not run correctly, and they will need to take another test as soon as possible, ideally on the same day. Staff should still report the void result to NHS Test and Trace via the <a href="https://selfreport.gov.uk">selfreport gov.uk</a> page. They should use a new test kit but not reuse anything from the first kit. In the very unlikely event staff get two void test results, they should book a PCR test. Staff should self-isolate pending the result of the PCR test. Staff should inform school as it may indicate a faulty batch of test kits.</li> <li>• <b>All staff</b> - The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. 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.</li> <li>• <b>All staff</b> - the LFD test kits for use by primary school staff are not to be used as an alternative to self-isolation. If a member of staff has been in close contact with a confirmed case of COVID-19, they should follow the government guidance and self-isolate.</li> </ul> <p>Issues experienced by an individual at home:</p> <ul style="list-style-type: none"> <li>• The <b>COVID Coordinator</b> to develop an <b>Incident Log</b> and process for logging issues. Ensure the <b>Incident Log</b> is saved securely.</li> </ul>				
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<p>Incidents are not reported accurately</p>	<ul style="list-style-type: none"> <li>All staff members to be trained in what issues should be reported, to whom and by when.</li> <li>The <b>Incident Log</b> to be reviewed daily by the <b>COVID Coordinator</b>. Lessons learnt identified and changes made to the testing process and risk assessment where needed. Changes to be communicated to all staff.</li> <li>If there are repeated or similar issues these should be reported to the DfE Helpline.</li> <li>The <b>COVID Coordinator</b> to share learning with the DfE should contact be made.</li> </ul> <p>Individuals</p> <ul style="list-style-type: none"> <li>If any immediate medical care is needed by staff members, this should be sought from the usual routes for seeking medical care through 111 or 999.</li> <li>If there is a clinical incident which led or has the potential for harm, staff to be advised to report this on <a href="#">Coronavirus Yellow Card reporting site</a></li> <li>For any non-clinical issues occurring in a home setting, participants to be advised to report any issues to 119 and inform school</li> </ul> <p>Any other questions, concerns or reporting issues will be raised via the DfE coronavirus helpline on 0800 046 8687.</p> <p>Access to the data to be restricted to the <b>COVID Co-ordinator</b> (and <b>Registration Assistant</b>) and the Headteacher (this may be the same person)</p> <p>Data/records to be stored securely on school computers only, not to be removed from school.</p> <p>Ensure that the collection and storage of the data meets legislation requirements and the school's Data Protection Policy. School will need to satisfy themselves that they have a lawful basis for processing personal data. School will provide staff with a privacy notice explaining what personal data is required to participate in the programme.</p>				
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Risk of data protection breach in managing personal data					
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<b>Executive Head: K Siedle</b> <b>MANAGER'S NAME:</b> J. Foster	<b>Executive Head: K Siedle</b> <b>MANAGER'S SIGNATURE:</b> J. Foster	<b>DATE</b>	1/3/21
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### PART TWO – ADDITIONAL COMMENTS

1. If all the above control measures are implemented the risk remaining will be tolerable
2. Coronavirus (COVID-19) risk assessment to be used in conjunction with this risk assessment
3. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
4. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
5. The risk assessment is to be reviewed on an ongoing basis as per government guidance
6. Review and revise the controls to address any new hazards or higher risks which arise