



Risk Assessment 21.1.2021

COVID Testing

COVID Testing Risk Assessment:

- If any member of staff reports with a temperature above 37.8°, an issue with taste or smell or a new and continuous cough, they must book a NHS PCR test and not wait for their regular lateral flow test.
- This risk assessment covers the process of carrying out covid testing at home.

Covid Coordinator	Hannah McGUIre
Registration Assistant	Hannah McGuire

Task / Activity	Hazard	Who might be harmed and how	Control Measures	Further actions required
Conducting Test	Biological	Infection of Tester from Air Borne Particles Infection of Tester from contaminated surfaces	All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests All staff to test on specific days (Mondays and Thursdays). IF a member of staff does not work on Monday, they will test on the Tuesday before work Tests to take place in the morning to ensure it is as accurate as possible Tester to wash hands prior to and after testing All surfaces to be wiped down before and after testing Testing waste to be disposed of immediately following tests	

Task / Activity	Hazard	Who might be harmed and how	Control Measures	Further actions required
			<p>Double bag all positive test waste materials and place in household waste</p> <p>Single bag all negative tests and dispose of in household waste</p> <p>Record of tests and test results to be kept by covid coordinator/assistant, must include Time, Date, Name, Result, Comments, Actions following positive test</p>	
Contact Following a Positive Test	Biological	Cross contamination of other family members from used testing materials	<p>All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests</p> <p>All staff who take the tests will receive the guidance document v.1.3.2</p> <p>Wash hands prior to and after testing</p> <p>All surfaces to be wiped down before and after testing</p> <p>Staff member testing positive must isolate immediately, not go into work and contact covid coordinator.</p> <p>Staff member testing positive will self isolate at home and organise an NHS PCR COVID Test</p> <p>Candidate to double bag all waste materials and place in household waste</p> <p>The member of staff will record the test result on the NHS Test and Trace website and inform Tracy German and Joanna Young by text if positive and Tracy German by email if negative</p>	

Task / Activity	Hazard	Who might be harmed and how	Control Measures	Further actions required
Contact during a void test	Biological	Cross contamination of other family members from used testing materials	<p>All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests</p> <p>All staff who take the tests will receive the guidance document v.1.3.2</p> <p>Wash hands prior to and after testing</p> <p>All surfaces to be wiped down before and after testing</p> <p>Staff member receiving a void test must complete a second test. If the subsequent test comes back void, the member of staff must organise a NHS PCR COVID test and the covid coordinator contacted.</p> <p>The member of staff will record the test result on the NHS Test and Trace website and inform Hannah McGUIre by text if positive</p>	
Contact during negative result	Biological	Incorrect logging or result resulting in risk of infection	<p>All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests</p> <p>All staff who take the tests will receive the guidance document v.1.3.2</p> <p>Wash hands prior to and after testing</p> <p>All surfaces to be wiped down before and after testing</p> <p>If a negative result is received, the member of staff should go into work as normal and inform the covid coordinator about the result</p> <p>The member of staff will record the test result on the NHS Test and Trace website and inform Hannah McGuire</p>	
Test resources	Biological	Lack of testing equipment creating an increased risk of infection in school	Covid coordinator to ensure a record of how many tests are available to staff is recorded and new tests are reordered within an appropriate time scale	

Task / Activity	Hazard	Who might be harmed and how	Control Measures	Further actions required
			<p>Registration assistant to ensure that all staff sign for their test kits, recording the LOT number</p> <p>Registration assistant to wear a face mask and ensure social distancing when distributing the testing kits</p> <p>Record kept of: name of school, person issuing the test, date of issue, LOT number and person using the test</p>	
Test Failure	Biological	Candidates continue to work due to a false negative test result	<p>All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests</p> <p>All staff who take the tests will receive the guidance document v.1.3.2</p> <p>Registration Assistant should carry out routine and documented checks to ensure correct procedure continues to be followed</p> <p>Test kits to be stored and managed by the Registration Assistant in line with the DfE storage guidelines to prevent damage to equipment</p>	