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| **What are the hazards?** | **Who might be harmed and how?** | **What are we doing to control the risk?** | **What further action is needed to control the risks?** | **Who needs to carry out the action?** | **When is the action completed** | **Done** |
| **Rapid Asymptomatic Coronavirus (COVID-19) Testing** | | | | | | |
| **Safe Storage of the NFD**  **Distributing test kits**  **Test results**  **Incident Report**  **Mitigating Risk to the schools or Trust** | Staff, pupils | * Deliveries are checked on arrival and lists of contents retained * All tests to be stored in a locked cupboard with key personnel only having access to the key * Testing supplies are safely maintained at temperatures between 2 and 30 degrees celsius * All staff taking part to collect test kits as instructed by the school * 1 box to be given to each member of staff as each box contains 7 test kits * School to complete Test Kit Log – retain this document for 8 Years – ensure all columns are completed – name of school, date of test kit received by school, name of test kit issuer, date test kit issued to test subject (staff), name of test subject (staff), lot number, test expiry date and has new IFU been issued * Ensure all staff the correct Instructions for Use (IFU) and they know that instruction in the test kit are not to be used * Systems of control to be in place when distributing test kits eg 2 metres distance, wearing a face mask etc * Ensure there is enough supply by ordering when details are published * All staff to receive a copy the ‘Staff Rapid COVID-19 LFD Test booklet * Reminders given during staff meetings and briefings * All staff given guidance on reporting their result to NHS Test and Trace (booklet) * All staff given guidance on what to do if they have a positive, negative or void test result (booklet) * All staff to complete a google form to submit to the school when the test is taken * Consistent approach implemented to testing with a Monday and Thursday testing day each week – this supports schools to collect results * Clear communication to staff that if they have 2 void results or a positive test they have to book a PCR test * Staff to inform the school when a PCR test is booked * Headteacher to contact staff who report a positive or 2 void test * Bubbles and contacts asked to self-isolate until a PCR test result is received * For individual staff If there are any issues with the test then staff should raise this with the school lead * 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>.   * If a staff member needs medical care this should be sought through contacting 111 or 999. * For non-clinical 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 * School must record time, date and details of concerns and report incidents to the DfE helpline if there seems to be repeated or similar issues (eg multiple repeat void test, unclear results, leaking/damaged tubes * RPA insurance states that they will indemnify members if a claim is brought by a third party (employees). It will cover death, injury, or damage to party property, due to the school undertaking the asymptomatic tests | Systems and processes to be checked by Headteacher | Headteacher  NFD staff | Ongoing |  |