

**Hardwicke Parochial Primary School**

Rapid Testing Risk Assessment

Our COVID-19 Co-ordinator is Wendy D'Arcy

Our COVID-19 Administrator is Louisa Iannetta

| PLAN   |   | DO  |  |   | REVIEW   |
|--|---|---|--|---|--|
| Prepare Building, timetables and lessons, policies and procedures  | Prepare Employees, Parents and pupils and other site users  | Control Access and Visitors   | Minimise contacts and social distancing  | Infection Control Measures  | Communicate and Review Arrangements  |
| <p>Ensure that a COVID -19 coordinator is appointed to oversee the testing in school supported by an admin role. Share this information with staff.</p> <p>Prepare Testing Logs etc for staff using templates on DFE resource site.</p> <p>Share information with staff week beginning 25.1.2021 to ensure all staff see the DFE video about rapid testing and have copies of privacy notice, Version 1.3 .2 instructions for use document and a copy of the testing log they are to</p> | <p>Ensure that all staff receive training so that they can understand what this testing does, how to use it and offered the right to opt out if they choose in line with DFE guidance.</p> <p>Ensure all staff know and understand full protocol for use of tests as well as how to record and communicate results.</p> | <p>Staff members who test positive using a LFD need to self-isolate and book a PCR test to confirm results. DFE guidance to be followed. <b>The bubble will to be sent home until PCR test results confirmed.</b></p> <p>Staff reminder that if they are contacted by NHS Track and Trace to say that they have been in close contact with someone who has tested positive that they should self-isolate in accordance with their directions.</p> | <p>Remind all staff that imperative of continuing to follow control measures at this time.</p> <p>Staff giving out kits should be wearing appropriate face covering and maintain 2m distance</p> | <p>Ensure that Test Kits are received and stored in a secure and safe environment at an ambient temp of between (2-30 degrees) .</p> <p>Testing kits are delivered safely and with due regard for transmission risk,</p> <p>Log created to record tests allocated to staff.</p> <p>Ensure that tests are logged accordingly. Continue to refer to Hierarchy of Controls</p> | <p>Ensure that staff are given the opportunity in Week beginning 8<sup>th</sup> February to review how well the arrangements for testing are going and whether or not any changes to the arrangements currently in place need to be changed or amended. RA to be updated following this.</p> |

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| <p>record their entries on with the contact details for the NHS .</p>  |  |  |  | <p>and remind staff that despite testing this needs to be still the highest priority to reduce transmission.</p> <p>Anyone in school who displays symptoms is encouraged to get a PCR test.</p> |  |
| <p style="text-align: center;"><b>Documents to support Rapid Testing of Primary Staff</b></p> <p style="text-align: center;"><a href="#">DFE Guidance</a></p> <p style="text-align: center;"><a href="#">DFE Primary Testing Resources sharing platform</a></p> <p style="text-align: center;"></p> <p style="text-align: center;">How to Guide -<br/><a href="#">Primary schools EY LF (SOP)</a></p> |  |  |  |   |  |