



The Polesworth School  
ENSURING EXCELLENCE

### The Polesworth School Risk Assessment

Date: 04/03/2021	Assessed by: Jayne Hirst	Checked / Validated by: Maura Favell	Location: N/A	Assessment ref no	Review date: Live working document, formal review monthly
<b>Task / premises:</b> Home COVID testing of staff and pupils: The Polesworth School, set up in accordance with the 'how to guide' for rapid testing of education staff and secondary age pupils at home (self-test) 23 Feb 21.					
<b>Activities involved:</b> School staff and students carrying out self-testing from home					
<b>Who might be affected:</b> Student, employee & parents					

Risks	Assessed risk if no actions taken	Controls in place	Considering controls in place, current risk level assessed by SBM	Further key actions to be taken and by when
Low uptake of testing means the programme does not achieve its aims	High	<ul style="list-style-type: none"> <li>• Timely and encouraging comms to staff and parents.</li> <li>• Emails to staff to share and inform of testing information</li> <li>• Key co-ordinator in school with responsibility</li> <li>• Look to widen to include volunteers, supply, temps and contractors where they are willing to take part</li> </ul>	Low	N/A
Staff member/Student being tested does not have access to clear instructions on how to carry out test	High	<ul style="list-style-type: none"> <li>• Use of DfE resources tailored to school situation</li> <li>• Testing information provided by DHSC shared with staff</li> <li>• Correct instructions handed out with tests</li> <li>• 3 fire break tests in school for students to familiarise themselves with the process</li> </ul>	Low	N/A
Staff member/Student being tested does not know how their data is being used	High	<ul style="list-style-type: none"> <li>• Use of Trust standard privacy notices</li> <li>• Privacy notices shared with parents, staff, and students via email</li> </ul>	Low	N/A
Tests are used by individuals other than those in the school workforce or school student population	Medium	<ul style="list-style-type: none"> <li>• Message reinforced to staff, parents and students</li> <li>• Students and staff will sign for receipt of test kits so a log of who they are issued to kept</li> <li>• Parents/students and staff will be asked to inform school of test</li> </ul>	Low	N/A

		<p>results twice weekly on Sunday and Thursday evenings</p> <ul style="list-style-type: none"> <li>• Receipt of results will be monitored against test kits issued</li> </ul>		
Tests are stored incorrectly in school or at home	Medium	<ul style="list-style-type: none"> <li>• Tests stored securely and within temperature range</li> <li>• Storage instructions shared with parents, staff, and students</li> </ul>	Low	N/A
Tests are distributed in school in a way that is not covid secure	High	<ul style="list-style-type: none"> <li>• Staff advised when and where to collect test kits (SBM Office or Heads PA/HR Manager Office)</li> <li>• Masks worn as per overarching risk assessment and perspex screen in place</li> <li>• Test Kit log with details of LOT number already populated and paper register to sign when collected</li> <li>• Member of Support Staff allocated to each Tutor Group and will sign for receipt of 30 tests and deliver via tutor groups</li> <li>• Test Kit log with details of LOT number will already be populated and students will sign for receipt</li> <li>• Receipt returned to COVID Coordinator</li> </ul>	Low	N/A
Tests are not replenished regularly to allow continuity of testing in line with guidance	High	<ul style="list-style-type: none"> <li>• Stocks monitored by Facilities Manager who will liaise with Covid Coordinator</li> <li>• Engagement with DfE, deliveries monitored and chased up accordingly</li> </ul>	Low	N/A

Results of test are not recorded accurately with both the school and the NHS	High	<ul style="list-style-type: none"> <li>• Test results for school recorded via Microsoft forms with an auto rule to notify Covid Coordinator/Covid Team immediately of a positive result</li> <li>• Instructions on requirement to complete NHS track and trace shared with parents, students and staff</li> <li>• School Microsoft form also signposts to NHS track and trace</li> </ul>	Low	N/A
Correct action is not taken on positive or void results	High	<ul style="list-style-type: none"> <li>• Staff and students informed that they must not attend school following a positive result but should book a confirmatory PCR test</li> <li>• Staff and students informed that upon a void test results a second LFT should be taken, if a second void is received, a confirmatory PCR test should be booked.</li> <li>• Staff &amp; students should self-isolate until receipt of PCR test result.</li> </ul>	Low	N/A
“Incidents” as defined by DHSC are not reported to DHSC and DfE	High	<ul style="list-style-type: none"> <li>• Incidents will be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Record to include the time, date and details reported. (as per slide 25 of the how to guide)</li> <li>• Guidance on how individuals can report incidents shared with staff, parents and students. There is a designated COVID email address.</li> </ul>	Low	N/A

Staff/Student data regarding testing is not stored securely and there is a data breach	High	<ul style="list-style-type: none"><li>• Test kit log and test results stored securely within office 365 platform.</li><li>• Access controlled to staff involved in testing and covid management only.</li><li>• In the unlikely event of a data breach, trust data protection policy will be followed.</li></ul>	Low	N/A
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