

Risk Assessment for Schools – Addendum

Please be aware that this document has been designed to support assessment and decision making for schools when considering plans for full opening from September 2020. Reference to the latest DfE government guidance should be made when considering the prompts.

Background

A full School Risk Assessment tool was developed by Worcestershire County Council and Worcestershire Children’s First to support schools with a phased opening recovery approach. The tool, and example risk assessment and other supporting documents are available at: <http://www.worcestershire.gov.uk/recoveryschools> and [http://www.worcestershire.gov.uk/downloads/download/1433/phased re-opening of schools and settings documents](http://www.worcestershire.gov.uk/downloads/download/1433/phased_re-opening_of_schools_and_settings_documents)

General guidance and links for reference:

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Government advice: <https://www.gov.uk/coronavirus>
- DfE <https://www.gov.uk/coronavirus/education-and-childcare>
- Worcestershire Recovery Planning: supporting the implementation of phased school return in Covid 19 conditions: www.worcestershire.gov.uk/recoveryschools
- Worcestershire Covid 19 Education Bulletins: [http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus covid-19 education and early help bulletin for schools](http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools)

School Name: Lindridge St Lawrence CE VA Primary School	DfE Number: 885 3350
Date agreed by Head Teacher 15.07.2020 Updated 26.10.2020 Updated 08.01.2021 Updated 26.02.2021	Date approved by Governing Body: Friday 17 th July 2020 FGB 18 th January 2021
Date submitted to LA / WCF: Wednesday 22 nd July 2020 <u>Agreed by WCF 13.08.2020</u> <u>Sent to WCF 22.01.2021</u>	Submitted by: Amanda Greenow-Langford Head Teacher

For each consideration if your setting will have all measures in place in time for full opening RAG rate as green. If not RAG as amber or red and include comments below

Updated DFE Schools Coronavirus [COVID-19] Operational Guidance February 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

Q1. What date will you begin to welcome back pupils into school for the Spring Term? **Monday 8th March**

Q2. Will pupils have different return dates dependent on year groups? If yes, please outline plans for each year group.

No

Q3. Please describe your plans for managing the school day to support full pupil attendance i.e. staggered start/end times, separate entrances etc.

Considerations

- pupil's ability to distance
- layout of the building
- feasibility of keeping distinct groups separate while offering a broad curriculum

Separate entrances

Staggered lunch times and break times

2 Bubbles [R+KS1+Y3 38 children KS2 4/5/6 33 children]

Q4. Guidance assumes that all pupils will be back to full-time education from after **Monday 8th March**, if this will not be the case for your school, please describe the reasons below.

It is expected that everyone will be back full time.

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Theme 1: Protective measures and hygiene Prevention

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
<p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>10. Engage with the NHS Test and Trace process</p> <p>11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>12. Contain any outbreak by following local health protection team advice</p>	<p>Ensure the Schools understands the NHS Test and Trace process and how to contact their local Public Health Team and Public Health England Health Protection Team.</p> <p>Sections 1,9,10,11 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf</p>	<p>All staff are aware of the NHS Track and Trace Website and numbers to call.</p> <p>All staff are aware of the WCF Flow Charts to follow in case of suspected or confirmed case.</p> <p>Notify the LORT (Mon – Sun 9am – 6pm) of any symptomatic people in a school wchealthprotection@worcestershire.gov.uk or by phone 01905 845491</p> <p>Notify PHE on 0344 225 3560 (Option 0, Option 2) of any symptomatic or confirmed cases in a school</p> <p>Ensure that Staff are aware of how to manage confirmed cases of coronavirus (COVID-19) amongst the school community. If the school becomes aware of a confirmed or suspected case of a pupil, staff member of household member of a pupil or staff member they must contact the WCC Local Outbreak Response Team or PHE Health Protection Team immediately and follow the local and national guidance.</p> <p>Ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils (or symptomatic pupils siblings) must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for 			

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		<p>coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <ul style="list-style-type: none"> • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 			
<p>2. Where recommended, use of face coverings in schools</p> <p>Exemptions Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> • cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p>	<p>Safe wearing and removal of face coverings Schools should have a process for managing face coverings in school. This process should be communicated clearly to pupils and staff. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again. Further guidance on face coverings</p> <ul style="list-style-type: none"> • Safe working in education, childcare and children’s social care provides • Face coverings in education settings 	<p>Children using the bus have been taught how to put on and take off their face covering safely.</p> <p>In the Spring Term children age 11 will be required to wear masks when using the school bus and encouraged to wear them in school.</p> <p>If masks are removed they will be placed either in a lidded bin [disposable masks] or in a plastic sealed bag in their individual drawer [reusable face coverings] under their desk.</p> <p>Hands will be washed on entering the classroom before doing anything else.</p> <p>All adults in school will wear either a face covering or clear visor. [unless they have a specific exemption]</p>			
<p>3. Clean hands thoroughly more often than usual <u>Updated guidance 07.01.2021</u></p> <ul style="list-style-type: none"> • robust hand and respiratory hygiene • enhanced cleaning and ventilation arrangements • active engagement with NHS Test and Trace 	<p>Coronavirus (COVID-19) is an easy virus to remove when it is on skin. This remains true for the new variant. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand</p>	<p>The school has a strict hand washing culture, procedure and routine.</p> <p>Soap and warm water for children available at all times in every classroom.</p> <p>Hand sanitiser at entrances, in classrooms out of the reach of children and exits for adults only.</p>			

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<ul style="list-style-type: none"> • formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible • minimise the potential for contamination so far as is reasonably practicable <p>How contacts are reduced will depend on the school's circumstances, including how many children need to attend during this period, and will (as much as possible) include:</p> <ul style="list-style-type: none"> • keeping children in consistent groups • avoiding contact between groups • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible 	<p>cleaning is going to be needed for the foreseeable future.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative • building these routines into school culture, supported by behaviour expectations, and helping ensure younger children, and those with complex needs, understand the need to follow them 	<p>Children will use soap and warm water supplied in each classroom on entering the classroom and before exiting the classroom. E.g. start and end of day, before and after break times and lunch.</p> <p>Young children will be supervised by an adult to ensure handwashing is done thoroughly.</p> <p>Children have been and will continue to be taught how to wash their hands using the six step handwashing routine which is on posters at every handwashing station throughout the school. The resources supplied by the DFE [Horrid Hands, Microbe Mania and Giant Sneezes] have been used to support teaching and are posters are displayed throughout the school.</p>			
<p>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<p>The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right and all pupils understand that this is now part of how the school operates. The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their</p>	<p>All bubbles have access to disposal paper tissues and a lidded bin.</p> <p>Children have been taught the 'catch it, bin it, kill it' approach and posters around school remind them as well as adults.</p>			

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	peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face-to-face education.				
Ensure that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble.	<p>Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<p>Children have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble. Shared resources used within the bubble will be cleaned with disinfectant at the end of each day. Each class bubble has their own bag of sports equipment. All surfaces are cleaned before and after each session.</p> <p>Any shared resources across bubbles will be cleaned with disinfectant and kept out of reach for 72 hours.</p>			
Limit the amount of equipment brought into school each day.		Children are bringing in lunch boxes and water bottles only.			
<p>Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to</p> <p>Minimise contact between individuals and maintain social distancing wherever possible</p>		<p>Two bubbles – 3 classes Class one and two -</p> <p>One lunchtime supervisor One teaching assistant per bubble in the afternoon</p> <p>Masks or visors will be worn by all staff all the time as an additional precaution. If there is an outbreak in school it is mandatory to report to the Local Response Team. [LORT]</p>			

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<p>5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p>	<p>Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be <u>considered</u> but is not a requirement if the site does not allow for it.</p>	<p>All groups have allocated bubble space outside as well as their own classrooms inside.</p> <p>Older children are encouraged to keep their distance within groups where possible.</p> <p>Each bubble has one female toilet assigned to it. Males will use one of three urinals in school and the one boy's cubicle we have.</p> <p>All toilets will be wiped down at the end of lunch time play. Toilets will be cleaned thoroughly at the end of each day.</p> <p>Corridors will only be used in inclement weather as all classrooms have external doors which can be used to access toilets and outdoor space. Signs along the corridors encourage social distancing, children/the social bubble will only be allowed to leave the classroom into the corridor when it has been checked to ensure it is clear.</p>			
<p>6. Minimise contact between individuals and maintain social distancing wherever possible Ensure that when staff need to move between classes and year groups, they keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults</p>	<p>Section 6 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf</p>	<p>When staff need to move between classes and year groups, they will keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Every classroom teacher logs on to Teams every morning and so messages can be sent to other rooms/offices/SENDco.</p> <p>All adults [including visitors] have read and understood this risk assessment and are given regular updates via morning briefings and emails.</p>			

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		Masks or visors will be worn by all staff all the time as an additional precaution. If there is an outbreak in school it is mandatory to report to the Local Response Team. [LORT]			
Within the classroom ensure there is distance between people whilst inside and reducing the amount of time people are in face to face to contact lowers the risk of transmission.		Within the classroom distance will be kept between people whilst inside where possible. The amount of time people are in face to face to contact will be kept to a minimum as this lowers the risk of transmission			
Ensure that for children who are old enough, they are supported to maintain distance and not touch staff and their peers where possible. <i>(This may not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help).</i>		The children who are old enough, are encouraged to maintain distance and not touch staff and their peers where possible. Children are using external doors to move around school to reduce the occurrence of passing in a corridor. All adults have read and understood this risk assessment and are given regular updates via TEAMS briefings and emails.			
Ensure that when staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups.		Pupils are in three bubbles limited to 12 [36 50%]			
Ensure that adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.		A container and skip from WCC currently stores unnecessary furniture. All children will be seated facing forward and individual desks unless seated with a sibling and not towards anyone.			
Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.		Assemblies and large gatherings [more than one group] will not happen.			

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<p>When timetabling, ensure groups kept apart and movement around the school site kept to a minimum. Schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p>		<p>Daily timetable shows staggered lunchtimes and break times as well as staggered opportunities to use bathrooms to support additional cleaning.</p>			
<p>Ensure that a plan of how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p>		<p>Staggered lunch time support staff using staff room at separate times. Staff room to be used by staff bubbles one at a time. Room next door used as waiting area if room has someone in it.</p>			
<p>Ensure that plans have been communicated to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p>		<p>Regular newsletter, parent mail, website and Class Dojo is used to remind parents of routines and procedures.</p>			
<p>Ensure that the management of other visitors to the site, such as contractors, has been considered and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. Ensure that where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools work through the system of controls collaboratively, enabling them to</p>		<p>Where possible all necessary visits will happen outside the school day.</p> <p>Where this is not possible site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p> <p>A record of all visitors is kept.</p> <p>No children attend alternative provision.</p> <p>All visitors to school are required to wear a mask, including parents at drop off and pick up.</p>			

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<p>address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p>					
<p>7) Keeping occupied spaces well ventilated</p>	<p>Ensure that all Staff are aware of the process if there is an outbreak within the school. All staff must be aware of actions to take as per the guidance and ensure that this is communicated to parents.</p>	<p>Windows are open to ensure occupied spaces are well ventilated. However an ambient teaching temperature will be maintained. Additional doors can be opened to purge environment with fresh air when unoccupied.</p>			
<p>8) In specific circumstances. Where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used <p>Read the guidance on safe working in education, childcare and children’s social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p>	<p>PPE Pack is available in every room in school including office, nurture room and head teachers to be used as required.</p> <p>Head teachers office which can be ventilated and which has a red wipe able plastic chair is to be used if child is awaiting collection following signs of illness.</p> <p>Staff follow WCC Worcestershire Outbreak Control Plan Call WCC Local Outbreak response Team 01905 845 491 Parents are receiving regular updates in numerous ways - via the school website which has a COVID 19 tab, Class Dojo School Story, Emails, Parents Mail and printed letters and newsletters.</p>			
<p>9) Promote and engage in asymptomatic testing.</p>		<p>All staff complete two lateral flow tests a week- Sunday night and Wednesday night. These are reported to https://www.gov.uk/report-covid19-result iftreporting@lindridge.worcs.sch.uk</p> <p>The school administrator keeps a log of results reported.</p>			

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Theme 2: Accommodation / site usage

Consider:	Suggestions / consideration	Issues & actions to manage risk	R	A	G
A reminder to maintain the statutory compliance testing, flushing and monitoring during this period.	<p>Schools should continue their compliance checks during this period.</p> <p>This is particularly important for water system which will not have had normal use during lockdown.</p> <p>Regular flushing of <u>all</u> taps for two minutes or more and flushing of toilets on a weekly basis is recommended with daily flushing for a week before full opening.</p> <p>Fire evacuation procedures must also be reviewed especially if changes to classes and classrooms have been made. This should be supplemented with drills to ensure staff and pupils are familiar with any changes and follow social distancing protocols.</p>	<p>Compliance checks will continue throughout this period.</p> <p>Water checks</p> <p>Fire evacuation procedures</p>			

Theme 3: Staffing

Consider:	Suggestions / consideration	Issues & actions to manage risk	R	A	G
<p><u>Clinically Vulnerable staff</u></p> <p>1. Please can you confirm that you have individually risk assessed all staff against the updated January 2021 schools reopening guidance for Clinically Vulnerable staff and HR Guidance.</p>	<p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf</p> <p><u>Staff who are clinically extremely vulnerable</u></p>	<p>Yes</p> <p>1 member of staff has an individual risk assessment as a result of shielding.</p> <p>This member of staff is not in school during the lockdown period Spring 2021</p>			
<p><u>Clinically Extremely Vulnerable staff (known as Shielding)</u></p> <p><u>School workforce</u></p> <p>Under the national lockdown, the expectation is that everybody should work from home where possible. School leaders are best placed to determine the workforce that I required in</p>	<p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf</p> <p><u>Staff who are clinically extremely vulnerable</u></p>	<p>We have one member of staff who is shielding until March 31st at the earliest.</p> <p>a) Class Teacher b) FTE c) Teaching from home using TEAMS</p>			

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<p>school, taking into account the updated guidance for those staff who are <u>clinically extremely vulnerable</u>. The expectation is that those staff not attending school will work from home where possible. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf</p>	<p>Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace. Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance.</p> <p>Staff should talk to their employers about how they will be supported, including to work from home. Schools should continue to pay clinically extremely vulnerable staff on their usual terms.</p> <p>Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible.</p>	<p>On return to school the individual risk assessment will be followed see below... CT class of 32 of the oldest children in school [who are more able to socially distance] will be divided into two classrooms in the mornings so social distancing can be maintained more easily. With teaching assistants supporting the teaching. In the afternoons where possible the children will be taught outside or in the hall again to support distancing where possible. CT will wear a mask or full face visor. A taped 2m distance is taped to the floor surrounding teacher's desk for pupils to acknowledge. Hand and respiratory hygiene will be rigorous. Anyone with symptoms will not be in school.</p>		
<p>Impact on school</p> <ul style="list-style-type: none"> • What impact does this have on your available staffing and the full re-opening? • How will you cover these posts if required to do so? 		<p>Whilst our 4/5/6 teacher is shielding Mrs GL HT will teach 16 year 4s in the morning.</p> <p>Mrs Sneyd will teach Y5/6 from home via Teams with 3 teaching assistants to support 16 children in the classroom in the mornings. Ratio 1:5/6 Mrs Sneyd will teach 4/5/6 from home via Teams with 3 teaching assistants to support 32 children in the classroom in the mornings. Ratio 1:10/11</p> <p>We have one year 4 child still home schooling due to serious illness.</p>		

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Consider:	Suggestions / consideration	Issues & actions to manage risk	R	A	G
<p>Information All staff are <u>offered</u> LFD kits and guidance available. [voluntary]</p> <p>Guidance -How to Guide Rapid Testing of Primary and Nursery workforce</p> <p>Your step by step guided for Covid 19 self-testing</p> <p>Video guidance - Covid 19 Self-Test</p>	<p>Correct instructions (plain blue cover, dated 15th Jan 2021 v 1.3.2) and kits are issued</p>	<p>Email sent for staff to respond to, to OPT in or OPT out. This to be recorded on list.</p> <p>Whether opting in to testing or not <u>ALL</u> staff continue to follow PHE advice, lockdown guidance and HANDS, SPACE, FACE,</p> <p>Good communication so all staff are regularly informed and updated via email and verbal communications. [Virtual Teams or Face to Face if in school]</p> <p>How to Test Guidance read and understood</p> <p>Staff aware of Important Contacts information – emailed to staff and a copy kept in school office.</p>			
<p>Testing</p>	<p>Staff are aware of quality checkpoints and appropriate storage.</p> <p>Staff to understand how to READ their result. Images provided of - negative tests, positive tests and void tests to ensure accuracy of reporting.</p>	<p>Testing to take place</p> <ul style="list-style-type: none"> • twice weekly • at home • if positive to self-isolate in accordance with national and local PHE guidance and follow up with PCR test • close contacts to be informed in case of a positive result and isolate 			
<p>Reporting Covid Test Coordinator – Katy Hurst</p> <p>Test Kit Log to be kept.</p> <p>School register of results to be completed and kept locally - template</p>	<p>Staff need their QR code or ID number off the test to report your result.</p> <p>Negative, Positive, Void results must be reported every time a test is taken.</p>	<ul style="list-style-type: none"> • staff to report test <u>all</u> results to NHS • staff to report <u>all</u> results to school • report online www.gov.uk/report-covid19-result or telephone 119 7am-11pm 			

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<p>spread sheet provided to be completed as a register separate to Test Kit Log.</p> <p>Incident reporting to be followed using yellow card system.</p>					
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