

Each education setting participating in self-testing should undertake a risk assessment prior to starting testing and continue to maintain this on their risk register. This should cover risks associated with testing, non-reporting, poor uptake, communication etc.

Risk	Actions	Staff
Uptake – could be poor	<p>Communicate using a variety of methods:</p> <ul style="list-style-type: none"> - Whole staff email - Briefing (Tues) - Slide in the briefing PPT about return to school for SLs to disseminate <p>Make the ‘opt-in’ process clear and simple</p> <ul style="list-style-type: none"> - One question on a MS Form <p>Make the collection process clear and simple</p> <ul style="list-style-type: none"> - Collect from Dawn Rose/ Admin 	<p>MSN CT</p> <p>MSN</p> <p>MSN DR</p>
Non-reporting of test results (internal)	<p>Make the ‘HSS Covid-19 Test Register’ clear and simple to complete</p> <ul style="list-style-type: none"> - Use MS Forms - Use stickers with QR code – stick on the boxes of test kits - Provide link in email as backup <p>Undertake weekly checks of Test Register to gauge engagement with logging test results.</p> <p>Share any issues with SLT to agree way forward (e.g. reminders in Briefing, individual email reminds [mindful of time this take])</p>	<p>MSN</p> <p>MSN</p>
Non-reporting of tests (external) i.e. next steps/ procedures – need to share with NHS too	<p>‘Report your result’ to the NHS section in instruction booklets (P15)</p> <p>Use branching in MS Forms (internal Test Register) to remind staff of their next steps:</p> <p>Positive: You have indicated that you have received a positive lateral flow test result. Now, please do the following:</p> <ol style="list-style-type: none"> 1. Self-isolate immediately. 2. Contact Sarah Crossland and Claire Tasker regarding your absence. 3. Contact your line manager to make arrangements for any lesson cover/ key duties to be covered. 4. Book a PCR test (via https://www.gov.uk/get-coronavirus-test) to confirm your positive result. You must also report a positive result to the NHS: www.gov.uk/report-covid19-result <p>Negative: Thank you. You are also asked to report negative results to the NHS: www.gov.uk/report-covid19-result</p> <p>Void: You have indicated that you have received a void test result. Now, please do the following:</p> <ol style="list-style-type: none"> 1. Take another test. 2. Share this result by completing another test result form. <p>Please note that if you receive 2 void results in a row you should book a PCR test. Self-isolate immediately. Contact Sarah Crossland, Claire Tasker and your line manager to inform them that you are going for a PCR test. You are also asked to report invalid/ void results to the NHS: www.gov.uk/report-covid19-result</p>	<p>MSN</p>
Risks associated with testing	<p>Guide staff to read the ‘Your step-by-step guide for Covid-19 self-testing’ leaflet that is in all test packs</p> <p>Share NHS video demonstrating how to administer self-test</p> <p><i>For staff who have been in school during lockdown, they have used the testing centre and therefore been supported with early tests.</i></p>	<p>MSN – in email</p> <p>MSN</p>