Gloucestershire COUNTY COUNCIL

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS

(Revised for full reopening in September 2020)



Schools completed COVID-19 risk assessments when they reopened for priority groups during the summer term and implemented protective measures recommended by DfE and PHE. Now that the Government requires schools to plan for all pupils in all year groups to return to school full-time from the beginning of the autumn term and implement a 'system of controls', the GCC COVID-19 Risk Assessment has been updated to support schools to prepare for this. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

Community and controlled schools must send their risk assessment to she@gloucestershire.gov.uk by 4th September. Any other schools that would like their risk assessments to be checked by SHE can also send them but are not required to do so.

COVID-19 Risk Assessment for reopening schools

1.9.20 7.9.20 14.9.20 5.10.20 16.10.20 4.11.20 12.11.20 24.11.20 4.1.21 8.3.21

ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission and comply with DfE 'system of control' requirements. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing. This format does not have to be used but your local risk assessment must be suitable and sufficient.

Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.
Vulnerable groups: Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace.

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**
Buildings • All health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.). • Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). Fire drill to be undertaken in the first two weeks of term 2	**Employees** • Involved employees in planning to return to school and listen to any suggestions on preventative measures that can be taken. • Consider personal risk factors: age, pregnancy, existing health conditions and	**Access** • Entry points to school controlled (including deliveries). • Building access rules clearly communicated through signage on entrances. • School start times staggered so bubbles arrive at different times.	Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this. **'Bubbles'** • Small, consistent groups of pupils split into class bubbles. • Class groups will be kept together in	**Minimise contact with individuals who are unwell:** • Refer to PHE guidance and Action Cards for School Managers. • Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school.	• Consultation with employees on risk assessments. • Risk assessment published on school website. • EHT and School Business manager tasked with monitoring protection measures. • Members of staff are on duty at breaks to ensure

• Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space to be the adult toilet. • Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. • Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • Provide sufficient tissues in all rooms. • School site to be split into separate zones where groups of pupils can remain to minimise mixing. • Plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. • Classes to use their classrooms to eat packed lunches and hot school dinners. The Hall will be used for the Robins class and hot dinners will be served in their rooms for the Starlings and Owls.	ethnicity and where necessary conduct individual risk assessments. • Employees fully briefed about the plans and protective measures identified in the risk assessment • Regular staff briefings each week • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security - SENCo • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Information shared about testing available for those with symptoms. • Where there are appropriate sources of	• Shared pens removed from reception. • Hand sanitiser provided at all entrances. • Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. • Covered bins provided on entrances to dispose of temporary face coverings. • Sealable plastic bags provided for reusable face coverings to take home with them. • Gathering at the school gates prohibited. • Staff on duty outside school to monitor protection measures. **Visitors** • Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.).	separate 'bubbles' throughout the day and do not mix with other groups. • Adults will avoid mixing bubbles or cross to work in other classrooms as far as possible • Split the building into 'zones' and implement zonal bubbles. • Keep a record of pupils and staff in each bubble, lesson or close contact group. • Facemasks to be worn in all communal areas around the school • Facemasks or visors can be worn by Teachers and TAs in the classroom • Facemasks to be worn by Admin staff when dealing with parents and in any communal area • **School breakfast club** to keep to the bubbles used during the school day where possible and encouraged to mix	• If anyone becomes unwell at school, they will be isolated, sent home and provided with information on what to do next. • An unwell child awaiting collection, will be isolated in the adult toilet with or without adult supervision (depending on age and needs of the child). • Staff caring for a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. • Staff caring for the child, including: • a face mask worn if a distance of 2 metres cannot be maintained. • if contact is necessary, then gloves, an apron and a face mask should be worn • eye protection where there is a risk of fluids entering the eye, for example,	compliance with rules. • Staff encouraged to report any non-compliance. • The effectiveness of prevention measures will be monitored by school leaders. • This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.

• Evaluate the capacity of rooms and shared areas. • Move the staffroom to the Hall to allow for greater social distancing amongst staff. • Advice given on switching off Bluetooth with mobile phones whist at school to avoid erroneous contact • Planned for lunches in classrooms due to avoiding mixing of bubbles and break-times with separate entrances and use of the field and playground on a rota • Door signs mounted to identify max number in room / toilets at one time, updated for the return of the whole school. • COVID-19 posters/ signage displayed. • Identified 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. • Staggered collections of lunch boxes from the corridor pegs, in order: Robins, Starlings, Owls • Exit the classrooms via doors directly outside or along the inside corridor, avoiding using corridors and allowing for bottlenecks in school corridors to occur	guidance (e.g. CLEAPSS, afPE, CILIP, etc.) teachers should refer to curriculum specific guidance. • Teachers have identified shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). • Identify and plan lessons that could take place outdoors. • Plans in place for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate – see Remote Learning policy **Parents/pupils** • SENCo to review EHCPs where required. • Educate pupils on their return about the need to stay apart from others and expectations	• Interviews and recruitment can take place as long as stringent COVID measures are put in place • Interviews can take place in person but where possible only with strong preventative measures. Use remotely if possible, • Parents/carers and visitors coming onto the site without an appointment is not to be permitted. • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where possible visits arranged outside of school hours. • A record kept of all visitors to assist NHS Test and Trace, including: ○ the name; ○ a contact phone number; ○ date of visit;	in these groups when playing **Minimise mixing** • Whatever the size of the bubble, they are to be kept apart from other groups where possible. • Groups use the same classroom or area of a setting throughout the day. • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. • Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. • Groups will stay within a specific "zone" of the site to minimise mixing. • The number of pupils in shared spaces (e.g. halls, dining areas) for lunch and exercise is limited to specific bubbles.	from coughing, spitting or vomiting. • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. **Hand washing** • Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms. • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.	

• Stricter enforcement of the bubbles and of crossing boundaries in the playground to collect stray toys and games equipment • Ensure that children follow guidance of distancing when moving around the school, keep 2m apart, especially when returning inside to go to the toilet • One-way system for circulation around the building, especially for toilets and going out for playtimes. • In areas where queues may form, put down floor markings to indicate distancing. • Separate doors to be used for in and out of the building (to avoid crossing paths). • Doors identified that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. • Rooms accessed directly from outside (to avoid shared use of corridors) are used. Starlings to use the Conservatory as an entrance and exit but the corridor for toilets • Organise classrooms for maintaining space	around hygiene during first day • Post the risk assessment or details of measures on school website. • Parents and pupils informed about the process that has been agreed for drop off and collection. • Ensure parents have a point of contact for reassurance as to the plans put in place. • Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books and mobile phones. • Bags are allowed. • Children are not allowed to bring anything in from home apart from their lunch box, drink and homework/books • Home learning books to be placed in quarantine for 72 hours before being returned to their drawers	○ arrival and departure time; ○ the name of the assigned staff member. **Breakfast Club:** • No adults allowed beyond gate at front of school. • All communications via Office email/phone **Parents' Evenings** GCC recommends: • Open days, parents' evenings and other events will be avoided. • Events will be held on a virtual platform to avoid gatherings in school. • All parents' evenings to be conducted by phone Where such events might take place: • Any large parents' events will be planned and risk assessed for COVID-19. • Measures taken to ensure the strict	• Large gatherings such as collective worship with more than one group to be avoided. Zoom worship conducted instead. • The Hall is to be used for staff room and some teaching, as well as lunches for the Robns • Separate spaces for each group clearly indicated. • Red card sanctions to be carried out in the child's classroom • Multiple groups do not use outdoor equipment simultaneously. • Limiting the number of pupils who use the toilet facilities at one time. • Timetable set up and classes allocated toilets. However, allow pupils to have access to toilets at all times during the day as necessary to prevent queues developing at social times.	• Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). • Use resources such as "e-bug" to teach effective hand hygiene etc. **Ventilation** • Increase the supply of fresh air by opening windows and doors (where safe to do so). **Respiratory hygiene** • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	

between seats and desks. • Arrange desks in all classes with seating pupils side by side and facing forwards. Reception to have a more play based and flexible approach • Inspect classrooms and remove unnecessary items and furniture to make more space. Place these in storage in sheds or Hall. • All unnecessary clutter and furniture to be removed • Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces. • Additional cleaning and enhanced cleaning across the school day, including after lunchtime **Timetabling and lessons** • Staggered start and finish times to keep groups apart as they arrive and leave school. Parents told to come at the later start-times and earlier finishing times with siblings. Parent encouraged to	• All pupils provided with pens, pencils, rulers calculators etc. to ensure no shared use in class. • Parents informed only one parent to accompany child to school. • Parents and pupils encouraged to walk or cycle where possible. • Staggered drop-off and collection times in place and regularly reminders via newsletters. • Parents told to drop off at later times in the mornings for siblings and earlier times collection for those with siblings. • Made clear to parents that they cannot gather at entrance gates or doors, and avoid gathering on the road or blocking the pavement, wearing of masks now advised on school site. • Encourage parents to phone school and make	adherence to social distancing of 2 metres. • The size and circumstance of the rooms/spaces will determine the maximum number of people that can be accommodated while also facilitating social distancing. In determining the number of people that can reasonably follow 2 metres distancing the total floorspace as well as likely pinch points and busy areas taken into account (e.g. entrances, exits). • Attendees will be pre-bookings only to manage numbers and will help with the Test and Trace (see below). • Weather permitting, stalls set up outside as the risk of transmission is lower outdoors. • Making use of multiple exit and entry points.	• The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. • Staff meetings to be conducted in the Hall to increase social distancing • Staff to avoid mixing between bubbles as far as possible. Movement to be limited to a day in each class • Children to share maths resources and other learning resources in their class bubbles.. These are to be regularly cleaned with Milton • To avoid mixing during **breakfast club,** a carousel system to be operated with children from different bubbles rotating between activities (e.g. inside, outside, snack time etc.) with cleaning surfaces between groups.	• Tissues to be provided. • Bins for tissues provided and are emptied throughout the day. • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • Singing in class bubbles is allowed to take place as long as children do not face each other and either sing side-by-side or back to back. • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: ○ physical distancing; ○ playing outside wherever possible; ○ limiting group sizes to no more than 15;	

wait in the front and NOT on the road for Starlings. New timings given out to parents via email. • Parents to leave via the gate by the car park to avoid crowding. Children to be collected via bottom gate into the playground • Playground to be used on a rota of a week on/off. Robins, Starlings Owls. • When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits. • Remote Learning Policy is now in place should a partial or full closure of the school, or individual child be required to self-isolate, at any point in the next academic year. **Policies and procedures** • Update policies to reflect changes brought about by COVID-19, including: ○ Safeguarding/child protection ○ Behaviour ○ Special educational needs ○ Visitors to school • Ensure website is compliant with regards to the publishing of policies.	telephone appointments if they wish to discuss their child (to avoid face to face meetings). • Parents' evenings and meetings made via phone calls or Zoom meeting, or distancing outside **Others** • Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers). • Assurances that caterers comply with the guidance for food businesses on COVID-19. • Discussion with caterers to agree arrangements for staggered lunches, although sandwiches only at present • Communication with other building users (e.g. lettings, extended school	• Introduce a one-way flow in and out, with appropriate floor markings or signage. • Any changes to entrances, exits and queues take into account the need to make reasonable adjustments for those who need them, such as people with disabilities. • Arrival and departure times of different group will be effectively supervised so as to reduce the pressure at exits and entrances. • Queues managed to reduce the risk of congestion • Socially distanced queuing systems. • Frequently touched surfaces cleaned regularly. • On entering and leaving everyone, to wash their hands. • Wash stations will be provided. • Wearing face coverings if	**Distancing** • Staff to keep 2 metres from other adults as much as possible. • Staff room moved to the Hall to increase social distancing • Where possible staff to maintain distance from their pupils, staying at the front of the class. • Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone. • Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff. Peripatetic music teachers to wear face masks or shields. • The occupancy of staff rooms and offices limited. • Use of staff rooms to be minimised.	○ positioning pupils back-to-back or side-to-side; ○ avoiding sharing of instruments; ○ ensuring good ventilation. **Cleaning** • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. • Children to sanitise or wash hands after returning from all break and lunch times • Cleaning of all surfaces after lunchtimes • Cleaning at the end of the day of surfaces that are communally used but are unlikely to be a part of regular cleaning approach • Hand sanitizer to be in photocopying room and used before and after use of the photocopier • Thorough cleaning of rooms at the end of the day.	

• Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place.
• Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available.
 	
Response to any infection
• Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.
• Plan how to inform staff members and parents/ carers that they will need to be ready and willing to
  ○ book a test if they are displaying symptoms;
  ○ inform the school immediately of the results of a test;
  ○ provide details of anyone they have been in close contact with;
  ○ self-isolate if necessary.
	provision, regular visitors, etc.)
	• Limit visitors by exception (e.g. for priority contractors, emergencies etc.).
	
	Lettings and non-school users
	• Out of school settings for children are now permitted during COVID lockdown. When this can be done safely again, those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines.
	• The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways.
	• A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines.
		maintaining 2m distancing is difficult.
		• Toilets kept open and carefully managed e.g. avoid overcrowding, ensure distancing, regular cleaning.
		• To support the NHS Test and Trace a temporary record of attendees to be kept for 21 days, in a way that is manageable. This will include name and contact number.
		• Car parking to be managed to help people socially distance.
		Evacuation procedures reviewed, particularly if normal fire exits are changed or inaccessible.
		
		• Open morning sessions to be conducted outside only when the national lockdown eases. Visits to be with one member of staff, one parent/adult and one child, all
			• Staff in shared spaces (e.g. office) to avoid working facing each other.
			• Use a simple 'no touching' approach for young children to understand the need to maintain distance.
			• Older children to be encouraged to keep their distance within bubbles.
			
			Minimising contact
			• Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.
			• With the heating on, doors and windows open as expected for COVID
			• Taking books and other shared resources home limited, although unnecessary sharing avoided.
			• Staff and pupils to have their own individual and very frequently used equipment, such
				• Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).
				• Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.
				• Outdoor equipment appropriately cleaned frequently.
				• Toilets to be cleaned regularly.
				• Hand sanitiser provided for the operation of lifts.
				• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.	

Breakfast Club: • Use hall and entrance from road and directly accessed from the outside, • Children signed in and no unbooked children admitted. • Parents asked to wear facemasks and social distancing as they drop off children for Breakfast club	• Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines – Forest Schools have provided school with Risk Assessment • The school can ask any hiring organisation to provide evidence of their risk assessment. • Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms	wearing masks. Distancing at least 2-metrers apart and a tour around the outside of the school only, and the school field. Not to go inside the Robins play area	as pencils and pens. **PE and School Sport** • Staff aware of COVID-19 guidance for re-starting competitive sport issued by the relevant governing bodies and the required actions for each sport. • Pupils kept in same consistent bubbles where possible during PE and sport. • Sports equipment thoroughly cleaned between each use. • Contact sports avoided until guidance changes. • Outdoor sports should be prioritised where possible. • Large indoor spaces used where it is not. If possible, do PE in the Hall with smaller groups from the same bubbles. • Distance between pupils from mixed	**PPE** 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: • where an individual child or young person becomes ill with coronavirus (COVID-19) 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 involves the use of PPE, in which case the same PPE should continue to be used. **Face coverings** • Face coverings to be used by all staff in communal areas. • Staff and visitors will asked to wear face coverings in all communal areas and areas outside of classrooms where social	

	or tests positive to COVID-19, etc.). **Breakfast Club:** • Equipment cleaned and not shared with other children, and groups. • Handwashing and sanitiser accessible		bubbles will be maximised. • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements. After school clubs that meet the current guidance are allowed but only after a risk assessment is seen and accepted by EHT **Educational Visits and journeys** • Risk assessments of visits and journeys to be undertaken by visit leaders. • No overnight and overseas visits until government guidance changes. • Pupils grouped together on transport in the same bubbles that are adopted within school where possible. • Journeys planned with to allow distancing within	distancing is not possible (e.g. staffrooms or offices). • Pupils, staff and visitors will be expected to provide their own face covering. • A supply of face coverings will be available for anybody that does no have one due to having forgotten it or it has become soiled or unsafe. • Cleaning of hands before and after removing or putting on face covering. Face coverings placed in sealable plastic bags between use **First Aid** • Check if qualifications run out. Consider enrolling more staff on training. • Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: • washing hands or using hand	

			vehicles (this may mean large vehicles or more are used). • The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble. • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey.	sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. • dispose of all waste safely.	
• https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak • https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace					

Rapid Testing Risk Assessment – Appendix 1

Our COVID-19 Co-ordinator is Richard Lucas

Our COVID-19 Administrator is Jackie Astley

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**
Ensure that a COVID -19 coordinator is appointed to oversee the testing in school supported by an admin role. Share this information with staff. Prepare Testing Logs etc for staff using templates on DFE resource site. 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 record their entries on with the contact details for the NHS .	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. Ensure all staff know and understand full protocol for use of tests as well as how to record and communicate results.	Staff members who test positive using a LFD need to self-isolate and book a PCR test to confirm results. Close contacts should be identified and advised to self-isolate following existing policies. 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.	Remind all staff that imperative of continuing to follow control measures at this time. Staff giving out kits should be wearing appropriate face covering and maintain 2m distance	Ensure that Test Kits are received and stored in a secure and safe environment at an ambient temp of between(2-30 degrees) . Testing kits are delivered safely and with due regard for transmission risk, Log created to record tests allocated to staff. Ensure that tests are logged accordingly. Continue to refer to Hierarchy of Controls and remind staff that despite testing this needs to be still the	Ensure that staff are given the opportunity in Week beginning 8th 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.

				highest priority to reduce transmission. Anyone in school who displays symptoms is encouraged to get a PCR test.	
Documents to support Rapid Testing of Primary Staff DFE Guidance DFE Primary Testing Resources sharing platform  How to Guide - Primary schools EY LF (SOP)  Primary Testing FAQs 26.1.21.docx					