

# COVID- Staff testing Risk Assessment Tool – children’s services

General information			
Staff member Name		Job title	
Line Manager		Managers Job Title	
Service		Date of Assessment	
Review date			

Staff consent	Notes
Have staff been given information on the testing process?	
Do staff understand that any details provided will only be kept and processed for the purpose of COVID monitoring?	
Has the staff member consented to taking a COVID test?	
If yes- how will the test be administered? In house/ Self-referral/ Other	
Date of test	
<b>Staff refusal</b>	
In the event of staff refusal, please complete the risk assessment below:	
Has the person agreed to wear PPE at all times and follow all infection control guidance?	
If you answer yes to the following questions- refer to HR as an assessment will be made as to whether the person can remain at work. If the risk to the service is deemed to be high then the person will be asked not to work until the risk has reduced. This will be unpaid leave.	
Are there vulnerable shielding young people at their place of work?	
Do you have concerns about the person’s ability to follow infection control procedure including PPE?	
Is there an existing case of COVID 19 within the service- staff or a young person?	
<b>Additional notes</b>	
Please add any additional notes as appropriate / following discussion with HR Team:	
Individual’s signature (can be electronic signature or reference to email confirmation)	Date:
Line Manager’s signature (can be electronic signature or reference to email confirmation)	Date: