

RISK ASSESSMENT FORM

Assessors name: Mr K Williams/Mr C Vaughan/ Mr C Connor/ Mr R Train (one Source H & S Officer)	Date of Assessment: March 2021	Activity/Task: Secondary School Lateral Flow - Home Testing
Directorate: Education	Service: Secondary Schools Group:	Headteacher: Keith Williams

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Contact between staff issuing tests	Staff/students	<ul style="list-style-type: none"> All subjects are to be advised in advance not to attend if they have any symptoms of COVID-19, or live with someone who is showing symptoms of COVID-19 Designated people to give out tests and information leaflet (nominated coordinator) Face covering and gloves to be worn by subjects at all times, and requirement to be reminded to subjects in advance Compliance with wearing of face coverings and gloves to be visually checked Area to be set out so 2 metre distance can be kept between staff with floor markings in place Staff member/students to bring own pen to sign for test if required All subjects to use hand sanitiser available for use Collection time slots made with staff/students and communicated to parents where 	Likelihood: 3 Consequence: 4 Risk Level: 12	<p>The school is following the guidance Public Health England and the Health and Safety Executive regarding Lateral Flow testing in the school.</p> <p>The School is using a professional outside medical company, EMS, to help and advice with the testing</p> <p>Refer to the separate lateral flow risk assessment for the Champion school for further details.(See attached)</p>	Likelihood: 1 Consequence:4 Risk Level: 4	KW	

		<ul style="list-style-type: none"> necessary Area to be ventilated Regular cleaning of all potential touchpoints 					
Carrying out tests at home	Staff	<ul style="list-style-type: none"> Schools to ensure students are competent to carry out the test at home Tests to be taken at home by individuals according to schedule communicated by the school Test guidance to be followed and results reported to the national system If test is positive, then further PCR test to be taken following the local process If positive test result received staff member/student and household to self-isolate Inform School of result and School to follow local guidance if positive result is declared School to identify close contacts when positive cases are reported 	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	<p>Pupils will be taken through the process of completing 3 test at school before any are carried out from home</p> <p>The test kits sent home come with clear instructions and guidance</p> <p>Parents/carers are to be given clear instructions and guidance regarding carrying out Lateral flow testing at home from the school</p>	<p>Likelihood: 2</p> <p>Consequence:4</p> <p>Risk Level: 8</p>	<p>KW</p> <p>The Headmaster will write to all parents and carers regarding guidance and instructions</p>	
Poor Uptake of testing caused by testing not being mandatory, thereby increasing the chances of the virus spreading undetected	Staff Pupils Visitors	<ul style="list-style-type: none"> Staff briefing held using online platform to avoid bringing staff together to give information on the benefits of the testing Information/briefing to parents to promote the benefits of testing Information given out with tests Test to be carried out according to schedule communicated by the school Test to be carried out in the morning or evening before attending School School to send reminders for Staff/students 	<p>Likelihood: 3</p> <p>Consequence:4</p> <p>Risk Level: 12</p>	<p>The school will make it clear to both the parents/ carers and pupil the benefits of testing to the school, its parents & carers, the pupils and the staff</p>	<p>Likelihood: 2</p> <p>Consequence:4</p> <p>Risk Level: 8</p>	<p>KW</p> <p>The Headmaster will have communicated with parents and carers</p>	

<p>Poor Communication/ Non reporting of results back to School</p>	<p>Staff Pupils Visitors</p>	<ul style="list-style-type: none"> • System is in place for staff/students to report the results back to School • All tests are accounted for to ensure the School know who is taking part in testing • System in place for Co-ordinator to follow up results with all staff/students who have received a test 	<p>Likelihood: 3 Consequence: 4 Risk Level: 12</p>	<p>The school will make it to clear to both the parents/carers and pupil the benefits and necessity of reporting back the test results to the school</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	<p>KW The Headmaster will communicated with its parents and cares</p>	
<p>Chemical Hazard Unknown hazard due to DFE unable to provide MSDS sheet</p>	<p>Staff Family members Pets</p>	<ul style="list-style-type: none"> • Students to have a maximum of one week supply of LFD kits. • Store Kits out of reach of children and animals • Use the test on a stable, flat surface • Have absorbent material available to wipe any spills • If solution spills on skin wash thoroughly with water • Open solution at arms length away from face • If solution gets into eyes wash immediately with plenty of water • Any irritation, seek medical advice • Report any issues to School • Follow guidance on waste disposal • Dispose of packaged waste into domestic waste • Parents to supervise home testing for students 	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>The school will make it to clear to both the parents/carers and pupil how to handle the lateral flow tests safely and how to safely dispose of them after they have been used of reporting back the test results to the school</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	<p>KW The Headmaster will have communicated with its parents and carers</p>	

Review date:	Date communicated to staff:
Is a safe system of work required	Yes / No
If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.	

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

