

Significant Findings of Risk Assessment

Site / Premises: Sandfield Close Primary School	Assessment Carried Out By Name: Natalie Sutton Signature:	Assessment Serial Number: Home 001 – 27/01/21		
Department:		Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: Staff testing for Covid 19 using a Lateral Flow Test Device Home Testing Kit – All Staff	Responsible Manager / Team Leader etc Name: Signature:	03.02.2021	01.04.2021	Natalie Sutton
		26.02.2021	01.04.2021	Natalie Sutton

Risk Rating.
The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

Rapid Result Tests (Lateral Flow Tests)

Rapid Result Tests (Lateral Flow Tests) are available for All Schools to conduct weekly testing of Staff in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. Lateral Flow Tests for Primary School Staff are to be undertaken at home.
The testing available consists of two Lateral Flow Tests taken each week at Home for Primary School Staff.
Home tests are to be taken 3 – 4 days apart, and ideally the tests are to be undertaken in the morning prior to leaving for work.

Testing Days: Wednesday and Sunday

Although encouraged and prior consent is required, this testing is voluntary.

What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
Inadequate Storage facilities for Home Test Kits	Business Manager and Staff	Home Testing Kits are to be stored at a temperature between 2 – 30 degrees Celsius both at School and in the Home.	2	2	4	LFT kits are stored securely in the SBM office. LFT Kits are distributed to all staff every other week by the SBM who keeps a log of kits distributed to staff.	Business Manager	03.02.21	NS
Misuse of Test Kits		Home Testing Kits are to be held with adequate security to prevent unauthorised use, both at School and in the Home.	2	2	4	LFT kits are to be used by staff members only and not used by family members.	Staff	03.02.21	NS
Test procedure not followed	Staff	The Instructions issued with the Lateral Flow Device Home Test Kits to be followed fully. Before testing, all Staff are to receive basic instruction for the use of Home Testing Kits. (This may be by the use of instructional videos/demonstrations/practical exercises/reading instructional information).	2	2	4	SBM briefed all keyworker staff via TEAMS on 28.01.21. A copy of the meeting has been stored on the staff shared area: 000Lateral Flow Meeting 28.01.21 An additional TEAMS meeting is scheduled for 3rd March 2021 for Teaching staff	Business Manager/ Staff	03.02.21	NS
Inability to undertake Lateral Flow Test	Staff	Before testing, all Staff are to receive basic instruction for the use of Home Testing Kits. (This may be by the use of instructional videos / demonstrations/practical exercises/reading instructional information). Instruction leaflets for use are included with each Home Test Kit. Where Staff are physically unable to use a Lateral Flow Home Testing Kit, they may attend School as normal provided they are not self-isolating or displaying Covid 19 symptoms.	2	2	4	SBM briefed all keyworker staff via TEAMS on 28.01.21. A copy of the meeting has been stored on the staff shared area: 000Lateral Flow Meeting 28.01.21 An additional TEAMS meeting is scheduled for 3rd March 2021 for Teaching staff	Business Manager/ Staff	03.02.21	NS
			2	2	4				
			2	2	4				
			3	3	9				

						her to update her records accordingly.			
Consent not given for Testing	Staff	If consent to undertaking a Lateral Flow Test is not received the Staff member may still attend School providing they are not self-isolating or displaying symptoms of Covid 19, and no adverse sanctions will be imposed.	3	3	9	All staff who are unable to use LFT are required to notify the SBM without prejudice to enable her to update her records accordingly.	Business Manager/ Staff	03.02.21	NS
Action required on Test Results	Staff	A negative test result will allow the tested person to continue attending school.	3	3	9	All test results should be shared with the SBM ASAP to enable her take to appropriate action.	Business Manager/ Staff	03.02.21	NS
		A positive test result will require the tested person to self-isolate for 10 days and they are encouraged to undertake a Covid 19 viral (PCR) Test.	3	6	18				
		An invalid test result will require the Lateral Flow Test to be repeated – and a second invalid test result will require a PCR Test to be undertaken.							
		Where tests are carried out at home the results must be reported to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the Home Test Kit.	3	3	9				
		Staff should also inform the School of their test result in order to help with contact tracing where necessary.	3	3	9				
		The results of home tests are to be recorded in a separate Results Register at the School.	2	2	4	All results shared with the SBM are recorded securely in accordance to GDPR.			
Waste Disposal	Staff	The Home Test Kit consumables are to be disposed of in accordance with the instructions provided with the Home Test Kit.	3	4	12		Staff	03.02.21	NS

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
Impact (B)						

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.	

		Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
		Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.