

About the Risk Assessment			
Activity or Workplace Assessed:	Testing of asymptomatic individuals via LFT Click here to enter text. Click here to enter text.	Location/ Department:	Click here to enter text. Eveswell and Somerton Primary School Partnership Click here to enter text.
Persons Consulted/ Involved in Risk Assessment	Caroline Green (Health and Safety Business Partner)	Risk Assessment Reference Number:	001
Date of Assessment:	04/03/2021	Next Review Date:	15/03/2021

The Risk Assessment												
Description of hazard and potential injury which may occur	Persons Affected	Existing Control Measures	Risk rating Use matrix identified in guidance note Likelihood (L) Severity (S)			Further action required What is required to bring the risk down to an acceptable level? Use hierarchy of control described in guidance note when considering the controls needed.	Risk rating Use matrix identified in guidance note Likelihood (L) Severity (S)			Action by: Who will complete the action?	Due date: When will the action be completed by?	Completion date: Initial and date once the action has been completed
			Multiply (L) x(S) to produce Risk Rating (RR)				Multiply (L) x(S) to produce Risk Rating (RR)					
			L	S	RR		L	S	RR			
<p>Asymptomatic persons spreading virus</p> <p>Disposal of contaminated waste</p> <p>Positive cases attending site</p>	All staff , pupils and other adults on site within opening hours (e.g. catering staff, day time cleaning staff, GMS, GEMMS,	<p>Existing covid -19 risk assessment in place</p> <p>Lateral flow testing twice weekly</p> <p>Test to be completed at home</p> <p>Results to uploaded to NHS site and</p>	3	4	12	<p>This risk assessment is monitored and updated regularly as part of the school and programme governance process.</p> <p>Regular communication to all relevant staff, as necessary</p>	2	4	8	Covid 19 Coordinator	8/3/2021	Ongoing

to provide results		positive results reported to school via text/ Email By 8.30pm on that working day				Consult Flowchart regarding how to proceed following a positive result								
Low uptake of tests		Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing.												
Staff not understanding process of LFT		Covid19 Coordinator has undertaken relevant training and informed staff of how to access the online platform /training videos/documents prior to taking part in the community testing. Covid 19 Coordinator has fully explained how and when to collect tests on site Most recent Instructions to be issued alongside the kits and staff informed that the old instructions												

		which are contained in box must be recycled										
LFT Supply & distribution	All staff and other adults on site within opening hours (e.g. catering staff, day time cleaning staff, GMS, GEMMS, Flying start)	Registration assistant to keep Covid -19 coordinator appraised of test stock available	3	4	12	Weekly review	2	4	8	Covid co-ordinator	March 2021	Ongoing
Stock shortages												
Unavailable storage between 2-30 degrees C (LFD kits)		Tests to be kept in a secure place to prevent unauthorized access by others Not be stored outside. Test kits will be stored in a temperature between 2 and 30 degrees.										
LFD distribution management and tracking (LFD kits)		Test kit log to be updated twice weekly by registration assistant										
Safe distribution of kits (LFD kits)		Collection areas will allow space for social distancing										

<p>Timely re-distribution of kits before staff run out of them (LFD kits)</p>		<p>when giving out tests. Test collection will be staggered to prevent bottle necks</p> <p>Tests will be labelled with names and linked lot number</p> <p>Registration assistant will: adhere to social distancing. wear a face covering at all times. use hand sanitiser regularly throughout distribution.</p> <p>Staff collecting their kit will: wear appropriate face covering at all times hand sanitise before collecting maintain social distancing at all times.</p>										
<p>Results reporting and recording</p> <p>Reporting of only positive results (LFD test reporting)</p>		<p>Staff results recorded by registration assistant. Different</p>	3	4	12		2	4	8	Staff/ workers in school	All twice weekly	Ongoing

<p>Poor result reporting compliance to schools (LFD test reporting)</p> <p>Reporting of incidents to school to help school identify emerging issues and escalate to DfE/DHSC (LFD test reporting)</p>		<p>avenues provided for positive tests to negative and voids (such as text to C19 Co-ordinator vs generic email address)</p> <p>Registration assistant to chase staff for result</p> <p>Staff must report their result online as per the instructions as soon as the results are visible, either online or by telephone as per the instructions in the home test kit.</p> <p>Staff given information on online platform who to report incidents to</p> <p>C-19 Co-ordinator feeding back to NHS TT and keeping data up to date for reporting</p>										
<p>Business Continuity</p> <p>Managing business</p>		<p>Planning for staff isolation 'partial school closure applies' if closing bubbles</p>	3	4	12		2	4	8	HT/DHT	As needed	Ongoing

continuity with increase in number of cases and staff self-isolating (Asymptomatic testing impact)		Bank of relief staff to call on										
Covid outbreak and response Managing public health response with increase in number of cases and staff self-isolating (Asymptomatic testing impact)		Complying with, 'Feel unwell stay at home' message Testing only for asymptomatic staff Protocols in place for isolation of suspected cases in schools (see Covid 19 RA)	3	4	12		2	4	8	HT/DHT	As needed	Ongoing
R5												

See Guidance on Lateral flow testing in schools and educational settings , [Online Platform](#)

Name of Risk Assessment Reviewing Manager:	Catherine Barnett
Hazard List: Some hazards to consider when writing a risk assessment could include	Asbestos; Glazing; Noise, Vibration; Electrical; Poor ergonomics; Repetitive motion; Manual handling; Temperatures; Flammable materials; Slip; Trip; Fall; Fall from height; Falling objects; Adverse weather; Infection control; Substances (dusts/liquids/gases); Lone working; Confined space; Exposure to moving machinery, Compressed air; Poor lighting; Vehicles; Unstable stacking/storage; Exposure to violence (physical/verbal) Further information can be found in the Risk Assessment Guidance documents.

Revision and Amendment Record			
Review Date	Amendment Made	Name of Reviewee:	Next Review Date
08/03/2021	Click here to enter text.	Click here to enter text.	Click here to enter a date.
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Guide to Likelihood		
Level	Descriptor	Description
1	Rare	This event may occur in exceptional circumstances
2	Unlikely	Do not expect it to happen but is a foreseeable event.
3	Likely	The event occurs occasionally
4	Highly Likely	The event occurs regularly
5	Frequent	The event occurs frequently

Guide to Severity		
Level	Descriptor	Description
1	No Injury	No injury or adverse outcome
2	Minor	Short-term injury or illness that is resolved with no medical intervention required
3	Moderate	Injury or illness which is resolved with medical intervention
4	Major	Serious injury or illness with results in time-lost and medical intervention
5	Tragic	Death or long-term / permanent injury or illness.

Likelihood	Severity					Suggested timescales
	1 No injury	2 Minor	3 Moderate	4 Major	5 Tragic	
1 Rare	1	2	3	4	5	No Immediate Action
2 Unlikely	2	4	6	8	10	Action within 12 months
3 Likely	3	6	9	12	15	Urgent Action
4 Highly Likely	4	8	12	16	20	
5 Frequent	5	10	15	20	25	