



General Details

Assessor	Jo-Anne Callow
Assessment Date	21/01/2021
Operation Assessed	COVID-19 Lateral Flow Device (LFD) use for Rapid Testing at Home

Associated with specific area

- Education
- Academy Schools
- An Daras Multi Academy Trust
- Windmill Hill Academy

Description of work area and/or activity assessed

For the rapid testing programme of school staff (including all support staff) at home (only) before attending the workplace two times a week, three to four days apart.

Overall Current Risk

Medium/High



Persons Affected

Employees

Current Rating	Hazard Information	Task Status
Low 	Supervision School is unable to perform appropriate oversight and governance for undertaking of lateral flow tests (i.e. COVID Coordinator and or Registration Assistant not appointed).	
Measures Currently in place to prevent risk of injury		
Information provided to staff in advance of testing. Staff directed to video showing how to undertake the test and written guidance. EHT and HofS attended DFE webinars and are available on the phone or zoom to give advice.		

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	Work Equipment Not enough tests delivered. Running out of tests before more are ordered and delivered. Tests have missing parts or are damaged, tests not stored between 2 and 30 degrees before use at work or at home.	
Measures Currently in place to prevent risk of injury		
COVID Co-ordinator has been appointed to check test numbers when delivered. If there are not enough an immediate order for more will be placed. Dates will be agreed and written in diary for when tests need to be ordered. Staff will be asked to report if tests are damaged and the co-ordinator will report this and order replacements. Tests will be stored in the school office which is at the appropriate temperature. Staff will be advised of how to store at home.		

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
<p>Low</p>	<p>⚠️ Training / Competence Discrepancies in the pre-test process i.e. unauthorised access to the tests, tests not logged out to recipients, incorrect instructions used (those in the test packs are out of date and have been superseded with those in a separate bundle V 1.3.2 dated 15 Jan 2021).</p>	
<p>Measures Currently in place to prevent risk of injury</p>		
<p>Tests will be locked away in the school office. Only COVID Co-ordinator and administrators to have access. Tests will be logged out to staff members with test serial numbers recorded. Staff will be advised to dispose of instructions in test packet and will each be provided with up to date instructions.</p>		

Potential Rating	Additional Controls Required
<p>Low</p>	<p>No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
<p>Medium</p>	<p>⚠️ Behaviour Low uptake of self-testing within the employee group lowering the chance of finding asymptomatic individuals attending school premises (for example those who have had the vaccine or have previously been infected should still test if they wish to).</p>	
<p>Measures Currently in place to prevent risk of injury</p>		
<p>Share all information with staff so they can make an informed choice.</p>		

Potential Rating	Additional Controls Required
<p>Medium</p>	<p>No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
<p>Low</p>	<p>⚠️ Safeguarding Non-adherence to data protection/confidentiality requirements.</p>	
<p>Measures Currently in place to prevent risk of injury</p>		
<p>Only COVID Co-ordinator and administrator will have access to data. All data will be stored securely.</p>		



Potential Rating	Additional Controls Required
<p>Low</p>	<p>No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>


Current Rating	Hazard Information	Task Status
Medium 	⚠ Behaviour Tests used by staff already displaying COVID symptoms or for family/friends instead of isolating and following the correct PCR testing process.	
Measures Currently in place to prevent risk of injury		
Staff will be advised that they must self-isolate and book a PCR test if they test positive. Clear expectations from SLT.		



Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	⚠ Training / Competence Not following or understanding the test instructions/DfE/NHS guidance for carrying out the test (i.e. location, eat or drinking before test, set up, infection control, process, timing, waste disposal, reading the test, reporting results to NHS track and trace, reporting results to the school etc.).	
Measures Currently in place to prevent risk of injury		
All staff given instruction and video link. SLT available to support on phone or zoom.		



Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
<p>Low</p> 	<p>Hazardous Substance</p> <p>THIS INFO TO BE CONFIRMED: Extraction solution which comes with the test kit contains the following components: NaH₂PO₄ (Sodium Phosphate monobasic), NaCl (Sodium Chloride). Included for information:</p> <p>These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature.</p> <p>This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure. This is why no PPE has been provided within the test kit for this home use.</p>	
Measures Currently in place to prevent risk of injury		
EWnsure staff have instructions as to how to administer and dispose of the tests correctly.		

Potential Rating	Additional Controls Required
<p>Low</p> 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
<p>Medium</p> 	<p>Welfare</p> <p>Injury to staff during self-swabbing (i.e. swab breaking-up in the mouth or nose, nosebleed or bleeding, allergic reaction (the test contains no latex) etc). Anxiety/stress due to self-testing.</p>	
Measures Currently in place to prevent risk of injury		
<p>Ensure staff follow instructions correctly.</p> <p>SLT available to discuss anxieties with staff.</p> <p>Advfgise staff to test for the first time with another adult available if possible.</p>		

Potential Rating	Additional Controls Required
<p>Medium</p> 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
<p>Low</p> 	<p>Work Equipment</p> <p>Returning more than two void tests on the same day (this may indicate a faulty batch of tests so the staff member should report this to school, isolate and book a PCR test).</p>	
Measures Currently in place to prevent risk of injury		
<p>Staff aware of reporting mechanism.</p> <p>Will remind staff when reported that they need to book a PCR and self isolate.</p>		

Potential Rating	Additional Controls Required
<p>Low</p> 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Biological Not reporting a positive test result, following guidance for self isolation or booking a confirmatory PCR test.	
Measures Currently in place to prevent risk of injury		
Ensure staff are fully aware of the guidance and advise and the implications of not reporting a positive test result and booking a PCR test.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium/High 	Biological Cross infection to others in the home from the test area or kit used for testing. (i.e. from not using the waste disposal bag provided and placing in black bag waste, washing hands or disinfecting surfaces after the test).	
Measures Currently in place to prevent risk of injury		
All staff to have information regarding correct use of the waste disposal bag		

Potential Rating	Additional Controls Required
Medium/High 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Supervision Staff ratios or bubble closures caused by positive tests.	
Measures Currently in place to prevent risk of injury		
Avoid contact between bubbles to reduce the number of contacts.		
Staff to keep contact to a minimum (See RA 100 v3.2)		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium/High 	Stress / Distress Stress/distress caused by a false positive result.	
Measures Currently in place to prevent risk of injury		
Ensure staff understand how to test correctly so results are as accurate as possible.		
SLT available to support staff emotionally.		

Potential Rating	Additional Controls Required
Medium/High 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Behaviour Not following social distancing or other control measures (Hands, Face, Space) to prevent the spread of COVID because of a negative test. (i.e. a negative test result does not mean you don't have COVID)	
Measures Currently in place to prevent risk of injury		
Clear information and expectations provided to staff.		
Signage in school reminding staff to socially distance.		
Masks worn in school.		
See RA 100 v2 .3		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>