

## Significant Findings of Risk Assessment

<b>Site / Premises:</b> STAFF HOME	<b>Assessment Carried Out By</b>	<b>Assessment Serial Number:</b> Home 001 – 27/01/21		
<b>Department:</b>	<b>Name:</b> T.SHARMAN	<b>Date Carried Out or Reviewed</b>	<b>Date for Next Review</b>	<b>Reviewed By (Name)</b>
<b>Activity / Process:</b>  Staff testing for Covid 19 using a Lateral Flow Test Device Home Testing Kit	<b>Signature:</b>	1/3/21	8/3/21	C.BAILEY/C.HEAL/ S.MARTIN
	<b>Responsible Manager / Team Leader etc</b>			
	<b>Name:</b> C.BAILEY/C.HEAL			
	<b>Signature:</b>			

**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 school staff are to be undertaken at home.  
The testing available consists of two Lateral Flow Tests taken each week at home.  
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.  
  
Although encouraged and prior consent is required, this testing is voluntary.

<b>Staff member concerned</b>			<b>Staff member concerned</b>						
<b>Name:</b>		<b>Signature:</b>	<b>Name:</b>		<b>Signature;</b>				
<b>What are the Hazards?</b> (What can go wrong)	<b>Who might be Harmed &amp; How?</b>	<b>Existing Control Measures</b> (What are you already doing to manage the hazards/risks?)	<b>Risk Rating with controls in place</b>			<b>Additional Controls Required</b> (Where the existing controls are insufficient to reduce the risk to an acceptable level)	<b>Action By Who?</b>	<b>Action By When ?</b>	<b>Additional Action Completed (Initials)</b>
			Likelihood	Impact / Severity	Risk Rating Score				

						Use the scoring table below to assist in planning actions.			
<b>Persons displaying symptoms or having received a Positive PCR test result</b>	Staff Pupils Visitors Household members	<p>Covid 19 symptoms are a high temperature, a new persistent cough, or a loss or change to the sense of taste or smell. If a person develops symptoms compatible with COVID 19 they should self-isolate for 10 days. Their fellow household members should also self-isolate for 10 days. The person with symptoms is encouraged to undertake a Covid 19 PCR Test as soon as possible.</p> <p>Staff are requested to immediately inform the School of Covid 19 PCR Test results.</p> <ul style="list-style-type: none"> <li>Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation</li> <li>Where a person tests positive for COVID 19 they should self-isolate for 10 days (or longer if the high temperature symptom continues), and their Household members should also continue to self-isolate for 10 days.</li> </ul> <p>When notified of a positive COVID 19 test result, the school should contact the local authority Public Health team, who will work with the PHE Health Protection Team and the school to identify close contacts of the positive person. As established by these discussions, close contacts should be sent home and advised to self-isolate for 10 days.</p>	2	4	8 Low risk				
<b>Collection of Home Testing kits</b>	Staff,	<p>Staff are to comply with School Covid 19 Risk Assessment when travelling and collecting Home Test Kits from the School Site.</p> <p>Issuing of Home Test Kits to Staff is to be recorded in an Issue Log by the School.</p>	1	4	4 Low risk				
<b>Failure to test due to inadequate supply of</b>	Staff Pupils	Where home testing cannot be undertaken due to a lack of Home Testing Kits, staff may attend the school as normal providing they are not displaying Covid 19 symptoms or self-isolating.	1	4	4 Low risk				

<b>Home Test Kits</b>									
<b>Inadequate Storage facilities for Home Test Kits</b>	Staff House hold members	Home Testing Kits are to be stored at a temperature between 2 – 30 degrees Celsius both at school and in the home. Home Testing Kits are to be held with adequate security to prevent unauthorised use, both at school and in the home.	1	4	4 low risk				
<b>Inability to undertake Lateral Flow Test</b>	Staff	Before testing, all staff are to receive basic instruction for the use of Home Testing Kits. All of this information is on the staff SharePoint site.  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.	1	4	4 low risk				
<b>Consent not given for Testing</b>	Staff Pupils	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.	2	4	8 low risk				
<b>Test procedure not followed</b>	Staff Pupils Visitors House hold members	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. All of this information is on the staff SharePoint site.	1	1	1 low risk				
<b>Reporting requirement for incidents</b>	Staff	Incidents regarding LFT testing are to be reported as follows. Home testing Clinical Incidents to - <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a> & the School Management. Home testing Non-Clinical Incidents to - NHS Test & Trace Service Telephone N° 119 & the School Management.	1	4	4 low risk				
<b>Misuse of Test Kits</b>	Staff	Test Kits to be held with adequate security to prevent unauthorised use.	1	3	3 low risk				

	House hold members	<p>Test Kits are only to be used by the authorised person.</p> <p>Users of the Test Kits must follow the instructions issued with the Home Test Kit in full.</p>						
<b>Action required on Test Results</b>	Staff	<p>A negative test result will allow the tested person to continue attending school.</p> <p>A positive test result will require the tested person to self-isolate for 10 days and they need to undertake a Covid 19 viral (PCR) Test.</p> <p>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.</p> <p>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.</p> <p>Staff should also inform the school of their test result in order to help with contact tracing where necessary.</p> <p>The results of home tests are to be recorded in a separate Results Register at the School.</p>	4	2	8 low risk			
<b>Waste Disposal</b>	Staff	<p>The Home Test Kit consumables are to be disposed of in accordance with the instructions provided with the Home Test Kit.</p>	1	2	2 low risk			

## Scoring Table

## Risk Scoring Guide

LEVEL OF RISK

OVERALL RATING

HOW THE RISK SHOULD BE TACKLED/MANAGED

<b>HIGH RISK</b>		<b>15-25</b>		<b>Immediate Management Action</b>		
<b>MEDIUM RISK</b>		<b>9-12</b>		<b>Plan for Change</b>		
<b>LOW RISK</b>		<b>1-8</b>		<b>Continue to Manage</b>		
<b>Likelihood (A)</b>	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
<b>Impact (B)</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.

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.

<b>Impact Criteria (B)</b>	<b>IMPACT</b>	<b>SCORE</b>	<b>HEALTH &amp; SAFETY EFFECT</b>
	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.

<b>Likelihood Criteria (A)</b>	<b>LIKELIHOOD</b>	<b>SCORE</b>	<b>EXPECTED FREQUENCY</b>
	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 <b>MORE THAN LIKELY</b> 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	<b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event <b>NOT EXPECTED</b> . 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	<b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.