

## STAFF Lateral Flow Testing RISK LOG ( Home Self-Test)

Assessment Date	02/03/21	Lead Assessor	Adrian Hilliard	Contract	N/A	Assessment Number	N/A
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	Avanti Hall School – Staff Lateral Flow Testing [Home Self-Test]						
<b>Activities Involved</b>	Testing Secondary and Primary School Staff					<b>Location</b>	
<b>Who Might be affected</b>	Employee ✓	Client	Contractor	Visitor	Service User		

Hazard Identification and evaluation								
No	Category	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
					Probability	Severity	Risk	
1	LFD KITS SUPPLY and DISTRIBUTION	Stock Shortages (LFD kits)	<ul style="list-style-type: none"> <li>Unable to meet testing requirements in a timely manner</li> <li>Risk that not testing increases likelihood of transmission</li> </ul>	<ul style="list-style-type: none"> <li>Initial stock delivered and checked.</li> <li>Stock usage monitoring in place</li> <li>Reordering details for on-line ordering in place</li> </ul>	1	3	4	No
2		Unavailable storage between 2-30 degrees C (LFD kits)	<ul style="list-style-type: none"> <li>Efficacy of testing compromised</li> </ul>	<ul style="list-style-type: none"> <li>Storage facilities within main building complex with maintained heating</li> <li>Emergency heaters available</li> </ul>	1	3	4	No
3		LFD distribution management and tracking (LFD kits)	<ul style="list-style-type: none"> <li>testing results incorrectly attributed</li> </ul>	<ul style="list-style-type: none"> <li>Distribution management by trained staff only</li> <li>Test subjects provided with on-line advice and support for taking tests and reporting results [SharePoint]</li> <li>Use of template Test Kit log sheet from resources platform</li> </ul>	1	3	4	No

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			<ul style="list-style-type: none"> <li>Failure of Track &amp; Trace</li> </ul>					
4		Safe distribution of kits (LFD kits)	<ul style="list-style-type: none"> <li>Kit contamination</li> <li>Inappropriate kit issue</li> </ul>	<ul style="list-style-type: none"> <li>Distribution by trained staff only</li> <li>Dedicated room for kit distribution</li> <li>Training process and cue cards used by distribution staff</li> </ul>	1	2	2	No
5		Timely re-distribution of kits before staff run out of them (LFD kits)	<ul style="list-style-type: none"> <li>Unable to meet testing requirements in a timely manner</li> <li>Risk that not testing increases likelihood of transmission</li> </ul>	<ul style="list-style-type: none"> <li>Initial stock delivered and checked.</li> <li>Stock usage monitoring in place</li> <li>Reordering details for on-line ordering in place</li> <li>Home Testing kit replacement request part of the internal school results reporting process.</li> </ul>	1	3	4	No
6	RESULTS REPORTING and RECORDING	Reporting of only positive results (LFD test reporting)	<ul style="list-style-type: none"> <li>Incomplete picture of testing effectiveness</li> <li>Inability to confirm testing is taking place</li> </ul>	<ul style="list-style-type: none"> <li>Test subjects provided with on-line advice and support for taking tests and reporting results [SharePoint]</li> <li>Specified testing days identified.</li> <li>Participation status with regards to staff is built into the schools results reporting process – all staff must make a return declaring status and result [if appropriate]</li> </ul>	1	3	3	No
7		Poor result reporting compliance to schools (LFD test reporting)	<ul style="list-style-type: none"> <li>Incomplete picture of testing effectiveness</li> <li>Inability to confirm testing is taking place</li> </ul>	<ul style="list-style-type: none"> <li>Test subjects provided with on-line advice and support for taking tests and reporting results [SharePoint]</li> <li>Specified testing days identified.</li> <li>Identified staff monitoring internal school results process for compliance</li> </ul>	1	3	3	No
8		Reporting of incidents to school to help school identify emerging issues and escalate to DfE/DHSC (LFD test reporting)	<ul style="list-style-type: none"> <li>Incomplete picture of testing effectiveness</li> <li>Potential training requirements</li> </ul>	<ul style="list-style-type: none"> <li>Test subjects provided with on-line advice and support for taking tests and reporting results [SharePoint]</li> <li>Problems issues identification part of the internal school results reporting process.</li> </ul>	1	2	2	No
9		Incident escalation protocols and feedback loop	<ul style="list-style-type: none"> <li>Staff safety</li> <li>Efficacy / effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>Identified staff monitoring internal school results process for compliance</li> <li>Member of SLT responsible for testing process and procedures who can escalate issues in accordance with prescribed protocols available on the Resources platform.</li> </ul>	1	2	2	No

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		(LFD test reporting)	of testing processes					
10	BUSINESS CONTINUITY	Managing business continuity with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	<ul style="list-style-type: none"> <li>Staff availability to continue school education provision</li> </ul>	<ul style="list-style-type: none"> <li>Daily monitoring of staff absence and availability as part of the morning SLT briefing.</li> <li>Staff resources managed to ensure safeguarding and quality educational provision in the light of staffing provision</li> </ul>	1	3	3	No
11	COVID and OUTBREAK RESPONSE	Managing public health response with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	<ul style="list-style-type: none"> <li>Staff availability to continue school education provision</li> <li>Increased transmission</li> </ul>	<ul style="list-style-type: none"> <li>PHE and local support services covered in the schools General Reopening COVID Risk assessment</li> </ul>	1	3	3	No
12	COMMS and ENGAGEMENT	Stakeholder management ( communication and engagement) (Asymptomatic testing impact)	<ul style="list-style-type: none"> <li>Staff awareness of processes and protocols</li> <li>Staff engagement in process</li> </ul>	<ul style="list-style-type: none"> <li>Staff communications from Principal to all staff by email</li> <li>Staff provided with on-line advice and support for taking tests and reporting results [SharePoint]</li> <li>Key point of contact – SLT member to answer / review all elements of the process and plan</li> </ul>	1	2	2	No

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Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	This risk assessment is monitored and updated regularly as part of the school and programme governance process.	Business Manager / SLT	ongoing	
2	Communication to all relevant staff, as necessary	Business Manager / Principal	05/03/21	

Additional Notes

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## Personal Protective Equipment to be used (Insert ✓)

																			
Other: _____																			

### Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

#### Likelihood

**Rare**, will probably never happen/recur  
**Unlikely**, do not expect it to happen, but is possible  
**Possible**, Might happen  
**Likely**, will probably happen  
**Almost Certain**, will undoubtedly happen

#### Severity

Negligible  
 Minor  
 Moderate  
 Major  
 Critical

#### Risk control strategies

**Intolerable** – stop activity, take immediate action to reduce the risk  
**Substantial** - Take action within an agreed period  
**Tolerable** – monitor the situation  
**Trivial** – No action required

**Declaration** - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to be as low as is reasonably practicable.

Persons involved in assessment	Phil Arnold, Billy Lee, Nichola Rogers, Jill Mallender		
Signature of Lead Assessor	Adrian Hilliard [ Business Manager]	Date	02/03/21

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**Reviews** – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident

Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature
03/03/21	Agreed	SLT	N/A				

Health and Safety Risk Assessment Sign off Sheet N/A

Assessment Number

N/A

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**Declaration by employees involved in the activity detailed above** – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date