

## School Risk Assessment

<b>Directorate</b>	John Rankin Schools					
<b>Service</b>						
<b>Team</b>						
<b>Job, Activity or Task</b>	COVID 19 National LFT Programme (Primary and Maintained Nursery settings)					
<b>List the Hazards?</b>	<b>Who might be harmed &amp; how?</b>	<b>What are you already doing to lower risks?</b>	<b>Any further action needed?</b>	<b>Action by Whom?</b>	<b>Action by when?</b>	<b>Date complete</b>
Management in school		<ul style="list-style-type: none"> <li>Schools should identify a member of staff as a Covid 19 Coordinator, they are responsible for providing staff training materials, maintaining the logs, arrange/monitor the distribution and storage of kits in school and reporting of any incidents. This role can be supported by other staff.</li> <li>Staff are responsible for reporting any incidents such as damaged/missing kits, void tests, issues with testing or reporting to the school Covid 19 Coordinator</li> <li>The Covid 19 Coordinator is responsible for communicating incidents to the DfE or via the DHSC/MRHA Yellow card system</li> <li>The school will set up and maintain a test kit log and a results log in accordance with guidance and data protection rules</li> <li>Kits will be issued with the correct guidance and all staff given access to the training materials</li> <li>The school will monitor stocks of kit and reorder as necessary</li> <li>Kits should be issued in school while maintaining appropriate covid control measures of social distancing, wearing of face coverings and hand hygiene, in a well ventilated area.</li> </ul>				

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

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		<ul style="list-style-type: none"> <li>Kits stocks in school should be stored securely, between 2-30c and out of direct sunlight</li> </ul>				
Unauthorised use of testing kits		<ul style="list-style-type: none"> <li>Kits are authorised for the use by school staff only and must not be given to others or sold</li> <li>All regular school staff including peripatetic staff should be given the opportunity to test twice weekly.</li> <li>Staff who are permanently working from home do not need to take part in this programme</li> <li>Staff who have been vaccinated should still do these tests as they may still be able to transmit the virus to others</li> <li>It is safe to use the kits when pregnant</li> </ul>				
Refusal to take part		<ul style="list-style-type: none"> <li>The testing is designed to identify asymptomatic cases and taking part is not compulsory, staff who choose not to test can still attend school</li> </ul>				
Lost/misplaced/incorrectly issued kits		<ul style="list-style-type: none"> <li>All serial numbers of kits arriving in school must be logged</li> <li>The serial numbered kit allocated to each individual staff member should be recorded.</li> <li>All kits must be signed for by staff members and are for staff use only (they must not be used for anyone other than the individual)</li> <li>Records of all kits issued must be kept by the school until further notice</li> <li>Kits issued should last for 3-4 weeks</li> </ul>				
Kits missing parts or damaged		<ul style="list-style-type: none"> <li>Report to the school and website via DHSC/MRHA yellow card system or the DfE help line.</li> <li>Staff member should use an alternative/replacement test kit</li> </ul>				
When to test		<ul style="list-style-type: none"> <li>There is no fixed time or schedule for testing. Ideally testing should be done 3-4 days apart and in the morning before attending school</li> </ul>				

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Incorrect use of test kits		<ul style="list-style-type: none"> <li>• The kits are for use by those who do not have symptoms of covid 19. If a person displays symptoms of Covid 19 they must book at PCR test as soon as possible and isolate pending the test and results.</li> <li>• Staff to receive the training materials, if the individual is unsure consider doing the first test in school</li> <li>• The kits are single use only and each pack should contain 7 test kits.</li> <li>• Ensure that the kits are issued with the correct current guidance</li> <li>• If the test is void then another test should be done</li> <li>• Kits should be stored between 2-30c in the home, must not be stored in the fridge or freezer and out of direct sunlight.</li> <li>• Kits must be at room temperature for 30 mins prior to use</li> <li>• It is not advised to eat/drink or brush your teeth in the 30 minutes prior to testing</li> <li>• These test kits are not authorised for use to reduce self-isolation following a close contact, they are for identification of asymptomatic cases only</li> <li>• Kits should be used in accordance with the instructions given</li> </ul>				
Inaccurate recording of results		<ul style="list-style-type: none"> <li>• Staff are responsible for reporting their own results to the website and school, the school cannot view staff results on the NHS website</li> <li>• School will put a system in place to allow staff to feed back their results confidentially to the school.</li> <li>• Staff will be trained how to record the results using the official guidance, queries should be directed to the school in the first instance then the DfE helpline</li> <li>• All results (void/positive/negative/inconclusive) must be logged on the NHS test and trace website or to 119</li> </ul>				

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Void tests		<ul style="list-style-type: none"> <li>• Void tests this should be reported via DHSC/MRHA yellow card system or the DfE help line along with the serial number of the kit</li> <li>• If a test is void then the staff member should use another test in the pack to replace it</li> <li>• If a person gets 2 void tests in a row they should self-isolate and book a PCR test</li> </ul>				
Testing positive		<ul style="list-style-type: none"> <li>• If a staff member tests positive on a LFT then they must isolate immediately for 10 days, notify the school and book a confirmatory PCR test or use a postal one</li> <li>• They <b>must not</b> attend school until the isolation period is over</li> </ul>				
Disposal of used kits		<ul style="list-style-type: none"> <li>• All kits are single use and come with a bag for disposal</li> <li>• Used kits should be placed in the disposal bag provided and put into your normal household waste.</li> </ul>				

<b>Risk assessment completed by</b>	<b>Brian Evans</b>	<b>Signature</b>	
<b>Risk assessment sponsored by</b>	<b>Felix Rayner</b>	<b>Signature</b>	
<b>Date assessment completed</b>	<b>24/01/2021</b>		
<b>Risk assessment communicated to relevant staff by</b>	<b>Briefing</b> <input type="checkbox"/> <b>Email</b> <input checked="" type="checkbox"/> <b>Copy &amp; Signature</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/> please state:		

<b>Review Date</b>	<b>Assessor</b>	<b>Signature</b>	<b>Sponsor</b>	<b>Signature</b>

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