

Premises		Risk Assessment			Ref No	VALT 33
					Date	26/01/2021
Task Description	COVID 19 Home Testing Risk Assessment	Location	All Areas		Date of Review	January 2022

Assessor	Print Name: Paul Bridge	Employee	Print Name:			Equipment or Plant No.	N/A	
	Signed: P. Bridge		Signed:					
Persons Affected Individuals or Groups		Staff, students, contractors & visitors to the school.						
		Original Risk Assessment				Revised Risk Assessment with Further Control Measures		
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Required	Modified		
						L	S	R
System Breakdown	<p>Inspect the Testing Kits to confirm that the expected quantity and type of Testing Kits have been delivered and that they have been supplied with the correct Instructions for Use as set out in the SOP, V 1.3.2 dated 15th January.</p> <p>If at any time the Testing Kits are not available, staff will continue to monitor for symptoms as they currently do.</p>	2	4	M	<p>Call the DfE Coronavirus helpline 0800 046 8687 if your test kits do not arrive or are damaged Test kits need to be stored a secure environment in temperatures between 2° C and 30° C .</p> <p>Anyone who has had a Positive Test within the previous 90 days should seek advice before undertaking a Lateral Flow Test.</p>	2	4	M

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	<p>Anyone displaying symptoms must not attend site, must take a test through the National Test and Trace process and self-isolate until results are known.</p> <p>Lateral Flow Tests are due to be undertaken by members of staff twice weekly.</p>				Current advice is that they should not be taken during this period.			
Staff Consent	<p>Consent will be obtained prior to issuing kits.</p> <p>Staff aware they should not attend site if they display symptoms.</p> <p>In line with government and health advice, staff will be encouraged to take ongoing tests twice a week. Discussions will take place with any members of staff who have concerns about the process and the reasons for taking the tests.</p>	2	4	M				
<p>Unsafe management and distribution of Test Kits.</p> <p>Transmission of the virus leading to ill health or potential death.</p>	<p>The storage and distribution of kits will be managed by Senior Leadership to ensure:</p> <ul style="list-style-type: none"> • Testing kit stock is kept safe, secure and free from damage /contamination. • Use of Stock is monitored so the supply of new stock is maintained. • The person issuing test kits to staff must record on The Test Kit Log: - Name of school Name of person issuing the test Date of issue 	2	4	M				

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	<p>Lot No of test kit Confirm receipt of new instructions for use Name of person tested</p> <ul style="list-style-type: none"> • Test kits are only distributed to those entitled / trained / competent to use them. • Hand hygiene in place when handling, distributing & collecting stock. • Social distancing is maintained throughout the storage & distribution process. 							
<p>Insufficient Training</p> <p>Transmission of the virus leading to ill health or potential death.</p>	<p>Clear instructions are provided with the Testing Kits. Staff instructed to read and follow the instructions and raise any concerns or queries with Senior Management at the earliest opportunity.</p>	2	4	M	<p>Any doubts concerning a test should be brought to the attention of Senior Leadership.</p> <p>An invalid test will normally lead to a secondary test being undertaken. Staff will be notified of any changes in instructions with regards to the Testing Kits.</p>	2	4	M
<p>Contact between staff increasing the risk of COVID19 transmission.</p> <p>Transmission of the virus leading to ill health or potential death.</p>	<p>Testing should take place more than 30 minutes before leaving for school or nursery, to allow the test to be fully completed before coming onto site. Test to be completed in time to inform the Senior Leadership of any Positive results before the start of school.</p> <p>Senior Leadership to regularly monitor and review adherence.</p>	2	4	M		2	4	M

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	<p>Symptomatic: Anyone displaying symptoms or who live with / been in close contact with someone who is, must not attend site, must take a test through the National Test and Trace process and self-isolate until results are known.</p> <p>Staff must adhere to all government / health travel restrictions and instructions.</p>				The test is more likely to give a positive result if someone has high levels of coronavirus (COVID-19). This means that it is most likely to detect the people who are currently infectious and need to immediately self-isolate.			
Negative Results	<p>If you get a negative result, it is likely that you were not infectious at the time the test was taken.</p> <p>A negative test result, however, is not a guarantee that you do not have coronavirus. If you test negative, you must continue to follow national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings, where required.</p>	2	4	M				
<p>Incorrect test procedure followed.</p> <p>Transmission of the virus leading to ill health or potential death.</p>	<p>The Test kits instructions (or subsequent revised instructions) must be adhered to at all times. These include, but are not restricted too:</p> <ul style="list-style-type: none"> Washing hands before and after test process, or at any point if they may have become contaminated. 	2	4	M				

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	<ul style="list-style-type: none"> • Only inserting swab up to 1.5cm into the nostril. • Keeping test fluid away from children and following the safe disposal instructions. • Disposal of waste kit after use, in line with instructions. <p>Any concerns or queries regarding the Test process should be raised with Senior Leadership as soon as possible.</p> <p>Test kits are only to be used by authorised staff to whom the tests kits are directly issued.</p> <p>Test kits must always be kept in a safe, secure environment, away from children, until they are to be used.</p>							
<p>Spillage of testing solution.</p> <p>Transmission of the virus leading to ill health or potential death.</p> <p>Slip hazard.</p>	<p>Although the test solution does not come with a COSHH (Control of Substances Hazardous to Health) label, it must not be drunk and must only be used in accordance with the accompanying test instructions.</p> <p>Any spillages should be wiped up immediately using household detergent and disposed of as per the instructions. The person cleaning up the spillage should then wash their hands.</p>							

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Incorrect test result communication. Transmission of the virus leading to ill health or potential death.	Anyone using the Test Kits must read, understand and adhere to the relevant instructions. Including the uploading and reporting of Test Results Any concerns or queries regarding the Test process, results or subsequent action which should be taken following the test, should be raised with the Senior Leadership as soon as possible.	2	4	M				
Safeguarding (Volunteers) Transmission of the virus leading to ill health or potential death.	The School Safeguarding Policy must continue to be adhered to. Following a Positive test the individual must not attend school and must undertake a full test (PCR) at the earliest opportunity. A member of the Senior Leadership Team must be informed at the earliest opportunity. PHE will be contacted where Positive cases are identified to get the latest advice. Multiple cases will be discussed with PHE / the local health team.	2	4	M				
Manual Handling	Members of staff handling and managing the delivery of the Test Kits should always do so in accordance with the school COVID and Manual Handling Risk Assessments.	1	4	M				

Risk Assessment Notes:

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The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

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Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid shows the following risk levels for each combination of Severity Rating and Likelihood Rating:</p> <ul style="list-style-type: none"> Low (Green): Severity 1 (Delay only) for Likelihood 1 (Very Unlikely) and 2 (Unlikely). Medium (Yellow): Severity 2 (Minor injury, minor damage) for Likelihood 1, 2, and 3; Severity 3 (Lost time injury, illness, major damage) for Likelihood 2 and 3; Severity 4 (Major injury, disabling illness, major damage) for Likelihood 3 and 4; Severity 5 (Single fatality, or permanent total disability) for Likelihood 4 and 5. High (Red): Severity 3 for Likelihood 4, 5, and 6; Severity 4 for Likelihood 5 and 6; Severity 5 for Likelihood 6; Severity 6 (Multiple fatalities) for Likelihood 4, 5, and 6. 					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						