Risk Assessment

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| Service Area: | The Meadows School | | Ref: 071 |
| Name of area / activity to be assessed : | COVID 19 lateral flow testing site risk assessment | | |
| Name of person carrying out the assessment: | Nia Hinton | | |
| Others inputting to the assessment: | SLT | | |
| Date of assessment: | 07/01/2021 | Reviewed: 20th Jan , | |
| Checked and approved by SLT: | 08/01/2021 |  | |

| Description of Hazards | Persons at risk from harm and how | Existing control measures | L | S | R | Further actions / control measures required, by whom and when | L | S | R | Complete |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contact between staff increasing the risk of COVID-19 transmission | Staff | Staff to self-administer the lateral flow test, on arrival into school each week/ on when they are scheduled to be on site. For part-time staff, this would be their first day of work.   * LFT will be carried out in a designated room away from the classroom * Only staff needed to undertake the procedure are present * Only trained staff will be able to support the LFT process * The test area will be cleaned immediately after each test has been conducted, by testing team staff wearing appropriate PPE * Results will be recorded on the NHS site by admin * NHS test & trace will contact members of staff with their results | 2 | 4 | 8 | Participation is voluntary and written consent must be obtained from staff willing to participate in the test program  Test subject to wear face masks  Testing team to wear appropriate PPE  Test room set up to follow NHS guidelines:   * Flooring to be covered in non-porous sheeting * Good ventilation * Registration desk at the first point of contact when entering the room * Testing stations to be 2m apart * Swabbing desk close to the processing desk and near the recording desk * Test subjects must not enter the processing area * Test subject to use antibacterial gel/spray on entry into the test site * Only a maximum of 2 test subjects allowed in the test area at any time and follow social distancing guidelines * LFT team will undertake on line training and hold a certificate confirming they’ve undertaken the LFT training * Test subject to be instructed on correct procedure for sample taking * Guidance posters also available advising how to undertake the test at each test station * Processor to accurately record time of sample and ensure correct processing time is applied to each test sample * Processor to constantly check the test sample to enable swift identification of any positive or invalid results * Testing assistant to clean test area after each test subject has finished * Testing assistant to change PPE gloves with each test subject and correctly remove/dispose of them in clinical waste bin * Test subjects to put all their waste products e.g. tissues, in the plastic bag provided and dispose of it in the bin next to their test area once they have completed their testing * Staff must inform SLT of their test results | 2 | 4 | 8 |  |
| Contact with a confirmed positive COVID-19 case | Staff/students | * If a positive LFT result is received, the member of staff must be isolated immediately and advised to leave school and book themselves an NHS test to confirm the positive result * If this remains positive, the member of staff must self-isolate in line with the NHS guidelines and inform SLT asap, advising of any direct contact staff/students | 2 | 4 | 8 | * If a member of staff/student has been in direct contact with a confirmed positive case, they must go home immediately/not come into school and isolate in line with NHS guidelines |  |  |  |  |

Likelihood, S: Severity, R: Risk Rating.

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| --- | --- |
| **Likelihood** (Probability) | **Severity (consequences)** |
| 5. Almost Certain: More likely to occur than not | 5. Fatality: 1 or more persons |
| 4. Probable: Likely to occur | 4. Major injury or illness: more than 3 days absence |
| 3. Possible: Reasonable chance of occurring | 3. Moderate injury or illness: up to 3 days’ absence |
| 2. Unlikely to occur | 2. Minor injury or illness: requiring first aid |
| 1. Very unlikely: Will only occur in exceptional circumstances | 1. Insignificant: No injuries or illness |

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| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
| Risk Matrix | | 1 | 2 | 3 | 4 | 5 |
| **Severity** | | | | |

High risk: Score between 16 and 25.

High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.

Medium risk: Score between 9 and 15.

Medium Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.

Low risk: Score between 1 and 8.

Low Risks are acceptable to adequate: ensure controls are maintained and keep it subject to review periodically, or after significant changes etc. Make improvements where possible.