



Risk Assessment Form

Assessor: Nick O'Sullivan	Date: 21 January 2021 v1	Activity: COVID19 Primary School & Goldcrests on the asymptomatic testing of staff at their homes.	Location: Goodrich CE Primary School
Standard of dress for activity (if relevant):		PPE required:	Other equipment used during activity: Cleaning equipment, Clock/ Timer, Hand sanitiser/sink and soap & Mirror.
Persons exposed (please tick):	Employees <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Public <input type="checkbox"/>
	Others <input type="checkbox"/>	Expectant Mothers <input type="checkbox"/>	
<p>Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant. If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.</p>			
Physical Injury Hazards		Physical Agents and Hazardous Substances	
Miscellaneous			
Hit by moving vehicles		Hazardous substances	<input checked="" type="checkbox"/>
Contact with moving part of a machine		Micro organisms	
Hit by moving materials/substances i.e. water		Ionising radiation	
Fall(s) from height		Noise	
Slips, trips and falls from the same level		Pressure systems	
Contact with/ use of live electrical equipment		Ultraviolet light	
Contact with cold objects		Lasers	
Contact with hot objects		Flammable liquid/solids	Waste produced by activity <input checked="" type="checkbox"/>
Contact with sharp objects		Extremes of Temperature	Stress <input checked="" type="checkbox"/>
Impact with objects			Posture
Physical attack			Access by other family members. <input checked="" type="checkbox"/>
Finger "nips"			

Activity/Task /Risk From	Hazard	Persons at Risk	S	L	R	Res
<p>Contact between persons increasing the risk of transmission of COVID19.</p>	<p>Transmission of the virus leading to ill health or potential death</p>	<p>Staff/ Pupils</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>M</p>
	<p>Existing Control Measures</p>	<p>Further Control Measures required</p>	<p>Date further measures completed</p>			
	<ol style="list-style-type: none"> 1. All staff members are instructed not to attend School if they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 (including a fever (37.8oC) and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms; 2. School/ Goldcrests have existing COVID19 Risk Assessment(s) in place, kept updated, which support the required system of control measures, e.g. hand hygiene, face coverings, enhanced cleaning regime etc; 3. Prominent signage reminding attending persons of the above to be displayed at the entrance to the School building. This is to create/ support a COVID secure environment; 4. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes; 5. Staff must report their result 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. Staff should also share their result with their school or Goldcrests to help with contact tracing via the secure link fir every test; 6. Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend School or Goldcrests in person, although participation in testing is strongly encouraged; 7. Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school or Goldcrests and use protective measures; 8. Those persons with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.; 	<ol style="list-style-type: none"> 1. School Management to keep under review the staff numbers available to them to conduct these Lateral Flow tests. KM & JB will be registered, as well as the School/ Goldcrests as a Test site; 2. The staff involved should have the opportunity to raise any concerns/ feedback/ stresses about the processes. School/ Goldcrests Management are aware of the need to dispel myths circulating on social media sites regarding the virus/ the vaccine/ LFD process. 				

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	<p>9. The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.;</p> <p>10. Staff should test themselves twice weekly, every three to four days on Sunday and Thursday evenings before 7pm.</p>					
Activity/ Task/ Risk From	Hazard	Persons at Risk	S	L	R	Res
Incorrect testing & results	<p>1. Wrong samples or miscoding of results;</p> <p>2. Staff unaware of correct testing procedures which affect quality;</p> <p>3. Lateral Flow Device test kits kept inappropriately at School and/or staff member’s home.</p>	Staff	4	1	5	L
	Existing Control Measures	Further Control Measures required	Date further measures completed			
	<p>1. Testing packs are stored at room temperature. They must not be stored in direct sunlight or in the fridge or freezer. If the test kit has been stored in a cool area (less than 15oC), leave it at normal room temperature for 30 minutes before using;</p> <p>2. Each testing pack supplied to staff members will contain;</p> <ul style="list-style-type: none"> • One test strip; • Test solution in sachet; • Tube & cap; • Swab. Also ensuring the staff member has the Instructions to hand for reference; <p>3. Staff are aware before starting the home testing process, to wash their hands for 20 seconds using soap & water & dry their hands. They then check that the test kit is within date & the pouch is not damaged or broken;</p> <p>4. Staff are aware that:</p> <ul style="list-style-type: none"> • Their test must occur immediately after removing it from the packaging box; • The test kit is placed on a clean flat surface; • To carefully twist or snap open the Buffer solution sachet & gently squeeze all of the liquid from the sachet into the tube; • Place the filled tube into the extraction tube holder to avoid spilling the liquid; 	<p>1. School Management to confirm staff training via webinar has taken place to the lead admin staff member;</p> <p>2. Staff aware if they have a nose piercing, to swab the other nostril – if both sides pierced, remove the piercing on one side before swabbing;</p> <p>3. Staff aware if they’ve had a nosebleed within last 24 hours, to swab the other nostril or wait 24 hours;</p>				

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	<ul style="list-style-type: none"> • Gently blow their nose into a tissue & throw the tissue away into a closed bin. They then wash their hands thoroughly for 20 seconds using soap & water & dry their hands; • Peel open the swab packaging when they are ready to use & gently take out the swab, avoiding touching the soft tip of the swab; <p>5. On swabbing and processing, staff are aware to:</p> <ul style="list-style-type: none"> • Hold the swab between their fingers, open their mouth wide & rub the fabric tip of the swab over both tonsils (or where they would have been). They will do this with firm contact 4 times on each side; • Tilt their head back and insert the tip of the same swab into 1 nostril, up to 1 inch until they feel a slight resistance; • Roll the swab firmly around the inside of the nostril, making 10 complete circles; • The fabric tip of the swab is then inserted into the extraction tube containing the liquid, with the swab tip being pressed in the solution fluid against the inside wall of the extraction tube for 15 seconds. This transfers their sample into the fluid; • Pinch the extraction tube against the swab as they remove it, ensuring all the liquid is removed from the soft tip of the swab. The used swab can be placed into the plastic bag provided; • The cap is then placed on the extraction tube & pressed tightly to avoid any leaks; • Gently squeeze the extraction tube to place 2 drops of the liquid onto the specimen well (S) on the test strip. The extraction tube can be now placed in the plastic waste bag along with the swab; • Check the timer & set if they are using one. Wait 30 minutes before they read their result <p>6. The test process consists of:</p> <ul style="list-style-type: none"> • The swab specimen must be tested immediately after collection; • The letter C is the control line, meaning if there is a line next to the C, then that the test is valid. Diagram No. 1 below shows a representation of the lettering. If the line is not there next to the C, the test is VOID should be repeated using a new device; 	<p>4. Staff aware not to eat or drink for at least 30 minutes before doing the test;</p> <p>5. Throat & nostril swab is best but if a person can't take a throat swab, e.g. automatic retching, then swab both nostrils;</p> <p>6. The Test Kit Log will contain the following data fields:</p> <ul style="list-style-type: none"> • Name of School; • Name of Person issuing the Kit; • Date of Issue; • Lot number of test kit; • Name of person receiving the kit + their confirmation signature; <p>7. If there is a Clinical issue which led or had potential for harm e.g. swab breaks in the mouth, bleeding, allergic reaction then staff are aware to report it on</p>	
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<ul style="list-style-type: none"> • The T line indicates the test result. If there is a line (even if faint) next to the T, then the test is POSITIVE. A POSITIVE test will have two lines – a C line & a T line. If the test is NEGATIVE, e.g. just the line next to the C, continue with normal activity; • If the test is POSITIVE, then staff will need to self-isolate until a PCR test can be taken to confirm the result; <p>7. Staff are aware of the need to retest if no result provided within 30 minutes;</p> <p>8. The staff member must report the result (even if it is VOID or NEGATIVE) this to either:</p> <ul style="list-style-type: none"> • Telephone 119 between the hours of 0700 – 2300; • Report online via www.gov.uk/report-covid19-result • They will need either the QR code off the test strip or the ID number below it, to report the result; • Staff are aware that if positive, they & anyone they live with must self-isolate in accordance with national guidelines; • Diagram No.2 below shows the webpages that the staff member will see when reporting online; <p>9. If the staff member produces a NEGATIVE result they carry on observing national & local rules & guidelines;</p> <p>10. Schools & Nurseries will be maintaining a Test Kit Log. When issuing the kits to staff, the issuer must record who takes the test kits & a spreadsheet is provided and the Log maintained until further notice;</p> <p>11. The individual staff members must report their result back to their School or Goldcrests via the secure online form. The School/ Goldcrests will maintain their own separate Register. This is to be kept until further notice & will be a separate document to the Test Kit Log for data protection reasons;</p> <p>12. Staff can safely dispose of the test items in their normal household waste but should pour any residual buffer solution away first.</p>	<p>www.coronavirusyellowcard.mhra.gov.uk</p> <p>8. For non-clinical issues occurring at home e.g. damaged kits or missing items, then these incidents should be reported via 119.</p>	
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How To Test: Reading your result

You will see the control line (C) begin to appear after about 4 minutes. You must wait 30 minutes before your result is ready.


NEGATIVE RESULT

One line next to C shows the test negative




POSITIVE RESULT

Two lines, one next to C and one next to T, even faint lines, shows the test is positive. You must report this test result to the NHS and self-isolate following Government Guidelines.

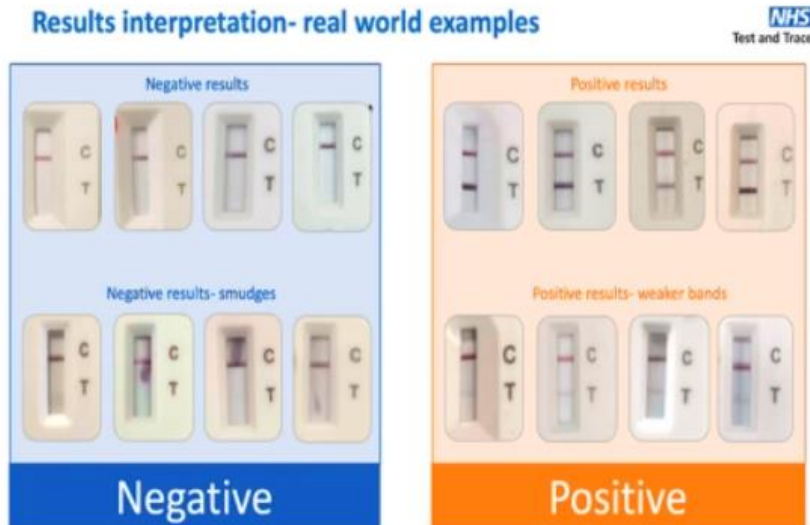


VOID RESULT

No lines or one line next to T means the test is void.



Results interpretation- real world examples



Negative **Positive**

Watch for weak positive samples

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Diagram No.1

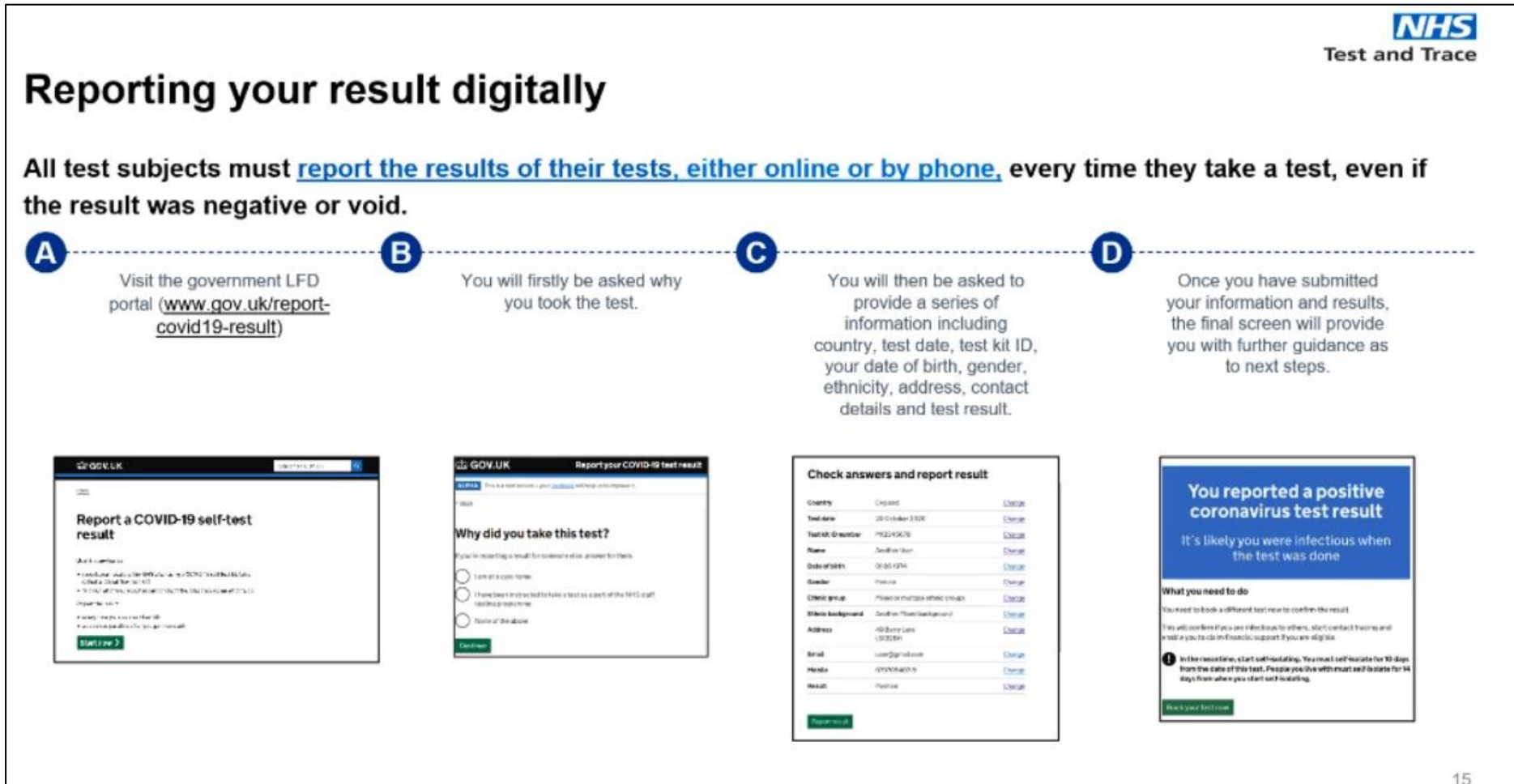


Diagram No.2

S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H

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Assessment authorised by Headteacher/ School Business Manager			
Print Name: Karen Miles		Signature: <i>K Miles</i>	Date: 21/01/21
RISK RATING SCORE	RESIDUAL RISK LEVEL	MANAGERIAL ACTION	RISK RESULT
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable	
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.			
Assessment Review			
Date:		Review date: Fortnightly or as required due to change /guidance	Existing risk assessment valid? (Y/N):
Reviewed by:			
Has the activity changed? (Y/N):	How:	New controls:	
Have new equipment or materials been introduced? (Y/N):	What:	New controls:	
Assessment Review			



Date:		Review date: Fortnightly or as required due to change /guidance	Existing risk assessment valid? (Y/N):
Reviewed by:			
Has the activity changed? (Y/N):	How:	New controls:	
Have new equipment or materials been introduced? (Y/N):	What:	New controls:	