

Risk Assessment – COVID19 Home testing

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

Title of risk assessment	Lateral flow testing at home	Date of Assessment	6 January 2021 13 th January 2021 22 nd January 2021 2 nd March 2021
Name of Assessor	Jane Smith - OAT H&S Officer Ben Curtis – OBA Head of ICT & Facilities	Location	OAT Academies
Who may be affected?	Support staff, Teachers, SLT, volunteers and pupils.		
Description of activities	Mass testing programme lateral flow test for staff and pupils at home. Further guidance and documents available. Rapid Testing NHS Resource Pack OATnet Coronavirus advice - Home (sharepoint.com)		

Hazards	Who can be harmed	Existing Controls and Working Practices	Initial Risk Rating (S x L = Total)			Additional Control Measures	Final Risk Rating (S x L = Total)			Actions (Who, Due Date)
			Severity	Likelihood	Total		Severity	Likelihood	Total	
Incorrect use of Self-test at home	Teachers, support staff, premises staff and pupils undertaking the test incorrectly could be injured	Kit comes with comprehensive instructions. If individuals have difficulties using the kit or have problems logging the result, they contact 119 Schools are provided with the "How to guide" link above.	4	2	8	N.B No test required for 90 days after positive PCR test result.				

Hazards	Who can be harmed	Existing Controls and Working Practices	Initial Risk Rating (S x L = Total)			Additional Control Measures	Final Risk Rating (S x L = Total)			Actions (Who, Due Date)
			Severity	Likelihood	Total		Severity	Likelihood	Total	
		<p>Staff aware to report results as soon as possible by phone or https://www.gov.uk/report-covid19-result</p> <p>Test subjects are to refrain from eating or drinking for 30 minutes prior to taking the test.</p>								
Insufficient communication	Teachers, support staff, premises staff and pupils Potentially resulting in spreading the virus	<p>Instructional videos will be uploaded to CPOMs for staff to access and complete to support them in the delivery of home testing.</p> <p>All test subjects and parents are aware of how to report the result of their test online and communicate directly to the school.</p> <p>Each academy has a team of staff in place to oversee testing and provide communication and support to staff.</p> <p>Staff who participate understand the privacy notice.</p> <p>All records are stored as per privacy GDPR agreements.</p>	4	2	8					

Hazards	Who can be harmed	Existing Controls and Working Practices	Initial Risk Rating (S x L = Total)			Additional Control Measures	Final Risk Rating (S x L = Total)			Actions (Who, Due Date)
			Severity	Likelihood	Total		Severity	Likelihood	Total	
		<p>Parents and pupils are given instruction on use of flow tests.</p> <p>Pupils take part in initial testing on return to school.</p>								
Positive cases	Teachers, support staff, premises staff and pupils – could potentially transmit the virus	<p>For positive cases individuals follow government guidance and self-isolate and follow up with a PCR test.</p> <p>Staff report their results to test and trace as soon as test is completed either online or by phone.</p> <p>Test subjects are to inform the Academy of a positive result by emailing covid@bushfield.co.uk</p> <p>Tests are completed 3-5 days apart and first thing in the morning before arriving at school.</p>	5	2	10	People who decline to participate in the testing programme should follow the usual national guidelines on self-isolation and get tested if they show symptoms.				
Disposal of swabs/other waste materials	Teachers, support staff, premises staff and pupils not disposing of kits	<p>Used kits are carefully disposed of following instructions on kit and training received.</p> <p>Kits are disposed of through normal household waste.</p>	2	2	4					

Hazards	Who can be harmed	Existing Controls and Working Practices	Initial Risk Rating (S x L = Total)			Additional Control Measures	Final Risk Rating (S x L = Total)			Actions (Who, Due Date)
			Severity	Likelihood	Total		Severity	Likelihood	Total	
	correctly potentially causing spread of virus									
Storage/distribution area of test kits	Teachers, support staff, premises staff and pupils not following social distancing measures could potentially spread the virus.	<p>Lateral flow devices are to be administered at temperatures between 15-30°C and stored between temperatures of 2-30°C.</p> <p>Collection point is laid out to enable social distancing to take place.</p> <p>Collection area is secure to prevent unauthorised access.</p> <p>Face coverings are worn when distributing test kits.</p> <p>Test kits will be distributed to pupils during the school day. All relevant details will be recorded in the test kit log.</p>	3	2	6					
Incidents involving incorrect test result/faulty LFD's	Teachers, support staff and premises staff and pupils could potentially be harmed	<p>Staff are to report any non-clinical issues such as damaged tests or staff unable to log result to the Academy Covid team.</p> <p>For any clinical incidents that result in harm, staff must raise a yellow card via Homepage Coronavirus (COVID-19) (mhra.gov.uk)</p>	5	2	10	Academy Covid team to report any faulty tests or damaged stock to the DfE.				

Hazards	Who can be harmed	Existing Controls and Working Practices	Initial Risk Rating (S x L = Total)			Additional Control Measures	Final Risk Rating (S x L = Total)			Actions (Who, Due Date)
			Severity	Likelihood	Total		Severity	Likelihood	Total	
	due to faulty/ damaged test resulting in an allergic reaction cut to mouth.	Examples include allergic reaction, swab braking in mouth, bleeding.								
Insufficient tests available	Staff and students may be unable to complete testing at home	<p>In the event of an inadequate supply of home test kits, the Academy will make use of its inhouse testing facility until such a time that supply of home tests has been reinstated or the onsite tests are no longer available.</p> <p>Academy Covid team maintains a stock list of all available tests and orders more as supplies diminish.</p> <p>Any supply issues are escalated to the DfE using the dedicated Covid helpline.</p>	5	2	10					
Poor engagement with home testing	Staff and students do not agree to doing home testing, reducing the impact of mass testing in schools	<p>Regular briefings with staff to ensure they are comfortable with the testing procedure and to reinforce the importance of carrying out frequent testing.</p> <p>Regular communication with Parents to encourage use of home test kits.</p>	5	2	10					

Hazards	Who can be harmed	Existing Controls and Working Practices	Initial Risk Rating (S x L = Total)			Additional Control Measures	Final Risk Rating (S x L = Total)			Actions (Who, Due Date)
			Severity	Likelihood	Total		Severity	Likelihood	Total	
		For any staff or students who do not wish to engage with any level of testing, the default position will be to follow the usual national guidelines on self-isolation and get tested if they show symptoms. Latest guidance can be found here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection								
Incorrect disclosure of results	Staff and students potentially transmit the virus if they fail to disclose their results accurately	Staff and students will be given all relevant guidance documentation on how to read test results. Positive tests will be followed up with a phone call from the Academy Covid team to ensure PCR test has been booked.	5	2	10					

Acknowledgements & Signatures

Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.

Management: By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.

Risk Assessor Name and Signature
Ben Curtis

Date:
2nd March 2021

Manager Name and Signature:
Dennis Kirwan

Date:
2nd March 2021

Review date: Reviewed as above dates

Guidance

Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed

Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality

Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level