



# Lateral Flow Testing RISK LOG Template ( Home Self-Test)

Assessment Date	30/1/2021	Lead Assessor	Colin Hinds	Contract		Assessment Number	
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	All Hatton Academies Trust primary academy settings						
<b>Activities Involved</b>	Testing primary academy staff					<b>Location</b>	
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor X	Visitor X	Service User X		

Hazard Identification and evaluation								
No	Category	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
					Probability	Severity	Risk	
1	LFD KITS SUPPLY and DISTRIBUTION	Stock Shortages (LFD kits)	Failure to regularly test staff leading to increased COVID19 transmission	<ul style="list-style-type: none"> <li>Systems in place for monitoring levels of LFD kits in stock on site and in the possession of staff</li> <li>Responsibility allocated to someone to re-order regularly as required taking into account the lead time for ordering. Academy to officially nominate someone and ensure all staff are aware of this persons role.</li> </ul>	1	4	4	
2		Unavailable storage between 2-30 degrees C (LFD kits)	LFD Tests will be unreliable	<ul style="list-style-type: none"> <li>Storage location to be assessed as an area that does not fall below 2 degrees (most internal rooms in brick built buildings should achieve this)</li> <li>Avoid storage in external or uninsulated areas (e.g. external storage containers)</li> <li>Academy to supply and install Thermometers in place in the room, regularly checked (on a daily basis)</li> <li>In the event of heating failure, put measures in place to sustain 2-30 degrees Celsius.</li> </ul>	1	4	4	
3		LFD distribution management	Risk of injury if kits are accessible to those who have not	<ul style="list-style-type: none"> <li>Implement tracking system for allocation of LFD kits</li> </ul>	1	4	4	

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		and tracking (LFD kits)	been trained in their use. Risk that stock levels will not be known	<ul style="list-style-type: none"> <li>Allocate LFD kits ONLY to employees who have undertaken appropriate training which explains the health and safety risks from the use of LFD kits and the mitigations necessary to prevent injury</li> <li>Put in place a system of LFD kit recall in the event that an employee leaves the Trust's employment.</li> </ul>				
4		Safe distribution of kits (LFD kits)	Risk of injury if not safely distributed	<ul style="list-style-type: none"> <li>Distribute in accordance with the training provided and the manufacturers recommended guidelines</li> </ul>	1	4	4	
5		Timely re-distribution of kits before staff run out of them (LFD kits)	Risk that testing regime will come to a halt increasing transmission risk	<ul style="list-style-type: none"> <li><b>Systems in place for monitoring levels of LFD kits in stock on site and in the possession of staff</b></li> <li><b>Responsibility allocated to someone to re-order regularly as required taking into account the lead time for ordering</b></li> </ul>	1	4	4	
6	RESULTS REPORTING and RECORDING	Reporting of only positive results (LFD test reporting)	Risk of inaccuracy leading to inaccurate information and incorrect response	<ul style="list-style-type: none"> <li>Results to be recorded by staff who have been appropriately trained in the procedures for LFD test reporting</li> <li>Put in place QA / validation process to ensure accuracy of results (e.g. sign off by member of SLT)</li> </ul>	1	4	4	
7		Poor result reporting compliance to schools (LFD test reporting)	Risk of incorrect decision making regarding emerging issues leading to increased transmission	<ul style="list-style-type: none"> <li>Results to be recorded by staff who have been appropriately trained in the procedures for LFD test reporting</li> <li>Put in place QA / validation process to ensure accuracy of results (e.g. sign off by member of SLT)</li> </ul>	1	4	4	
8		Reporting of incidents to school to help school identify emerging issues and escalate to DfE/DHSC (LFD test reporting)	Risk of non-reporting could lead to increased risks to health and safety of school community including increased transmission of COVID19	<ul style="list-style-type: none"> <li>Establish a culture of transparency encouraging staff to feedback on an ongoing basis on any difficulties, issues etc.</li> <li>Encourage staff to report any health and safety incidents occurring during the test process at home</li> <li>Review efficacy of LFD kits / testing regime to establish if this has any positive or detrimental effect on COVID19 transmissions in school.</li> <li>Monitoring numbers of staff NOT volunteering for tests to establish continuing risk of transmission in school</li> </ul>	1	4	4	
9		Incident escalation protocols and feedback loop (LFD test reporting)	Failure to escalate issues increases risk of COVID 19 transmission and health and safety issues	<ul style="list-style-type: none"> <li>Processes in place to escalate incidents from LFD test reporting arising at Trust, DFE and Public Health England levels.</li> </ul>	1	4	4	
10		BUSINESS CONTINUITY	Managing business continuity with	Risk of school / year group bubble closure in the event	<ul style="list-style-type: none"> <li>Minimum staffing models in place to support numbers of students routinely attending the academy during lockdown (i.e. keyworker and vulnerable children)</li> </ul>	1	3	3

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		increase in number of cases and staff self-isolating (Asymptomatic testing impact)	of increase in asymptomatic cases	<ul style="list-style-type: none"> <li>Consider use of staffing rotas to overcome risk of no staff available to support keyworker and vulnerable children.</li> <li>Ensure that staff strictly adhere to social distancing and hygiene instructions in place (HANDS, FACE, SPACE)</li> <li>Ensure that sufficient quantities of PPE (face masks, visors, gloves) and sanitiser are available in school to minimise the risk of transmission and impact on staffing levels</li> <li>Ensure that continuity plans include the immediate move to remote learning models in circumstances where specific year groups / classes are unable to attend school due to staff shortage.</li> </ul>				
11	COVID and OUTBREAK RESPONSE	Managing public health response with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	Failure to communicate with appropriate authorities and/or failure to respond to the advice from public health authorities will result in increased risk of COVID19 transmission in the community.	<ul style="list-style-type: none"> <li>Follow existing protocols within Academy risk assessment and lateral flow device testing training to communicate with Public Health England in the event of outbreak / increase in asymptomatic cases.</li> <li>Recommended that communication is through the Principal and that Trust CEO advice/guidance is sought for all communications.</li> </ul>	1	4	4	
12	COMMS and ENGAGEMENT	Stakeholder management (communication and engagement) (Asymptomatic testing impact)	Failure to communicate effectively to stakeholders will increase risk of transmission of COVID19 in the community and create confusion and anxiety.	<ul style="list-style-type: none"> <li>Follow existing protocols with academy COVID19 risk assessments regarding the closely managed communication to parents of issues arising from increased asymptomatic case numbers resulting in school closure and advice to highlight risk of community transmission.</li> <li>Provide communications based on public health advice received.</li> </ul>	1	4	4	
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

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Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	This risk assessment is monitored and updated regularly as part of the school and programme governance process.	School Testing Programme Manager/ Coordinator		
2	Communication to all relevant staff, as necessary	School Testing Programme Manager/ Coordinator		

Additional Notes

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## Personal Protective Equipment to be used (Insert ✓)

																			
Other:																			

## Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

### Likelihood

**Rare**, will probably never happen/recur  
**Unlikely**, do not expect it to happen, but is possible  
**Possible**, Might happen  
**Likely**, will probably happen  
**Almost Certain**, will undoubtedly happen

### Severity

Negligible  
 Minor  
 Moderate  
 Major  
 Critical

### Risk control strategies

**Intolerable** – stop activity, take immediate action to reduce the risk  
**Substantial** - Take action within an agreed period  
**Tolerable** – monitor the situation  
**Trivial** – No action required

**Declaration** - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to be as low as is reasonably practicable.

Persons involved in assessment: Colin Hinds, Rob Hardcastle, Rachel Kitchen

Signature of Lead Assessor

*R Hardcastle*

Date 30/01/2021

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**Reviews** – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident

Review date	Comments	Reviewed by	Signature		Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet

Assessment Number

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