

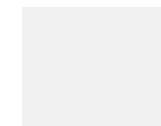
## Risk Assessment for Rapid Testing for Primary and Nursery staff.

Public Health England and the Health & Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators. Secondary schools participating in the rapid asymptomatic testing programme should follow the dedicated guidance available here: [Primary Schools Document Sharing Platform - Google Drive](#) **DfE coronavirus helpline on 0800 046 8687**

**PLEASE NOTE THAT THIS RISK ASSESSMENT WILL BE UPDATED AS AND WHEN NEW INFORMATION OR CONTROLS ARE IMPLEMENTED**



Test and Trace



<b>Assesent Date:</b> 21.01.2021	<b>Review date:</b>	<b>Name of school :</b> <b>Carried out by:</b>					
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are we already doing?</b>	<b>Risk rating* L,M or H</b>	<b>What further action is necessary?</b>	<b>By whom ?</b>	<b>By when?</b>	<b>Done</b>
1. <b>Those employees at particular risk</b>	<b>Employees</b>	See school COVID risk assessment	M		MS	25/1/21	
2. <b>Being well whilst collecting test and attending a site</b>	<b>Employees</b>	See school COVID risk assessment	M	Staff will collect test when on rota to be in school.	LF	above	
3. <b>Face Coverings</b>	<b>Employees</b>	See school COVID risk assessment	M	In line with Government guidance, you are strongly encouraged to wear a face covering in enclosed public spaces where social distancing may be difficult and where you come into contact with people you do not normally meet.	LF	above	
4. <b>Social distancing</b>	<b>Employees</b>	See school COVID	m	To enable everyone to	MS	above	

		<p>risk assessment</p> <p>All staff that collect their home test kit must practice social distancing.</p> <p>Demarcation of communal/waiting and queuing areas with signs and instructions</p> <p>Maintain HANDS FACE SPACE</p>		<p>practice social distancing within the school control measures have been implemented. These will include;</p> <p>Signage at the entrance and throughout the site reminding visitors &amp; staff to comply with social distancing guidelines and to use hand sanitiser (at least 60% alcohol) on entry and exit.</p>			
<p><b>5. Collection point</b></p> <p><b>Collection of Test from site</b></p>	<b><u>Employees</u></b>	<p>Queenswood Primary School has identified a suitable location within school that has adequate space and facilities and is deemed COVID secure.</p> <p>Staff working in collection point and coordinating the handling out test kits should wear appropriate face</p>	M	<p>Review the layout to allow social distancing to be practiced;</p> <p>Restrict access to ensure secure storage area for test kits;</p> <p>Need to ensure appropriate temperature monitoring and equipment for storage of test kits (2 – 30 degrees C) Do not store outside.</p>	MS	Above	

		<p>covering at all times. Staff to sign for test and any instruction/ updated instruction</p> <p>Issues test kit with correct instructions for use.</p> <p>Demarcation of core, communal. waiting areas with signs and instructions;</p> <p>Maintain 2m from staff coming to collect their test kits at all times.</p> <p>Maintain HANDS FACE SPACE</p>		<p>Consider if the area will require pre-use clean before collection are is operational ;</p> <p>All building users should optimise natural ventilation to ensure a maximum supply of fresh air to all areas wherever possible.</p> <p>Maintain designated areas for positioning of all necessary packaging items e.g. boxes, bags, test kits and deliveries to be kept in assigned area.</p>			
6. <b>Test reception/ registration areas</b>	<b><u>Employees</u></b>	<p>Hand sanitiser at entry/exit points [motion sensor] and ensure all users use prior to entry.</p> <p>Maintain test kit log and register of kits that have been issued</p>	M	<p>Limit number of individuals at any one time (consider what this will be using floor plan and capacity modelling)</p> <p>Limiting access times for those that are being tested</p> <p>Keep reviewing entry and</p>	MS	above	

		<p>Use tape/signs to mark areas to help keep to the necessary social distance. Signage and or visual aids on clear guidance on social distancing and hand hygiene.</p> <p>Manage occupancy levels to enable social distancing</p> <p>Cleaning products available at all sites and collection areas/ rooms.</p> <p>Maintain HANDS FACE SPACE</p>		<p>exit routes for pupils and contractors to minimise contact</p> <p>Clear signage at entrances and key points reminding individuals and staff to comply with social distancing guidelines</p> <p>Consider installing protective screens to protect staff on reception desk/ collection point social distancing cannot be maintained</p>			
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7. Manual Handling	<b><u>Employees</u></b>	<p>Staff should not be required to undertake any heavy lifting other than small boxed resources, chairs etc .</p> <p>Staff may need additional aids to carry, deliver packages and we will review this once we understand the weight and scale of these resources needed for the site.</p>	M	<p>Brief staff in manual handling and avoiding lifting where possible.</p> <p>Ensure all staff are comfortable with lifting and carrying and if not resolve some support,</p> <p>Consider additional aids for carrying, delivery to different areas within the site.</p>	LF	above	
<p><b>8. Incident Management</b></p> <p>Clinical incidents</p> <p>Non clinical issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.)</p> <p>Communication</p> <p>Poor up take</p> <p>Non reporting</p>	<p><b><u>Employees</u></b> <b>Biological</b> – transmission of COVID-19 from infected visitors.</p> <p><b><u>Non-employees</u></b> <b>Biological</b> – those visiting the test site who may be infected or at risk from infection from those involved in incident.</p>	<p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, if there seems to be repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and</p>	M	<p>Report any instances to Headteacher.</p> <p>Tests are only for the use of the person assigned for kits.</p> <p>Should an individual have an clinical issue which led or has potential to harm, they should report it on <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a></p> <p>For non clinical issues occurring at home, staff</p>	LF	above	

		<p>reported to the DfE Helpline, who will escalate to DHSC for investigation.</p> <p>You need to record the time, date and details of incident.</p>		<p>are advised to report to 119 and inform school.</p> <p>If you or your school or nursery is approached by a member of the media, please contact the DHSC press office in the first instance.</p>			
<b>9. Managing staff that become severely unwell</b>		<p>See school COVID risk assessment</p> <p>See details in section 8</p>	M		LF	above	
<b>10. Personal Protective Equipment (PPE)</b>	<b><u>Employees</u></b>	<p>PPE guidance and PPE need provided to those employees and tasks where staff are required wear it.</p> <p>All staff must be given the necessary information, instruction and training if they are required to use PPE that includes doffing and donning.</p>	<b>M</b>	<p>Continually review the use of PPE in line with government guidance and information from SOP</p> <p>See school COVID risk assessment</p>			
<b>11. Personal hygiene</b>	<b><u>Employees</u></b>	<p>Personal hygiene is vital element in controlling the spread</p>	M	<p>Provide hand sanitiser to use at the reception desk/registration areas/</p>	MS	above	

		<p>of Coronavirus. Staff and pupils are in school expected to follow PHE personal hygiene measures;</p> <p>Hand sanitiser will be available at the collection area entrance and exit and identified multiple locations within the building.</p> <p>See school COVID risk assessment</p>		<p>collection point, entry points before staff can continue into the building; adherence to this enforced by key staff for this activity.</p>			
<b>12. Cleaning surfaces and equipment</b>	<b><u>Employees</u></b>	<p>The area must remain clean to reduce the risk of transmission of Coronavirus;</p> <p>Cleaning materials are provided for the building that confirm to Cleaning products BS EN 14476</p> <p>Remove unused or items that are not needed to reduce</p>	M	<p>Cleaning materials to be provided for undertaking this task.</p> <p>Increased frequency of handwashing and surface cleaning.</p> <p>Limited clutter- no physical handing of documents to subjects except barcodes and rapid home test kits</p> <p>Monitor and review</p>	LF	Above	

		contact and need for cleaning and prop doors open to reduce contacts and reduce contact with surfaces, test kits, handles, doors					
<b>13. Information, instruction and training</b>	<b><u>Employees</u></b>	<p>All staff to have been provided with instructions for use that include the introduction, NHS video and step by step guide on how to do the test</p> <p>Advise staff to take test in the morning on Sunday.</p> <p>Key staff to watch webinars and 'How to Guide' and Standard operating procedure (SOP) and Step by step guide available here <a href="#">Primary Schools Document Sharing Platform - Google</a></p>	M	<p>Staff will be provided with suitable and sufficient information and instructions before undertaking any task assigned to them</p> <p>Staff will be updated with relevant information as it is published recognising that the guidance is ever changing</p>	LF	Above	



		<a href="#">Drive</a>					
<b>14. Logistics</b>	<b><u>Employees</u></b>	<p>Delivery schedule on DoE site Tests in boxes of 7 x 54 (3-4 weeks stock)</p> <p>Inspect the testing kits to confirm expected quantity and type of kits are being delivered. Record in test kit log</p> <p>The school will have a delivery procedure that will be used for any deliveries and Transport Logistic staff will oversee deliveries to the school during delivery and unloading.</p>		Briefing of to relevant staff			

<b>Control Improvements</b>				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	Covid Coordinator	February 2021	

2.	Regular reviews of staff reporting of test outcomes.	Head and MS.	Ongoing	

### Additional Notes

#### Risk rating system\*

SEVERITY			PROBABILITY	
outcome	Example	score	Outcome	score
<b>MINOR</b>	Bruising, minor cuts, mild irritation to skin or eyes	<b>1</b>	<b>Unlikely</b> (eg no previous history)	<b>1</b>
<b>SERIOUS</b>	Loss of consciousness , burns, broken bones, injury or condition resulting in 3 or more days absence	<b>2</b>	<b>Possible</b> (eg similar incidents have happened in the past)	<b>2</b>
<b>MAJOR</b>	Permanent disability , major notifiable injury or disease	<b>3</b>	<b>Probable</b> (eg same situations have happened in the past)	<b>3</b>
<b>FATAL</b>	DEATH	<b>5</b>	<b>Highly probable</b> (eg has occurred recently here or in another organisation)	<b>5</b>

**Probability score x Severity score = Risk Rating total**

Risk rating total

1-4            low risk

5-10          medium risk

15-25        high risk

**\*\*Specialist assessments will be need for:** fire, hazardous substances, significant manual handling tasks, computer workstation users (DSE), nursing or expectant mothers, working at height, noise and use of personal protective equipment.