

Highclife School LFT Risk Assessment



Activity	Lateral Flow Devices (LFD) self-testing for staff		
Service Unit or School	Highcliffe School		
Department			
Assessed by	B Lawry		
Assessment date	04/01/21	Date review due	03/02/21

Likelihood x Severity = Risk Rating		SEVERITY			
		1 Negligible injury No lost time	2 Minor injury Lost time <7 days	3 Major injury Lost time >7 days and <3 months	4 Severe or fatal injury >3 months lost time
LIKELIHOOD	1 Rare	1	2	3	4
	2 Unlikely	2	4	6	8
	3 Likely	3	6	9	12
	4 Certain	4	8	12	16

Reference

1.1

RISK RATING (Likelihood x Severity = Risk Rating)		
1 – 2	Low	No further action necessary. Controls to be monitored to ensure that they remain suitable.
3 – 4	Medium	If likelihood is likely or certain, identify and implement further controls as soon as is practicable. In all cases controls to be monitored to ensure that they remain suitable.
6 – 9	High	If likelihood is likely or certain, identify and implement further controls without delay. In all cases controls to be monitored to ensure that they remain suitable.
12 - 16	Extreme	Activity must not proceed until further controls have been identified and implemented, to reduce risk rating to an acceptable level.

Task or hazard	Who might be harmed and how?	Existing control measures	Risk rating L x S = R			What other controls are needed?	By when?	Person responsible
			L	S	R			
Confusion on kit instructions leading to void or inaccurate results	Colleagues, their families and pupils contracting COVID-19	Ongoing communication and explanation of kit instructions, frequency of testing, notification of results. Monitor staff who may consistently submit void results to ensure they are testing correctly. These staff should apply for PCR test following two consecutive void results. Staff self-isolating should not attend school based on a negative LFD test result.				All staff involved in testing have had to sign they had to supply evidence of completing training. All testing is supervised by volunteers and quality control is monitored by member of SLT. Any staff or students who display a positive test are immediately exited from site and have to self-isolate for the agreed period with SLT	Evidence of testing was done by 4 th Jan 2021. Quality Control is in place for every testing session	SLT
Staff may prefer to opt out of the self-test and may	Colleagues, their families and pupils contracting	Maintain Hands, Face, Space.				Encourage colleagues to self-test.	Constant reminders and signage	SLT

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unknowingly transmit the virus	COVID-19 by poor uptake of testing	Remain vigilant of COVID-19 symptoms. Get tested (PCR) if symptomatic. Respect informed choices made by staff who may disagree with the technology generated from animal cells.				Other non-medical interventions are being maintained in the school at all times.	with compliance checks by staff	
Staff becoming complacent if a LFD negative test result is shown	Colleagues, their families and pupils contracting COVID-19 by not following preventative measures	LFD tests provide an additional layer of health protection in addition to maintenance of Hands, Face, Space control measures at all times. Ongoing monitoring of control measures within school premises.				Staff have been reminded that the test is only a guide. All non-medical interventions are being maintained in school. Staff reminded if showing any symptoms not to come to school. LFD testing for staff only and not to be used for family members.	Constant reminders and signage with compliance checks by staff	SLT
Poor oversight and governance from school and poor communication with staff and stakeholders	Poor uptake of LFD testing leading to potential contraction of COVID-19 by colleagues, families and pupils	Communication to all staff regarding importance of testing. Appoint COVID Co-ordinator and Registration Assistant. Communicate to staff who this is. Appropriate test stock management and re-ordering Staff not wishing to test must not feel vilified. Transparent information sharing of instructional videos, privacy notices and reporting platforms. Respond to concerns or queries in open manner.				Testing is made available to all staff and new students four days a week. Quality control of the whole end to end process is monitored by SLT at every testing session with member of SLT in situ for whole session. Stock levels and the maintenance of stock are managed by SLT	In place from 4 th January 2021	SLT

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			L	S	R			
Poor information management, retention and communication	Contravening privacy and poor information management leading to confusion and misrepresentation of data. Staff not communicating results with school or NHS	<p>Test kit supplied checked for contents to ensure complete.</p> <p>Twice weekly testing (3-4 days apart).</p> <p>Set up and maintain a 'test results register/log' Store and report required data in line with privacy. Test kit log and Test results log must be separate documents with limited access.</p> <p>Set up procedure to obtain staff results, remind them to take the test.</p> <p>Use existing school procedures to identify close contacts of positive cases that need to self-isolate.</p>				<p>SLT lead cross reference kit contents to DofE listing to confirm all received.</p> <p>All tests are register both on the NHS system and Highcliffe School SIS system.</p> <p>Staff are informed to themselves though any positive result is identified by SLT and actions to self-isolate are undertaken.</p> <p>Ensure privacy of data of staff results.</p> <p>Staff to feedback any concerns about self-testing for consideration in incorporation into the risk assessment.</p>	In place since 4 th Jan 2021	SLT
Allocation and receipt of tests	Staff may contract COVID-19 from close contacts on receipt of tests, poor storage may lead to inaccurate results.	<p>Appropriate face coverings and distancing on allocation of test kits. As per NHS training videos.</p> <p>Secure environment of suitable storage temperature (2-30°C)</p>				<p>PPE usage during each test session and for each role is check by SLT member in charge of quality control.</p> <p>Suitable disposal and changing of PPE is also explained and monitored by SLT</p>	In place since 4 th Jan 2021	SLT

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						Test kits are stored at correct temperature and also test centre is kept at the recommended temperature. These are checked at beginning and during testing sessions by SLT member.		
Non-reporting of LFD or PCR results	Miscommunication of results leading to potential contraction of COVID-19 by colleagues, families and pupils	Colleagues to ensure that they are familiar with how to test and correct reporting procedure. Ensure self-isolation following positive LFD test result until PCR test is taken.				Separate role is being used to record results and independent checking of results is being undertaken by SLT member of a sample basis.	In place since 4 th Jan 2021	SLT
Closure of school due to non-availability of staff due to positive LFD & PCR result or self-isolation	Staff may feel pressured to return to work whilst unwell resulting in colleagues, families, pupils catching COVID-19 or staff delaying full recovery	Colleagues to notify school as soon as possible of result so that school may try to source alternative staff. School to monitor pupil and staff ratios. Bank staff on standby.				Staffing is being managed for in school learning and testing centre management by Operations team and SLT. Staff are actively encouraged to not attend school if they are in any doubt or are tested if concerned and then isolated until results known.	In place since 4 th Jan 2021	SLT