

## Risk Assessment Overview

Details	
<b>School:</b>  <div style="text-align: center; font-weight: bold; font-size: 1.2em;">MGSG</div>	<b>Department:</b>  <div style="text-align: center; font-weight: bold; font-size: 1.2em;">Whole School</div>

Risk Assessment Title:
Home Testing (staff and students)

Who is at Risk?	
<b>People at Direct Risk:</b>  All members of the school community (all staff, all students)	<b>Other People Who Could be Affected:</b>  None
Summary of Risk	
<b>What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:</b>	<input checked="" type="checkbox"/> <b>High risk</b> <input type="checkbox"/> <b>Medium risk</b> <input type="checkbox"/> <b>Low risk</b>
<b>What will the level of risk be <u>after</u> the ACTION PLAN is completed?:</b>	<input type="checkbox"/> <b>High risk</b> <input type="checkbox"/> <b>Medium risk</b> <input checked="" type="checkbox"/> <b>Low risk</b>

*Note : if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.*

## Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom. Additional information to be added here.	Complete?
<b>COVID ACTION PLAN</b>							
Contact between students/staff and the test distributor increasing the risk of transmission	Illness and contagion	<b>Asymptomatic:</b> All students are to be advised in advance not to attend if they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 10 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<b>Face masks:</b> Prominent signage reminding students to be displayed at the entrance to the building. Face coverings/masks to be worn by students at all times whilst on the premises except for when eating or drinking in designated areas. Compliance with wearing of face covering/mask of all students to be visually checked on arrival by reception / security staff. Compliance with wearing of face covering/mask of all students to be visually checked through building by queue managers and all other staff. Staff member distributing test kit to remain socially distanced and wear a face mask.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<b>Hand hygiene:</b> Students and staff to use hand sanitiser provided on arrival & adherence to this enforced by staff. In addition, staff if using collection station use hand sanitiser provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<b>Social distancing:</b> Two metre social distancing to be maintained between students with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from staff. Staff to remain socially distanced from one another at the collection point and in queue at the collection station and with the test distributor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<b>Cleaning:</b> Regular cleaning of the station (if appropriate) including wipe down of all potential touchpoints in accordance with PHE guidance. ie pens at the collection station	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Contact between students and staff increasing the risk of transmissions	Illness and contagion	<b>Asymptomatic:</b> All staff and students are to be advised in advance not to attend if they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 10 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<b>Face masks:</b> Prominent signage reminding staff and students to be displayed at the entrance to the building. Face coverings/masks to be worn by staff and students at all times except when eating or drinking in designated areas. Compliance with wearing of face covering/mask of all students to be visually checked on arrival.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<b>Hand hygiene:</b> Students and staff to use hand sanitiser provided on arrival.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<b>Social distancing:</b> Two metre social distancing to be maintained between staff and students wherever possible. When assisting students with process, staff to maintain controls wherever possible. A one-way flow of students through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<b>Cleaning:</b> <b>Thorough and</b> regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<del><b>Cleaning:</b> Thorough cleaning of the areas including wipe down of all potential touchpoints in accordance with PHE guidance.</del>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Test not carried out correctly	Increase in the infection rate and contagion in school.	All pupils have been offered 3 LFD tests in school in order to understand how to complete the home test. Alternative evidence of LDF tests offsite provided by the parent/carer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff have accessed LFD on site testing since end of January 2021. Full guidance and instructions issued to all re use of home testing kit. All incidents/concerns to be reported to school Covid-19 Co-ordinator (Mrs E Wilson). Incident log to be maintained in order to monitor and investigate any issues as they arise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Non-reporting of test results to NHS track and trace and to school.	NHS unable to track national/local spread of virus and infections rates rise.	All instructions clearly state staff/students should report result to NHS Track and Trace.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Unable to effectively contact trace in school leading to increase in spread of infection	School has test recording log set up and clear instructions issued to staff and students on how to submit test results.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Regular reminders to staff and students re requirement to take tests and to report results.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Monitoring of school recording log to identify those staff/students who have not submitted data.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Poor uptake of home testing kits	Increase in the infection rate and contagion in school.	High levels of take up of on site LFD testing indicate that this is unlikely. Clear communication and guidance issued on the benefits of participation in the home testing programme to allow the school to remain operational.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Use of school communication systems to regularly contact staff/students with appropriate reminders including the weekly Bulletin.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Non-reporting of a positive home test result.	Increased risk of contagion and infection.	Clear communication regarding how to act if a result is positive. School recording mechanism (via MS Forms) requires staff/students to confirm they have requested a confirmatory PCR test from the NHS in the advent of reporting a positive test.					

## Sign Off Sheet

Assessor Details:		
Assessor(s) name:	Assessor(s) signature:	Date:

School safety co-ordinator to sign below to accept the assessment.		
School Covid Co-ordinator's name:	School Covid Co-ordinator's signature:	Date:

A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above		
Date of review:	Reviewed by (Name):	Comments: