

Risk Assessment Overview

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

Risk Assessment Title:
Lateral Flow testing (staff and students)

Who is at Risk?	
People at Direct Risk: First aid staff, Teaching staff, other students in session, cleaners, premises staff	Other People Who Could be Affected: Other students in school, other staff,
Summary of Risk	
What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	<input checked="" type="checkbox"/> High risk <input type="checkbox"/> Medium risk <input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk <input type="checkbox"/> Medium risk <input checked="" type="checkbox"/> Low risk

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?
COVID ACTION PLAN							
Contact between students increasing the risk of transmission	Illness and contagion	Asymptomatic: 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, loss of taste or smell) 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"/>		
		Face masks: 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 brief lowering at time of swabbing. Requirement to wear face covering/mask to be reminded to students in advance at time of test booking. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Hand hygiene: Students to use hand sanitiser provided on arrival & adherence to this enforced by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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?
		<p>Social distancing: 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 reception, queue management & sampling staff.</p> <p>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.</p> <p>Students reminded that year group bubbles not yet in place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<p>Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact between students and staff increasing the risk of transmissions	Illness and contagion	<p>Asymptomatic: 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, loss of taste or smell) 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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<p>Face masks: Prominent signage reminding staff and students to be displayed at the entrance to the building.</p> <p>Face coverings/masks to be worn by staff and students at all times whilst on the premises except for brief lowering at time of swabbing.</p> <p>Compliance with wearing of face covering/mask of all students to be visually checked on arrival by reception / security staff.</p> <p>Compliance with wearing of face covering/mask of all students to be visually checked through building by queue managers and all other staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<p>Hand hygiene: Students and staff to use hand sanitiser provided on arrival.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<p>Social distancing: Two metre social distancing to be maintained between staff and students wherever possible. When assisting students with process, staff to maintain controls wherever possible.</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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?
		Cleaning: 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"/>		
Contact with student during sample taking	Illness and contagion	PPE: Staff involved to wear full PPE in line with NHS training replacing items when process requires. Screens and cubicles provided to ensure an additional layer of protection from transmission. QA process of staff to ensure adherence to the measures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Cleaning: Thorough cleaning of the areas including wipe down of all potential touchpoints in accordance with PHE guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact between staff during the testing process	Illness and contagion	PPE: Staff involved to wear full PPE in line with NHS training replacing items when process requires. Screens and cubicles provided to ensure an additional layer of protection from transmission. QA process of staff to ensure adherence to the measures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Social distancing: Whilst two metre social distancing will not be able to be maintained, staff are advised to keep as much space as possible between the areas and use PPE at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Cleaning: Thorough cleaning of the areas including wipe down of all potential touchpoints in accordance with PHE guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact between sample taker and sample increasing the risk of transmission	Illness and contagion	PPE: Staff involved to wear full PPE in line with NHS training replacing items when process requires. QA process of staff to ensure adherence to the measures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Cleaning: Thorough cleaning of the areas including wipe down of all potential touchpoints in accordance with PHE guidance. Hand sanitising between each separate sample.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Disposal: Disposal of lateral flow test through clinical waste once process complete.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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?
Incorrect result communication	Incorrect result given leading to positive person not isolating	2 identical barcodes given to each student. Student registers the code with NHS before taking the test. Barcodes are attached to results by trained staff. Results are recorded using the barcodes. QA process in place to ensure correct process is followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Incorrect processing procedures	Too many void or invalid results	All staff involved in testing centre have completed relevant NHS training and QA procedures are embedded in the process.	<input checked="" type="checkbox"/>				

Sign Off Sheet

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

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