

RISK ASSESSMENT: ASYMPTOMATIC HOME TESTING FOR MUSWELL HILL SCHOOL STAFF & THOSE REGULARLY ON SITE



RAS61

(NEW January 2021)

(Checked for Conformity January 2020)

All primary schools, school-based nurseries and maintained nursery schools will start to receive deliveries of home testing kits to offer to all their staff from 18 January.

Primary, school-based nursery and maintained nursery staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.

The kits are primarily for school-based staff who have chosen to take a COVID-19 test. If staff are based entirely at home, there is no need for them to take a test until such time that they re-enter the school to work, although participation in testing is strongly encouraged.

ACTIVITIES: (What will you be doing and with whom?)	Asymptomatic home testing for school staff – tracking, recording and tracing		
DATE OF RISK ASSESSMENT:	Date completed:	22/1/21	Date to be reviewed: (At least weekly)
STAFFING: (Staff deployment, responsibilities, expertise, etc.)	All staff on site during from 4/1/21 until 22/2/21		
PLEASE SEE:	<p>List of all general Coronavirus guidance: https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>General GOV.UK Coronavirus guidance: https://www.gov.uk/coronavirus</p> <p>November/December national guidance: https://www.gov.uk/guidance/new-national-restrictions-from-5-november</p> <p>Asymptomatic testing guidance: https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges</p> <p>Asymptomatic testing for primary schools: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</p>		

Home testing kit guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>
 DfE primary portal: https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54

FAILURE TO FOLLOW GUIDANCE OR DELIVER A SUITABLE AND SUFFICIENT RISK ASSESSMENT COULD LEAVE YOU VULNERABLE TO HSE/LEGAL ACTION. PLEASE ERR ON THE SIDE OF CAUTION AT ALL TIMES.

Aspects to Consider (List only actual hazards/issues related to planned activities)	Who is Affected/What Might Happen? (Staff, students, visitors, etc.)	Inherent Likelihood & Severity (See table at end of doc)	Inherent Risk Score (Likelihood X Severity)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not, Who Will Implement? (Staff member names or job roles)	Remaining Likelihood & Severity (See table below)	Residual Risk Score (Likelihood X Severity)	When Done & By Whom?
Incorrect use of the home testing kit	staff	4:3	12	The kit comes with comprehensive instructions on all aspects of the process. These instructions must be followed precisely to avoid false positive/negative results.	Training and briefing by First Aid staff and SLT HT and All Admin teams trained videos shared online for staff to follow at home	2:4	8	Staff from 26/1/21 Training 22/2/& 25/2/21
POSITIVE result after taking test	Staff and children at school and families at home	5:5	25	If a member of staff records a positive test, they must isolate and arrange a polymerase chain reaction (PCR) test to confirm the result.	SLT monitor and welfare officer	3:5	15	Individual staff members
NEGATIVE result after taking test	No one	3:3	9	Staff with a negative LFD test result can continue to attend school or nursery and use protective measures.		1:2	2	Individual staff members

Disposal of used testing kits	Staff and family members	4:4	16	Used kits should be carefully disposed of in household rubbish . Note that disposal advice may be subject to change based upon future waste disposal guidance.	Staff personal responsibility to to the people they live with	3:2	6	
Reporting results	Staff members	3:4	12	Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.	System set up and guidance available monitored by HT and Welfare Officer	3:2	6	

Responsible person name:	Mandi Howells	Signature:		Date:	25/1/21
SMT/SLT name:	Sarah Gray	Signature:		Date:	25/1/21

Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

	Risk Likelihood					
	Total Risk calculation table	1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
Risk Severity	1: Insignificant	1	2	3	4	5
	2: Minor injuries	2	4	6	8	10
	3: Notable injuries	3	6	9	12	15
	4: Major injuries	4	8	12	16	20
	5: Fatal	5	10	15	20	25



Likelihood and severity form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2. Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.

All accidents and incidents must be recorded in line with the school/academy’s policy.

Also report near misses – not just accidents or incidents.