



RA Title/ Reference	Model COVID-19 Risk Assessment for Lateral Flow Antigen testing for Primary and Nursery Staff	Activity Description	Provision of LFT testing for Primary and Nursery Staff
Assessment Date	22.1.21	Assessor Name	S Timmons
Assessment Team Members/ sign off		Planned Review Date	Will be reviewed to reflect any changes in National Guidance
Location(s)	Primary School sites across Cumbria	Number of People Exposed	
Overall Residual Risk Level following implementation of effective control measures	Medium Risk (L2xS3) 6	People Exposed	Primary School Employees Persons with disability/ risk factors/ pre-existing medical conditions New/ Expectant Mothers
Assessment Last Updated		Is this an acceptable risk?	Yes/ No

Please call the DfE Coronavirus Helpline **0800 046 8687** if test kits have not arrived **on** 25th January 2021

Hazard Description and How are people at risk	Potential Risk before controls	Current Control Measures	Additional Control Measures (To be implemented)	Action Details by Whom by When	Residual Risk
Risk of transmission of COVID-19 due to incorrect storage and distribution of Home test kits	L4 x S3 Medium Risk	<ul style="list-style-type: none"> How to Guide - Primary Schools EY LFD Testing COVID Coordinator and Registration Assistant appointed Test kits will be stored in a secure dry place indoors in temperatures between 2° and 30°C The collection point for distribution of test kits is the school office. The Registration Assistant will wear a face covering when distributing the test kits and ensure social distancing of 2 metres is maintained. All staff will sign for their test kits using the Test Kit Log Each member of staff will be provided with test kits to test twice weekly (3-4 days apart) tests Registration assistant will input and record test results into the School's Test results register 	<p>Complete and print off Test Kit Log and School's Test results register</p> <p>Sufficient stock delivered to complete two tests per week per person for 3-4 weeks</p>	COVID Coordinator Registration Assistant	L1 xS3 Low Risk
Risk of transmission of COVID-19 due to	L4 x S3 Medium Risk	<ul style="list-style-type: none"> All staff will be given access to an Step by Step Guide for COVID-19 Self testing and other resources to follow the process for carrying out the self-test 	Provide links to staff		L1 xS3 Low Risk



incorrect application of test		<ul style="list-style-type: none"> Staff will be asked to carry out the test in the morning before attending school/nursery and notify the school/nursery of the results online or by phone. All staff will be reminded of the importance of observing IPC guidance 			
Risk of Data Breaches/ Quality – e.g. Incorrect communication of clinical data	L3 x S3 Medium	<ul style="list-style-type: none"> All staff will be provided with the School’s Privacy Notice regarding the processing of personal data. Controls to be followed in respect of data recording during the testing process 	Complete and print off Privacy Notice		L2 x S3 Medium Risk
Waste Management	L3 x S3 Medium Risk	<ul style="list-style-type: none"> All completed test kits can be disposed of in normal household waste 			L1 x S3 Low Risk
Relevant Safety Procedures and National/ Local Guidance Links			Primary Schools Sharing Platform		
Assessment Conclusion			Providing the stated control measures are implemented and adhered to, the risk of contracting most viral infections including COVID-19 can reduce to a manageable level in normal circumstances.		

The role of the COVID-19 Coordinator

- Communicating with stakeholders
- Ensuring staff have the right instructions and that they sign for the test kits using the test kit log
- Reporting incidents and carry our risk management
- Storing and reporting any required data
- Re-order tests when required (advice on how to do this will follow from NHS Test and Trace)

The role of the Registration Assistant (can be the same person)

- Distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits
- Inputting test results from staff into the school/nursery Test results register
- Send out reminders to participants to communicate their results online or by phone and to the school/nursery
- Responding to staff questions



		Severity/ Outcome				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk

Severity	
1. Insignificant	No Injury
2. Minor	Minor injuries requiring first aid
3. Moderate	First Aid/RIDDOR reportable incident
4. Major	Serious injury/hospital attendance
5. Most Severe	Disabling injury, long term ill health
Likelihood	
1	Very unlikely e.g. 1 in 1000,000 chance of it happening
2	Unlikely e.g. 1 in 100,000 chance of it happening
3	Possible e.g. Likely to occur during standard operations
4	Likely e.g. has been known to happen before
5	Very likely e.g. it's almost certain that something will happen
<p>15-25 Unacceptable.</p> <ul style="list-style-type: none"> Stop activity and make immediate improvements <p>6-12 Tolerable</p> <ul style="list-style-type: none"> Look to improve within a specified timescale <p>1-5 Acceptable</p>	