



Details	
School: St Mary's School	Department: Lower School (including Kindergarten staff)
Risk Assessment Title:	
Lateral Flow – Staff Testing (COVID-19 Coordinator – Emma Stanhope)	
Who is at Risk?	
People at Direct Risk: Staff in school	Other People Who Could be Affected: Pupils, Contractors, Visitors
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 checked="" type="checkbox"/> Medium risk <input type="checkbox"/> Low risk

Notes

1. Use the Risk Matrix in 5.5.1 to assist
2. 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 an SLT member should be informed.



Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
Poor Uptake of testing amongst staff	Difficulty in managing risks within the school setting	<p>Staff informed of requirements early enough for them to make an informed decision if they wish to partake in the LF testing – highlight the importance of asymptomatic testing</p> <p>Clear guidance emailed to all staff for reading with links to key documents and clips</p> <p>Staff informed of COVID-19 Coordinator and Registration Assistant (Emma Stanhope)</p> <p>Staff make decision and confirm to Coordinator if they wish to proceed with home testing</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Safe issue of Testing Kits	Test kits misallocated and not tracked correctly	<p>Testing kits safely stored to limit staff access</p> <p>Staff given a specific time to collect the test kit to limit adults in collection area, coordinated by COVID-19 Coordinator; face mask to be worn and 2m distancing adhered to</p> <p>Staff to sign to say they have received their allocated test kit and Instructions for Use v1.3.2</p> <p>Test kit log updated by COVID-19 Coordinator</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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			Yes	No	N/A	Complete?	
Results not submitted/recorded	NHS test and trace/school unable to monitor results	<p>Staff allocated clear testing days and times of Sunday and Wednesday evenings. Results to be sent by 7pm to COVID-19 Coordinator following contact to NHS test and trace</p> <p>Clarion Call message sent to staff as reminder of testing and registering of results</p> <p>Results in school added to the spreadsheet by the COVID-19 Coordinator</p> <p>Staff followed up by COVID-19 Coordinator if results not submitted</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Positive Test	Staff has positive test	<p>Clear guidance given to staff that if they receive a positive test they must book a PCR test immediately</p> <p>Staff member must also follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Problems with test kits	Tests unable to be carried out	<p>Staff given advice in guidelines of procedure to carry out if parts of test kit missing (yellow card)</p> <p>Staff to be issued with new test kit if it was their last one and test in the morning to ensure safe to be on site</p> <p>Any issues to be shared with COVID-19 Coordinator for monitoring purposes</p> <p>Void test – staff must redo the test</p> <p>2 void tests – member of staff to take a PCR test and confirm a negative result before coming back onto school premises.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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			Yes	No	N/A	Complete?	
Stock of test kits low	Staff unable to be tested	COVID-19 Coordinator to monitor the level of test kits in school Reordering of test kits when required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

