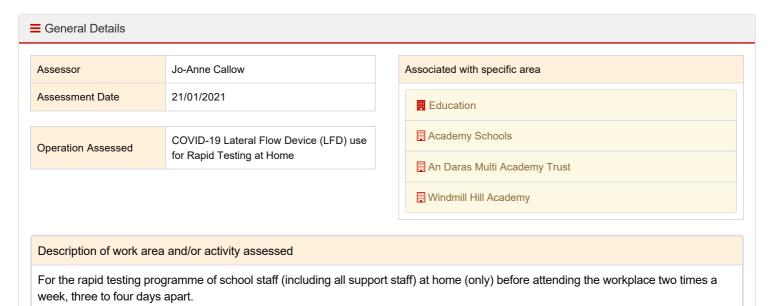


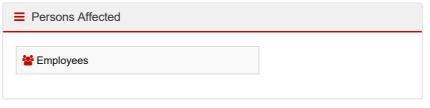
WALL Risk Assessment - 2478RA

Internal Reference: (Staff) Information valid as of 21/01/2021 11:49









Current Rating	Hazard Information	Task Status
Low	Supervision School is unable to perform appropriate oversight and governance for undertaking of lateral flow tests (i.e. COVID Coordinator and or Registration Assistant not appointed).	0 0 0
	Measures Currently in place to prevent risk of injury	
	Information provided to staff in advance of testing. Staff directed to video showing how to undertake the test and written guidance. EHT and HofS attended DFE webinars and are available on the phone or zoom to give advice.	

Potential Rating	Additional Controls Required
Low	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	Work Equipment Not enough tests delivered. Running out of tests before more are ordered and delivered. Tests have missing parts or are damaged, tests not stored between 2 and 30 degrees before use at work or at home.	0 0 0
	Measures Currently in place to prevent risk of injury	
	COVID Co-ordinator has been appointed to check test numbers when delivered. If there are not enough more will be placed. Dates will be agreed and written in diary for when tests need to be ordered. Staff tests are damaged and the co- ordinator will report this and order replacements. Tests will be stored in the school office which is at the appropriate temperature. Staff will be advised of how to store at home.	•

Pote	ntial Rating	Additional Controls Required
• (Low	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	Training / Competence Discrepancies in the pre-test process i.e. unauthorised access to the tests, tests not logged out to recipients, incorrect instructions used (those in the test packs are out of date and have been superseded with those in a separate bundle V 1.3.2 dated 15 Jan 2021.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Tests will be locked away in the school office. Only COVID Co-ordinator and administrators to have act Tests will be logged out to staff members with test serial numbers recorded. Staff will be advised to dispose of instructions in test packet and will each be provided with up to date	

Potential Rating	Additional Controls Required
Low	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	Behaviour Low uptake of self-testing within the employee group lowering the chance of finding asymptomatic individuals attending school premises (for example those who have had the vaccine or have previously been infected should still test if they wish to).	0 0 0
	Measures Currently in place to prevent risk of injury	
	Share all information with staff so they can make an informed choice.	

Potential Rating	Additional Controls Required
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	Safeguarding Non-adherence to data protection/confidentiality requirements.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Only COVID Co-ordinator and administrator will have access to data.	
	All data will be stored securely.	

Potential Rating	Additional Controls Required
Low	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	Behaviour Tests used by staff already displaying COVID symptoms or for family/friends instead of isolating and following the correct PCR testing process.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staff will be advised that they must self-isolate and book a PCR test if they test positive. Clear expectations from SLT.	

Potential Rating	Additional Controls Required
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	Training / Competence Not following or understanding the test instructions/DfE/NHS guidance for carrying out the test (i.e. location, eat or drinking before test, set up, infection control, process, timing, waste disposal, reading the test, reporting results to NHS track and trace, reporting results to the school etc.).	0 0 0
	Measures Currently in place to prevent risk of injury	
	All staff given instruction and video link.	
	SLT available to support on phone or zoom.	

Potential Rating	Additional Controls Required
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating Hazard Information Task Status **Hazardous Substance** Iow THIS INFO TO BE CONFIRMED: Extraction solution which comes with the test kit contains the following components: NaH2PO4 (Sodium Phosphate monobasic), NaCl (Sodium Chloride). Included for information: These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure. This is why no PPE has been provided within the test kit for this home use. Measures Currently in place to prevent risk of injury EWnsure staff have instructions as to how to administer and dispose of the tests correctly.

Low
No Remedial Actions Entered
If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating

Medium

Medium
Injury to staff during self-swabbing (i.e. swab breaking-up in the mouth or nose, nosebleed or bleeding, allergic reaction (the test contains no latex) etc). Anxiety/stress due to self-testing.

Measures Currently in place to prevent risk of injury

Ensure staff follow instructions correctly.
SLT available to discuss anxieties with staff.
Advfgise staff to test for the first time with another adult available if possible.

Medium

No Remedial Actions Entered

If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating

Hazard Information

Task Status

Work Equipment
Returning more than two void tests on the same day (this may indicate a faulty batch of tests so the staff member should report this to school, isolate and book a PCR test).

Measures Currently in place to prevent risk of injury

Staff aware of reporting mechanism.

Will remind staff when reported that they need to book a PCR and self isolate.

Low
No Remedial Actions Entered
If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	Biological Not reporting a positive test result, following guidance for self isolation or booking a confirmatory PCR test.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Ensure staff are fully aware of the guidance and advise and the implications of not reporting a positiv PCR test.	e test result and booking a

Potential Rating	Additional Controls Required
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium/High	Biological Cross infection to others in the home from the test area or kit used for testing. (i.e. from not using the waste disposal bag provided and placing in black bag waste, washing hands or disinfecting surfaces after the test).	0 0 0
	Measures Currently in place to prevent risk of injury	
	All staff to have information regarding correct use of the waste disposal bag	

Potential Rating	Additional Controls Required
Medium/High	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	Supervision Staff ratios or bubble closures caused by positive tests.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Avoid contact between bubbles to reduce the number of contacts.	
	Staff to keep contact to a minimum (See RA 100 v3.2)	

Potential Rating	Additional Controls Required
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium/High	Stress / Distress Stress/distress caused by a false positive result.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Ensure staff understand how to test correctly so results are as accurate as possible.	
	SLT available to support staff emotionally.	

Potential Rating	Additional Controls Required	
Medium/High	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.	

Current Rating	Hazard Information	Task Status
Medium	Behaviour Not following social distancing or other control measures (Hands, Face, Space) to prevent the spread of COVID because of a negative test. (i.e. a negative test result does not mean you don't have COVID)	0 0 0
	Measures Currently in place to prevent risk of injury	
	Clear information and expectations provided to staff.	
	Signage in school reminding staff to socially distance.	
	Masks worn in school.	
	See RA 100 v2 .3	

Potential Rating	Additional Controls Required	
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.	