

<p style="text-align: center;"><b>North Lincolnshire Council</b></p> <p style="text-align: center;">www.northlincs.gov.uk</p>	Business Performance System (BPS)			Document Ref. No.	BPS 4.3.1.F1
	<h1>COVID-19 Risk Assessment</h1>			Author	CB, CL, RT, SE, AD, DL
				Version	08
				Issue Date	May 2021
				Review Date	August 2021

Section 1: Assessment Details							
<b>Assessment No.</b>	07	<b>Directorate / Service:</b>		Primary Schools	<b>Location:</b>		The Winterton Federation
<b>Assessment Date:</b>	44/05/2021	<b>Review Date:</b>		August 2021	<b>Assessor/s Name:</b>		Cheryl Baxter Cathy Logan Ros Taylor Suzanne Walton Adam Downs Dawn Lovatt
<b>Activity to be Assessed:</b>	School re-opening in line with current COVID-19 government guidance						
<b>Persons at Risk:</b> (Delete as appropriate)	<b>Employees</b>	<b>Children</b>	<b>Public</b>	<b>Contractors</b>	<b>Visitors</b>		

Section 2: Key / Guidance			
<b>L</b>	<b>Likelihood</b> (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	<b>ER</b>	<b>Existing Risk</b> - Evaluation of the risk with existing control measure in place.
<b>S</b>	<b>Severity</b> (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	<b>RR</b>	<b>Residual Risk</b> - Evaluation of risk following implementation of additional actions required due to unacceptable level of existing risk.

## Section 3: Risk Assessment

Identify the Hazards:	How Could Harm Result from the Hazard:	Current Control Measures:	Existing Risk: (L x S = ER)			Additional Control Measures Required:	Residual Risk: (L x S = RR)		
			L	S	ER		L	S	RR
<b>Lack of Hygiene Information to Children</b>	Pupils could become infected by the Coronavirus and consequently become ill.	<ol style="list-style-type: none"> <li>1. Children are provided with information on the correct handwashing methods. This includes the use of posters in toilets, classrooms and at outdoor sinks to provide guidance on the correct hand washing method.</li> <li>2. Hygiene posters such as 'Catch it, bin it, kill it' displayed in all areas of both schools.</li> <li>3. Children are to be provided with specific information on hygiene during normal lessons. The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.</li> </ol>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			
<b>Pupil Groups/Learning</b>	Persons could become infected by Coronavirus and consequently become ill.	<ol style="list-style-type: none"> <li>1. It is recommended that EYFS children are grouped according to the staffing ratios as defined in the EYFS framework.</li> <li>2. Pupils will be kept together, in their phase bubbles, wherever possible to ensure that there is no mixing of pupils. We operate in both phase bubbles and pure year group bubbles where appropriate. Adults, teachers, TAs, Midday Supervisors etc. across the Federation, will be assigned to phase bubbles and work exclusively within that bubble wherever practicable.</li> <li>3. Desks should be spaced as far apart as possible, all facing the front of the classroom and in rows.</li> <li>4. Unnecessary items will be temporarily removed from classrooms to provide additional space wherever possible.</li> </ol>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			

<p><b>Use of Personal Protective Equipment</b></p>	<p>Persons could become infected by Coronavirus and consequently become ill.</p>	<ol style="list-style-type: none"> <li>1. Whilst it is not recommended for young children or those with special educational needs to wear face masks, the Federation is offering a flexible approach and pupils are at liberty to wear face coverings, should their parents/carers wish them to do so, in communal areas.</li>   <li>2. Pupils should be instructed not to touch the front of their mask during use or when removing it. They must dispose of temporary face coverings in a “black bag” waste bin or in a plastic bag they can take home, and then wash their hands. Pupils will be responsible for the safe keeping of their own mask and the Federation accepts no responsibility for this.</li>   <li>3. Any pupil who has an existing care routine which requires the use of PPE should continue to receive care in the same way. Any pupil who doesn’t have an existing care routine and requires personal care provision, full PPE should be worn by the attending member of staff. Soiled clothing should be double bagged and, following contact with and permission sought from Parents/Carers clean school clothing can be given to the pupil.</li>   <li>4. Staff will be supplied with a clear visor, which, should they wish to do so, may be worn when delivering lessons at the front of the class. It is the responsibility of staff members to keep their visors sanitised. Adults should wear a face mask in communal areas. Staff must be aware that there are some adults/children who are more at risk due to medical reasons and procedures must be strictly adhered to.</li>   <li>5. If staff choose to wear a face mask this should be new and clean daily and staff are reminded on a regular basis that they must wash their hands before and after touching their face mask, including to remove or put them on but should try to avoid touching their face masks. Face masks should be stored in individual, sealable plastic bags between use and washed at 60 degrees and separate from all other clothing. Where a face covering becomes damp, it should not be worn and should be replaced carefully.</li>   <li>6. In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained and pupil placed in the specified quarantine area. The supervising adult should wear gloves, an apron and a face</li> </ol>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Unable to reduce ER further due to the severity of the virus potentially being death.</p>			
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		mask for this situation only. If the child is coughing, spitting or vomiting, then eye protection/face shield should be worn. Quarantine areas are to be kept supplied with PPE equipment at all times. All staff have been instructed on the correct use of PPE equipment.							
<b>Housekeeping</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>1. Adequate supplies of cleaning materials are kept on site. Cleaning materials to be at all photocopiers, kettles, toasters, microwaves and hot water boilers and staff are to clean after each use. Cleaning products are available in all classrooms for use throughout the day.</p> <p>2. Surfaces where regular contact is likely, such as door handles, tables, signing in systems, light switches, chairs etc. are being prioritised to ensure that they are cleaned regularly.</p> <p>3. If someone with COVID symptoms has been in quarantine, the carpet area must not be hoovered until test results have been received. If the result is negative, the carpet can be hoovered. If the result is positive, the carpet must be washed, not hoovered.</p> <p>4. If required a 'deep clean' is able to be requested. Guidance on cleaning of non-healthcare premises in the event of suspected/confirmed cases has been shared with both caretakers.</p>	2	5	10	<p>Cleaning staff have been instructed to increase the frequency of cleaning wherever possible and are trained in the correct use of cleaning equipment and chemicals.</p> <p>Unable to reduce RR further due to the severity of the virus potentially being death.</p>	1	5	5
<b>Pupils Becoming Unwell</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>1. If any child becomes unwell with the symptoms of COVID-19 (a new, continuous, cough or high temperature they will be moved to a room there they can be isolated behind a closed door whilst parents/carers are called to collect the individual.</p> <p>2. Supervision will be provided at all times for pupils who become unwell waiting for parents to arrive.</p> <p>3. If children waiting to be collected require the toilet then they should use a separate toilet to other pupils, if possible and this will be disinfected using normal cleaning products before being used by anyone else.</p> <p>4. If social distancing cannot be maintained (for example with young children or those with complex needs) then PPE should be worn by the supervising adult to include: gloves, aprons and face mask. If the child is spitting, vomiting or</p>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			

		<p>coughing then eye protection (goggles or face shield) will be worn.</p> <p>5. The supervising person should wash their hands thoroughly after contact with any person who is unwell and the affected area cleaned with normal disinfectant once the person has left.</p> <p>6. There should be no need for the supervising person to self-isolate following supervision of a child with symptoms unless they develop symptoms themselves.</p>						
<b>Employees Becoming Unwell</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>1. The symptoms of the virus are communicated extensively through media outlets and government information and so staff are aware of the virus and its symptoms.</p> <p>2. Employees are instructed to remain at home at the first onset of any symptom. Employees are instructed to follow official Government guidance on isolation procedures and the time that they are to remain away from school.</p> <p>3. If employees develop symptoms on site, they should be sent home to self-isolate and seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe).</p> <p>4. If staffing levels become an issue advice should be sought from the Local Authority on how to proceed.</p>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.		
<b>Contact with Others</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>1. Contact between other persons must be limited and social distancing (keeping 1m+ apart) should be followed where possible.</p> <p>2. Timetables will be modified to ensure that breaks, assemblies and drop-off/collection times are staggered to reduce the number of parents/carers on both school sites at any one time. Allotted time slots must be adhered to at all times. There are one-way systems operating in both schools which are clearly marked and personnel in place to direct all persons accessing the Federation campus'.</p> <p>3. Outdoor lessons will be used where possible as the transmission of the virus is less likely to occur externally. Outside areas will be accessed, wherever possible, directly from classrooms using external doors to minimise use of corridors. If safe to do so, internal fire doors may be propped open to limit the number of door handles being touched. Fire doors will be secured at the end of each day.</p>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.		

		<p>4. Only one pupil at a time to leave the classroom to use the toilet. Toilets will be monitored.</p> <p>5. The use of shared resources will be reduced, especially those that are normally taken home.</p> <p>6. Pencil cases have been purchased for each child containing stationery and other equipment, which should not be shared with other pupils.</p> <p>7. If equipment is shared, then this will be cleaned thoroughly and regularly, and always between use by different groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>8. Both school offices will remain closed until it is considered safe to re-open them. Instructions are displayed on external doors instructing visitors how to contact each school.</p> <p>9. There will be no parental contact with staff at the start and end of the school day. Parents/carers have been informed of the ways to contact each school, either by email or telephoning the school office.</p> <p>10. Only essential meetings will be carried out with parents/carers or any external services within the premises. Where possible, meetings will be conducted by video call or via telephone conversations.</p>						
<b>Breaktimes</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>1. Children at the Junior site may use all outdoor play apparatus. At the Infant site, EYFS may use the slide and all children may use the Dino Wall. Bubbles will be allocated specific days for using apparatus. All apparatus will be cleaned at the end of each day.</p> <p>2. Breaktimes have been staggered to avoid unnecessary contact with other bubbles.</p>	1	5	5			
		<p>1. There is a staggered lunch for all pupils across the Federation.</p> <p>2. Tables are organised in rows and all pupils face the same way.</p>						

<p><b>Lunchtime</b></p>	<p>Persons could become infected by Coronavirus and consequently become ill.</p>	<p>3. There are specific staff members allocated to each bubble who clean the tables and chairs between each sitting.</p> <p>4. Pack up boxes and book bags are stored with the pupils at their desks. Pack up boxes are taken into the dinner hall by the pupil. When empty these are either stored in a trolley and returned to the classroom by the midday supervisor or pupils themselves.</p> <p>5. Phase bubbles have been allocated their own play area and time slot for play.</p> <p>6. Staff bubbles have been allocated specific staffrooms for breaks, lunches and marking.</p>	<p>1</p>	<p>5</p>	<p>5</p>				
<p><b>Visitors</b></p>	<p>Persons could become infected by Coronavirus and consequently become ill.</p>	<p>1. Only essential visitors should be permitted to attend school.</p> <p>2. Any visitors entering school premises and use the Inventry electronic visitor management system will be notified that their data may be shared with PHE in the event of a Covid outbreak at our setting. Cleaning materials to be at Inventry systems and staff are to clean after each use.</p> <p>3. Visitors are instructed to wash hands/use hand sanitiser on arrival at the site and when leaving.</p> <p>4. Visitors are provided with a face shield for use whilst on school premises.</p> <p>5. Visitors must follow the same infection control and hygiene rules as all other persons on site.</p> <p>6. If a visitor refuses to follow the Federation's policies in any way, then they are to be removed from site immediately.</p> <p>7. Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.</p> <p>8. Regular visitors attending either Federation school will be offered LFD testing kits. This applies to catering staff, peripatetic music teachers, IT support engineers and</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>All unessential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered.</p> <p>Unable to reduce RR further due to the severity of the virus potentially being death.</p>	<p>1</p>	<p>5</p>	<p>5</p>

		anyone supporting pupils in school on a regular basis.							
<b>Transmission of Virus/Hygiene</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>1. All persons on school premises are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> <li>washing hands with soap and water often – do this for at least 20 seconds;</li> <li>washing hands when you get home or into work;</li> <li>using hand sanitiser gel if soap and water are not available;</li> <li>small children and pupils with complex needs should continue to be helped to clean their hands properly;</li> <li>Skin friendly, skin cleaning wipes can be used as an alternative;</li> <li>covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing;</li> <li>put used tissues in the bin straight away and wash hands afterwards;</li> <li>do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul> <p>2. All persons are instructed to obey ‘social distancing’ wherever possible. This means maintaining a 1m+ separation wherever practicable.</p> <p>3. Supplies of soap and hand sanitiser are available for use. Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building.</p> <p>4. Soft furnishing, or difficult to clean objects, are to be removed from classrooms temporarily.</p> <p>5. Bins will be emptied regularly and double bagged, especially those used for disposing of tissues.</p> <p>6. Wherever possible, windows and classroom doors should be opened to allow for air flow through natural ventilation. During cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air. Open high-level windows in preference to low level ones to reduce draughts; rearrange furniture where possible to avoid direct drafts.</p>	2	5	10	<p>Any persons testing positive for the virus must self-isolate as per current government guidelines.</p> <p>Unable to reduce RR further due to the severity of the virus potentially being death.</p>	1	5	5

<p><b>Emergency Procedures</b></p>		<p>1. The Federation has formulated an emergency plan to follow should closure be required.</p> <p>2. Employees have been made aware of the emergency plan.</p> <p>3. In the event of fire evacuation all staff and pupils exit the building, remaining in their bubbles, and gather at their designated muster points, following social distancing rules at all times.</p>	1	4	4				
<p><b>Confirmed Case of COVID-19</b></p>	<p>Risk of transmission of Coronavirus to other persons in school</p>	<p>1. If any pupil or employee tests positive for COVID-19, the rest of their 'bubble' will be sent home and advised to self-isolate for 14 days. The DfE's coronavirus helpline number will be contacted (0800 0468687) for advice on what further action is needed based on the latest public health advice.</p> <p>2. The relevant COVID-19 self-isolating forms will be completed on TOPdesk and Health and Safety will be notified.</p> <p>3. Any person who is tested and the result is negative, or who has self-isolated for 14 days with no symptoms can return to school as soon as required.</p>	1	5	5	<p>Unable to reduce ER further due to the severity of the virus potentially being death.</p>			

## Section 4: Further Actions

### Detail Additional Control Measures Identified in Section 3

Action Ref:	Recommendation:	Responsible Person:	Target Date:	Close Out Date:

## Section 5: Review

Revision:	Reason for Review:	Reviewed By:	Date of Review:
001			
002	Full opening of school	SLT	01.09.2020
003	Change to lunchtimes	SLT	14.09.2020
004	Change to government guidance on reporting confirmed cases	Cheryl Baxter	18.09.2020
005	Change to allow pupils to use the play apparatus	SLT	28.09.2020
006	Additional information around face masks and cleaning quarantine areas as recommended by Dana Wood – NLC Infection Control Nurse	Cheryl Baxter	02.11.2020
007	Addition government guidance due to lockdown and the introduction of LFD testing for staff in school	Cheryl Baxter	24.01.2021
008	Relaxing of rules around wearing face masks in schools	Cheryl Baxter/Cathy Logan	14.05.2021

## Section 6: Risk Factor Scoring Matrix

<p><b>North Lincolnshire Council</b> www.northlincs.gov.uk</p>	Likelihood	Almost Certain	5	5	10	15	20	25	<div style="background-color: green; color: black; padding: 5px; text-align: center; font-weight: bold;">1 to 4 = Low</div> <p style="text-align: center; font-size: 0.8em;"><u>Accept the Risk:</u> No further actions required, if current control measures are used.</p> <div style="background-color: yellow; color: black; padding: 5px; text-align: center; font-weight: bold;">5 to 8 = Medium</div> <p style="text-align: center; font-size: 0.8em;"><u>Review the Risk:</u> Review the assessment(s) to establish if further measures could be implemented</p> <div style="background-color: orange; color: black; padding: 5px; text-align: center; font-weight: bold;">9 to 12 = High</div> <p style="text-align: center; font-size: 0.8em;"><u>Reduce the Risk:</u> Ensure additional control measures are implemented to reduce the level of risk prior to carrying out activity.</p> <div style="background-color: red; color: black; padding: 5px; text-align: center; font-weight: bold;">15 to 25 = Very High</div> <p style="text-align: center; font-size: 0.8em;"><u>Unacceptable Risk:</u> Activity can not be progressed until actions taken to reduce the level of risk to an acceptable level.</p>
		High	4	4	8	12	16	20	
		Medium	3	3	6	9	12	15	
		Low	2	2	4	6	8	10	
		Improbable	1	1	2	3	4	5	
			1	2	3	4	5		
			Minor	Low	Medium	High	Major		
			Severity						

### Likelihood:

1	<b>Improbable</b>	Well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace.
2	<b>Low</b>	Generally well managed however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained.
3	<b>Medium</b>	Insufficient or sub-standard controls in place. Loss is unlikely during normal operation however, may occur in emergencies or non-routine conditions, (e.g. obstructed walkways or re-fresher training required).
4	<b>High</b>	Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor, (e.g. ladder not secured properly, oil spilled on floor or poorly trained personnel).
5	<b>Almost Certain</b>	Absence of any management control. If conditions remain unchanged there is almost a 100% certainty that an accident will happen, (e.g. broken rung on a ladder, live exposed electrical conductor or un-trained personnel).

### Severity, (Consequences):

1	<b>Minor</b>	Causing minor injuries, (e.g. cuts, scratches). No lost time likely other than for first aid treatment, superficial damage to assets
2	<b>Low</b>	Causing significant injuries (e.g. sprains, bruises, lacerations). Minor damage to assets, fixtures or fittings.
3	<b>Medium</b>	Causing temporary disability, (e.g. fractures). Some loss or damage to assets causing minimal disruption.
4	<b>High</b>	Causing permanent disability, (e.g. loss of limbs, sight or hearing). Loss or damage could cause some business disruption.
5	<b>Major</b>	Causing death to one or more people. Loss or damage is such that it could cause serious business disruption, (e.g. major fire).

## Risk Assessment for the Asymptomatic testing of staff at home

Assessor: <b>Cheryl Baxter and Cathy Logan</b>		Date: <b>24<sup>th</sup> January 2021</b>		Activity: <b>COVID-19 asymptomatic testing of Federation staff at their homes.</b>			Location: <b>The Winterton Federation</b>					
Standard of dress for activity (if relevant):				PPE required:			Other equipment used during activity: <b>Cleaning equipment; black general waste bags; clock/ timer; hand sanitiser; mirror.</b>					
Persons exposed (please tick):		<b>Employees</b>	<input checked="" type="checkbox"/>	<b>Pupils</b>	<input checked="" type="checkbox"/>	<b>Public</b>	<input type="checkbox"/>	<b>Others</b>	<input checked="" type="checkbox"/>	<b>Expectant Mothers</b>	<input type="checkbox"/>	
<b>Physical Injury Hazards</b>				<b>Physical Agents and Hazardous Substances</b>				<b>Miscellaneous</b>				
Hit by moving vehicles				<b>Hazardous substances</b>				<input checked="" type="checkbox"/>	Display Screen Equipment			
Contact with moving part of a machine				Micro organisms					Hot work/fire hazards			
Hit by moving materials/substances i.e. water				Ionising radiation					Vibration			
Fall(s) from height				Noise					Restricted access			
Slips, trips and falls from the same level				Pressure systems					Manual handling			
Contact with/ use of live electrical equipment				Ultraviolet light					Lone working			
Contact with cold objects				Lasers					Confined spaces			
Contact with hot objects				Flammable liquid/solids					<b>Waste produced by activity</b>			<input checked="" type="checkbox"/>
Contact with sharp objects				Extremes of Temperature					<b>Stress</b>			<input checked="" type="checkbox"/>
Impact with objects									<b>Posture</b>			
Physical attack									<b>Access by other family members.</b>			<input checked="" type="checkbox"/>
Finger "nips"												

Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
<b>Contact between persons increasing the risk of transmission of COVID19.</b>	Transmission of the virus leading to ill health or potential death	Staff/ Pupils	1. All staff members are instructed not to attend School if they have any symptoms of COVID-19 or live with someone who is showing symptoms of COVID-19 (including a fever (37.8°C) and/or new persistent cough), or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms;	4	2	8	M	1. Federation SLT to keep under review the staff numbers available to them after introducing Lateral Flow testing to ensure staff/pupil ratios are maintained;  2. The staff involved should have the	

		<p>2. The Federation has an existing COVID-19 Risk Assessment in place, is kept updated, and which supports the required system of control measures, e.g. hand hygiene, face coverings, enhanced cleaning regime etc;</p> <p>3. Prominent signage reminding attending persons of the above to be displayed at the entrance to the School building. This is to create/ support a COVID secure environment;</p> <p>4. 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;</p> <p>5. 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 the Federation to help with contact tracing;</p> <p>6. Testing is not mandatory for staff and staff <b>do not need</b> to provide proof of a negative test result to attend School in person, although participation in testing is strongly encouraged;</p> <p>7. Staff with a positive LFD test result will need to self-isolate in line with the <a href="#">stay-at-home guidance</a>. They will also need to arrange a <b>polymerase chain reaction (PCR)</b> test to confirm the result. <u>Staff with a negative LFD test result can continue to attend school</u> and use protective measures;</p> <p>8. Those <b>persons with symptoms are also expected to order a test</b></p>					<p>opportunity to raise any concerns/ feedback/ stresses about the processes. Federation SLT are aware of the need to dispel myths circulating on social media sites regarding the virus/the vaccine/ LFD process.</p>	
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			<p><b>online or visit a test site to take a polymerase chain reaction (PCR) test</b> to check if they have the virus;</p> <p>9. The asymptomatic testing programme does not replace the current testing policy for those with symptoms. <b>Anyone with symptoms</b> (even if they recently had a negative LFD test result), <u>should still self-isolate immediately</u> according to government guidelines;</p> <p>10. Staff should test themselves twice weekly, every Monday and Thursday.</p>						
<b>Incorrect testing &amp; results</b>	<ol style="list-style-type: none"> <li>1. Wrong samples or miscoding of results;</li> <li>2. Staff unaware of correct testing procedures;</li> <li>3. Lateral Flow Device test kits kept inappropriately at School and/or staff member's home.</li> </ol>	Staff	<ol style="list-style-type: none"> <li>1. Testing packs are stored at room temperature. They must not be stored in direct sunlight or in the fridge or freezer;</li> <li>2. Each testing pack supplied to staff members will contain: <ol style="list-style-type: none"> <li>a) Test strip in sealed packaging;</li> <li>b) Extraction buffer sachet;</li> <li>c) Extraction tube;</li> <li>d) Extraction tube holder;</li> <li>e) Swab inside sealed wrapper;</li> <li>f) Plastic waste bag.</li> </ol> </li> <li>3. COVID Co-ordinator to ensure all staff members have the instructions to hand for reference;</li> <li>4. Staff are aware before starting the home testing process, to blow their nose and wash &amp; dry their hands. They then check that the test kit is within date &amp; the pouch is not damaged or broken;</li> <li>5. Staff are aware that: <ol style="list-style-type: none"> <li>a) They must start the test within 30 minutes of opening;</li> <li>b) The test kit is placed on a</li> </ol> </li> </ol>	4	1	5	L	<ol style="list-style-type: none"> <li>1. All relevant documentation to be provided to aid staff administering LFD test in the correct manner;</li> <li>2. Staff aware of training videos e.g. <a href="https://drive.google.com/file/d/1_kekKWm6gAU2LqHYeTv_HSROysCd_Oxx/view?usp=sharing">https://drive.google.com/file/d/1_kekKWm6gAU2LqHYeTv_HSROysCd_Oxx/view?usp=sharing</a></li> </ol>	

clean flat surface;

6. On specimen collection & extraction, staff are aware they should:
  - a) Open the buffer sachet away from the face and be careful not to spill any of the liquid;
  - b) Squeeze all the liquid from the buffer sachet into the tube, avoiding touching the sachet against the tube;
  - c) Place the empty buffer sachet in the plastic waste bag provided;
  - d) Place the filled tube in the extraction tube holder (attached inside the box) to avoid spilling the liquid;
  - e) Gently blow their nose into a tissue and throw away in a closed bin;
  - f) Wash hands thoroughly for 20 seconds using soap and water (or use sanitiser);
  - g) Only open the swab when they are ready to use it. The swab is used for both throat and nose;
  - h) Rub the fabric tip of the swab over both tonsils with firm contact 4 times on each side, ensuring the swab does not touch the tongue, teeth, cheeks or gums;
  - i) Put the same swab gently into 1 nostril until they feel a slight resistance and roll around the inside of the nostril, making 10 complete circles;
  - j) Place the fabric tip of the swab into the extraction tube so it is in the liquid;
  - k) Press the tip against the edge of the extraction tube with force, while rotating it around the extraction tube for 15 seconds;
  - l) Pinch the extraction tube against the swab as it is removed, making sure all liquid is removed from the soft tip of the swab;

- m) Place the swab in the plastic waste bag provided;
- n) Press the cap tightly on to the extraction tube to avoid any leaks;
- o) Gently squeeze the extraction tube to place 2 drops of the liquid onto the specimen well (S) on the test strip, making sure that you are dropping liquid and not an air bubble;
- p) Place the extraction tube in the plastic waste bag provided.
- q) A timer is then set for 30 minutes as leaving the test to develop for more than 30 minutes will make the result void. Staff are aware not to move or handle the test device until the test is complete and ready for reading;
- r) Staff can safely dispose of the test items in their normal household waste but must ensure all items are placed in the plastic waste bag provided.

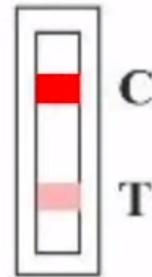
7. On reading test results staff are aware that:
- a) The letter C is the control line, meaning that the test is valid. Diagram No. 1 below shows a representation of the lettering. If the Control line is not there or there is one line next to T means the test is void, the test should be repeated using a new device;
  - b) The T line indicates the test result. If it is present, even faintly, then the test is positive. A positive test will have two lines – a C line and a T line. If the test is negative, staff can continue with their normal activity;
  - c) If the test is positive, then the staff member will need to self-isolate, along with other members of their household, until a PCR test can be taken to confirm the result.

8. On reporting results staff are

			aware that: a) They must report every test result to the NHS, either online at <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or by telephoning 119; b) They will need the QR code, or the ID number under it, on the test strip to report their result.						
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Negative



Positive



Invalid

The letter C is the control line, meaning that the test is valid.

Diagram No.1

S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H

Assessment authorised by Executive Headteacher/ School Business Manager			
Print Name:		Signature:	
		Date:	
RISK RATING SCORE	RESIDUAL RISK LEVEL	MANAGERIAL ACTION	RISK RESULT
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable	
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.			
Assessment Review			
Reviewed by:		Review date: Daily - After testing in first week; Weekly.	Existing risk assessment valid? (Y/N):
Has the activity changed? (Y/N):	How:	New controls:	
Have new equipment or materials been introduced? (Y/N):	What:	New controls:	