

## Lateral Flow Testing RISK LOG (Home Self-Test)

Assessment Date	01/03/2021	Lead Assessor	H. Hazleton	Contract		Assessment Number	
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	Notre Dame High School						
<b>Activities Involved</b>	Testing school staff and students					<b>Location</b>	At home.
<b>Who Might be affected</b>	Employee / students ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

Hazard Identification and evaluation								
No	Category	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
					Probability	Severity	Risk	
1	LFD KITS SUPPLY and DISTRIBUTION	Stock Shortages (LFD kits)		Monitor stock and re-order as required	2	3	Tolerate	N
2		Unavailable storage between 2-30 degrees C (LFD kits)			1	4	Tolerate	N
3		LFD distribution management and tracking (LFD kits)		Arrangements in place for recording.	1	3	Tolerate	N
4		Safe distribution of kits (LFD kits)			1	3	Tolerate	N
5		Timely re-distribution of kits before staff run out of them (LFD kits)			1	3	Trivial	N
6	RESULTS REPORTING and RECORDING	Reporting of only positive results (LFD test reporting)	No accurate record of the tests being done.	Communicate the requirement to report all results	1	3	Trivial	N

Source				Revision	
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7		Poor result reporting compliance to schools (LFD test reporting)		Regular reminders on reporting process.	1	4	Tolerate	N
8		Reporting of incidents to school to help school identify emerging issues and escalate to DfE/DHSC (LFD test reporting)		Regular reminders on reporting of incidents	1	4	Tolerate	N
9		Incident escalation protocols and feedback loop (LFD test reporting)			1	4	Tolerate	N
10	BUSINESS CONTINUITY	Managing business continuity with increase in number of cases and staff self-isolating (Asymptomatic testing impact)		Additional staff employed this year	3	2	Tolerate	N
11	COVID and OUTBREAK RESPONSE	Managing public health response with increase in number of cases and staff self-isolating (Asymptomatic testing impact)		Implement recommendations / action as recommended / directed.	3	3	Substantial	N
12	COMMS and ENGAGEMENT	Stakeholder management (communication and engagement) (Asymptomatic testing impact)			2	3	Tolerate	N

### Control Improvements

Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
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1	This risk assessment is monitored and updated regularly as part of the school and programme governance process.	School Testing Programme Manager/ Coordinator		
2	Communication to all relevant staff and students, as necessary	School Testing Programme Manager/ Coordinator		

### Additional Notes

### Personal Protective Equipment to be used (Insert ✓)

																			
Air Fed Helmet	Face Visor	Goggles	Safety Glasses	Ear Defender	Safety Boots	Safety Shoes	Head Protection	Hair Net/Chef Hat	Overall	Hi-Viz	Apron/Tabard	White/Chef Coat	Half Respirator	Respirator	Dust Mask	Fume/Vapour Mask	Harness/Lanyards	Rubber Gloves	Hand Protection
Other:																			

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## Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

### Likelihood

**Rare**, will probably never happen/recur  
**Unlikely**, do not expect it to happen, but is possible  
**Possible**, Might happen  
**Likely**, will probably happen  
**Almost Certain**, will undoubtedly happen

### Severity

Negligible  
 Minor  
 Moderate  
 Major  
 Critical

### Risk control strategies

**Intolerable** – stop activity, take immediate action to reduce the risk  
**Substantial** - Take action within an agreed period  
**Tolerable** – monitor the situation  
**Trivial** – No action required

**Declaration** - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to be as low as is reasonably practicable.

Persons involved in assessment	H. Hazleton		
Signature of Lead Assessor	H. Hazleton	Date	01/03/2021

**Reviews** – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident

Review date	Comments	Reviewed by	Signature		Review date	Comments	Reviewed by	Signature

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