

Lateral Flow Testing RISK LOG (Home Self-Test)

Assessment Date	01/03/2021	Lead Assessor	H. Hazleton	Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	Notre Dame High School						
Activities Involved	Testing school staff and students					Location	At home.
Who Might be affected	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	
Primary Management Policy	General risk assessment SOP001	Document Type	Form	Author	
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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
13a	Manage timely contract tracing	Delay in school being informed of a positive case. School not being able to meet the	Lack of accurate data collected for the trial.	Procedures already in place at school for following up on positive covid cases. Staff and students know to inform the school and the means by which to do this.	3	3	Substantial	N

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		requirements of the study for a PCR research test to be taken on day 2.						
13b	Consent for participation in Clinical Trial – PCR Research Testing	Lack of uptake in the trial or students/staff.	Lack of accurate data collected for the trial.	Contact parents, students, staff members identified as close contacts to request consent.	3	3	Substantial	N
13c	Supporting the research PCR requirements	Staff involved not fully trained, don't have the time to commit to the trial.	School not prepared for the process required when a positive covid case is identified.	Have a staff member dedicated to the work involved in the trial and bring in external agency staffing to support with other areas in school.	2	2	Tolerate	N
13d	Supporting data collection.	Staff involved not fully trained, don't have the time to commit to the trial. Students/staff not engaged with the trial		Staff working on the project to follow up with those involved i.e. not engaged - reminders to complete the tests on day 2 and day 7 and support with returning completed tests.	3	3	Substantial	N

Control Improvements

Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
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		





















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		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:																			

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

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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
29/04/2021	Added in a section for the PCR Research Project	HH	H. Hazleton					