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| **Barnsley Metropolitan Borough Council**  **Risk Assessment Form (RA3)** |



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| **Task / Activity:** | **Rapid Testing (Lateral Testing) in Primary Schools** | **Ref:** | **LTPS 1** |

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| Directorate: | CYPFS | Date of Assessment: | 27.01.2021 |
| Business Unit: | Education | Manager Responsible for Basic Activity: | Hayley Fiddes |
| Service / Function: | Primary | Lead Risk Assessor for Basic Activity: | Rachel Hurding |
| Location: | The Ellis CE Primary School | Risk Assessment Team Members ((e.g. employees, supervisors, managers, safety reps etc) | Whole School Staff |

This risk assessment should to be read in conjunction with the [NHS Test and Trace – How to Guide – Rapid Testing of Primary and Nursery Workforce document - 20 Januray 2021.](https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries)

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| **Hazard** | **Risks** | **Control Measures** | **Actions Required** | **Person Responsible and Target Date** |
| Premises | Spread of infection  Personal injury  Fire | Ventilation within the building should be optimised to ensure a fresh air supply is provided to all areas of the testing area wherever possible.  Ventilation systems should provide an adequate supply of fresh air.  The movement within the premise is to be easily accessible ensuring a clear route around the area of testing.  Premises to be cleaned more frequently including wipe down of all potential touchpoints in accordance with PHE guidance.  Adequate and sufficient secure room for storage of kits. Room to be between 2 and 30 degrees. |  |  |
| Damaged, stolen or lost testing kits. | Tests not fit for purpose. | All testing kits stored securely.  Tests are checked on delivery of testing kits to ensure there are no anomalies to the agreed kit numbers. |  |  |
| Misallocation of testing kits | Inaccurate record of tests | Lateral Flow Co-ordinator (LFC) to complete Covid 19 Test Kit Log to register `lot` numbers to staff.  Workforce/staff to sign on the receipt of the test kit and record the lot number on their individual box. |  |  |
| Infection of workforce/staff.  Transmission of virus. | Staff become infected | Staggered collections of testing kits.  PPE (face coverings) to be worn by LFC and any other staff involved in the process.  Timetable in place to ensure no queuing creating `bottlenecks`  2 metre distancing to be in maintained for collection of kits. |  |  |
| Medical Emergency | Possibility of workers and visitors to become ill while attending the testing centre. | Appropriate number of employees in the testing area and premises to be first aid trained in case of a medical emergency. |  |  |
| Communication to workforce/Staff | Workforce/Staff do not understand their role in the self-testing process | Staff understand that they are committed to self -administer their own test and that they are responsible for providing their results.  Training to be provided to workforce/staff in how to administer their own test and also how to record on the NHS Track and Trace process. |  |  |
| Reporting of results | Results are not reported, or incorrect results are reported | Testing Register in place.  Staff to be made aware of who the LFC is in the premises and how to report their tests.  Workforce/staff informed to ensure that they must register all tests (even if these are negative and void).  Workforce/Staff who register a positive lateral flow test to book a PCR test and not to attend the premises – but to notify the Headteacher if they are positive. |  |  |
| Infection Prevention | Spread of infection / infection control | **Asymptomatic:** All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever 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. |  |  |
| Positive Results | Outbreak of Covid-19 | Staff to remain at home and book a PCR test and await the results. If these are negative, they can return to the school. If positive they must follow the guidance within the school Covid-19 risk assessment. |  |  |
| Damaged or faulty Testing Kits | Inaccurate results | Staff to inform the LFC if they have repeated or multiple void results. |  |  |
| Waste Management | Contamination  Spread of infection | Employee to refer to the specific waste management procedure for the premise in accordance with the NHS COVID-19 Waste Management Standard Procedure (Ref 001559) (September 2020), which is applicable to all areas interacting with suspected COVID-19 Subjects. |  |  |
| Accidents and Incidents | Accidents/incident to both employees and/or members of the public | Report any accidents/incidents:   * BMBC Staff to report using BMBC HS2(E) employee accident form. * Non BMBC staff to report using BMBC HS2(NE) employee accident form. |  |  |
| Violence and Aggression | Violence and aggression towards employees and/or members of the public. | Report any acts of violence and aggression in accordance with BMBC’s policies by using a HS2(V) form. |  |  |

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| Manager’s Assessment Acceptance Statement | |
| I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified, and monitoring requirements are acted upon within the given time scales. | |
| Manager’s Signature | **Rachel Hurding** |
| Date | **27.01.2021** |
| Date of planned review (not to exceed 12 months) | **27.01.2022** |
| Date of planned full re-assessment (not to exceed 24 months) | **27.01.2023** |

**Links to more PPE Information**

The latest BMBC Use and Management of PPE for Covid-19 document can be found on the [BMBC H&S Intranet Site](https://homel.barnsley.gov.uk/HealthandSafety/Pages/default.aspx) in the [Covid-19 Health and Safety Documents page](https://homel.barnsley.gov.uk/HealthandSafety/Pages/FAQ%20%28Frequently%20Asked%20Questions%29.aspx)

More information can also be found on the

[Government PPE Guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan) Internet Site