

<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, AD,DL
				Version	13
				Issue Date	January 2022
				Review Date	April 2022

Section 1: Assessment Details					
<b>Assessment No.</b>	13	<b>Directorate / Service:</b>	Primary Schools	<b>Location:</b>	The Winterton Federation
<b>Assessment Date:</b>	03/01/2022	<b>Review Date:</b>	April 2022	<b>Assessor/s Name:</b>	Cheryl Baxter Cathy Logan Ros Taylor Adam Downs Dawn Lovatt
<b>Activity to be Assessed:</b>	A rise in confirmed cases across the Federation – implementation of further measures				
<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	R R
<b>Lack of Hygiene Information to Children</b>	Pupils could become infected by the Coronavirus and consequently become ill.	<p>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.</p> <p>2. Hygiene posters such as 'Catch it, bin it, kill it' displayed in all areas of both schools.</p> <p>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.</p>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			
<b>Pupil Groups/ Learning</b>	Pupils could become infected by the Coronavirus and consequently become ill.	<p>1. It is recommended that EYFS children are grouped according to the staffing ratios as defined in the EYFS framework.</p> <p>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.</p>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			

		3. Unnecessary items will be temporarily removed from classrooms to provide additional space wherever possible.							
<b>Use of Personal Protective Equipment</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>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 parents requests will be dealt with on an individual basis.</p> <p>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.</p> <p>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 if appropriate. 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.</p>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			

		<p>4. Staff may wear a clear visor when delivering lessons at the front of the class. It is the responsibility of staff members to keep their visors sanitised. 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.</p> <p>5. Staff must wear a face mask in all corridors and communal areas, unless eating or drinking. Masks 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.</p> <p>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 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.</p>							
<b>Housekeeping</b>	Persons could become infected by	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	2	5	10	Cleaning staff have been instructed to increase the frequency of cleaning wherever	1	5	5

	<p>Coronavirus and consequently become ill.</p>	<p>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> <p>5. All fixed outdoor equipment to be cleaned at the end of each school day.</p>				<p>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>			
<p><b>Pupils Becoming Unwell</b></p>	<p>Persons could become infected by Coronavirus and consequently become ill.</p>	<p>1. If any child becomes unwell with the symptoms of COVID-19, they will be moved to a room there they can be isolated behind a closed door whilst parents/carers are called to collect them.</p> <p>2. Supervision will be provided at all times for pupils who become unwell and are 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</p>	1	5	5	<p>Unable to reduce ER further due to the severity of the virus potentially being death.</p>			

		<p>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 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 is 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</p>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			

		<p>should be sought from the Local Authority on how to proceed.</p> <p>5. Staff undertake LFD testing twice a week, before leaving home, however, during periods of high cases this will be increased to three times a week.</p>						
<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 have been modified to ensure that breaks and lunchtimes are staggered. Assemblies will be held virtually. 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. 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> <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</p>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.		

		<p>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. Face masks must be worn during face-to-face meetings. Where possible, and equally effective, meetings will be conducted by video call or via telephone conversations.</p> <p>11. Parents Evening meetings will be conducted via telephone conversations.</p>							
<b>Breaktimes</b>	Persons could become infected by Coronavirus and consequently	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.	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			



	become ill.	2. Breaktimes have been staggered to avoid unnecessary contact with other bubbles.							
<b>Lunchtime</b>	Persons could become infected by Coronavirus and consequently become ill.	<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>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 are stored with the pupils at their desks and brought 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>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			
<b>Visitors</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>1. Only essential visitors should be permitted to attend school.</p> <p>2. Any visitors entering school premises using the Inventory 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 Inventory systems and staff are to clean after each use.</p> <p>3. The government expects and recommends that face coverings are worn in enclosed and crowded spaces where you may come in to</p>	2	5	10	<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>	1	5	5

		<p>contact with people you don't normally meet.</p> <p>4. Visitors are instructed to wash hands/use hand sanitiser on arrival at the site and when leaving.</p> <p>5. Visitors are offered a disposable face mask for use whilst on school premises.</p> <p>6. Visitors must follow the same infection control and hygiene rules as all other persons on site.</p> <p>7. If a visitor refuses to follow the Federation's policies in any way, then they are to be removed from site immediately.</p> <p>8. Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.</p> <p>9. Regular visitors attending either Federation school will be offered LFD testing kits. This applies to catering staff, peripatetic music teachers, IT support engineers and anyone supporting pupils in school on a regular basis.</p>							
<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> </ul>	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

- covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing;
- put used tissues in the bin straight away and wash hands afterwards;
- do not touch your eyes, nose or mouth if your hands are not clean.

2. All persons are instructed to obey 'social distancing' wherever possible. This means maintaining a 1m+ separation wherever practicable.

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.

4. Soft furnishing, or difficult to clean objects, are to be removed from classrooms temporarily.

5. Bins will be emptied regularly and double bagged, especially those used for disposing of tissues.

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. Ventilation should be balanced with the need for maintaining a comfortable temperature. CO2 monitors are



		fitted in various locations to ensure ventilation is adequate in all areas.							
<b>Emergency Procedures</b>		<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>	1	4	4				
<b>Confirmed Case of COVID-19</b>	Risk of transmission of Coronavirus to other persons in school	<p>1. If any pupil or employee tests positive for COVID-19, they will be sent home and advised to self-isolate for 10 days. School's COVID-19 Operational Guidance will be followed.</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, can return to school as soon as required.</p>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			

<b>Section 4: Further Actions</b>				
<b>Detail Additional Control Measures Identified in Section 3</b>				
<b>Action Ref:</b>	<b>Recommendation:</b>	<b>Responsible Person:</b>	<b>Target Date:</b>	<b>Close Out Date:</b>

<b>Section 5: Review</b>			
<b>Revision:</b>	<b>Reason for Review:</b>	<b>Reviewed By:</b>	<b>Date of Review:</b>
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
009	Transition Week	Cheryl Baxter/Cathy Logan	18/06/2021
010	Re-opening of School for new academic year following government relaxation of rules	SLT	24/08/2021
011	A slight rise in confirmed cases	Cheryl Baxter/Cathy Logan	10/11/2021
012	Further rise in confirmed cases across the Federation	Cheryl Baxter/Cathy Logan	17/11/2021
013	Change of LFD tests to nostril only; new instructions added	SLT	03/01/2022

## 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	<b>1 to 4 = Low</b>
		High	4	4	8	12	16	20	<u><b>Accept the Risk:</b></u> No further actions required, if current control measures are used.
		Medium	3	3	6	9	12	15	<b>5 to 8 = Medium</b>
		Low	2	2	4	6	8	10	<u><b>Review the Risk:</b></u> Review the assessment(s) to establish if further measures could be implemented
		Improbable	1	1	2	3	4	5	<b>9 to 12 = High</b>
			1	2	3	4	5	<u><b>Reduce the Risk:</b></u> Ensure additional control measures are implemented to reduce the level of risk prior to carrying out activity.	
			Minor	Low	Medium	High	Major	<b>15 to 25 = Very High</b>	
			Severity					<u><b>Unacceptable Risk:</b></u> Activity can not be progressed until actions taken to reduce the level of risk to an acceptable level.	

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):**

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

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				<input type="checkbox"/>	Hot work/fire hazards				
Hit by moving materials/substances i.e. water				Ionising radiation				<input type="checkbox"/>	Vibration				
Fall(s) from height				Noise				<input type="checkbox"/>	Restricted access				
Slips, trips and falls from the same level				Pressure systems				<input type="checkbox"/>	Manual handling				
Contact with/ use of live electrical equipment				Ultraviolet light				<input type="checkbox"/>	Lone working				
Contact with cold objects				Lasers				<input type="checkbox"/>	Confined spaces				
Contact with hot objects				Flammable liquid/solids				<input type="checkbox"/>	<b>Waste produced by activity</b>				<input checked="" type="checkbox"/>
Contact with sharp objects				Extremes of Temperature				<input type="checkbox"/>	<b>Stress</b>				<input checked="" type="checkbox"/>
Impact with objects								<input type="checkbox"/>	<b>Posture</b>				<input type="checkbox"/>
Physical attack								<input type="checkbox"/>	<b>Access by other family members.</b>				<input checked="" type="checkbox"/>
Finger "nips"								<input type="checkbox"/>					<input type="checkbox"/>
								<input type="checkbox"/>					<input type="checkbox"/>
								<input type="checkbox"/>					<input type="checkbox"/>

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

Activity/Task/ Risk From	Hazard	Person s at Risk	Existing Control Measures	S	L	R	Re s	Further Control Measures required	Date further measures completed by
<b>Contact between persons</b>	Transmission of the virus leading to ill health or	Staff/ Pupils	1. All staff members are instructed not to attend School if they have any symptoms of COVID-19	4	2	8	M	1. Federation SLT to keep under review the staff numbers	



<p><b>increasing the risk of transmission of COVID19.</b></p>	<p>potential death</p>		<p>(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;</p> <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, (Monday and Thursday morning) or three times during periods of high cases, (Monday, Wednesday and Friday morning). The LFD test will give a result in around 15-30 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</p>					<p>available to them after introducing Lateral Flow testing to ensure staff/pupil ratios are maintained;</p> <p>2. The staff involved should have the 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>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 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>						
<b>Incorrect testing &amp; results</b>	<ol style="list-style-type: none"> <li>Wrong samples or miscoding of results;</li> <li>Staff unaware of correct testing</li> </ol>	Staff	<ol style="list-style-type: none"> <li>Testing packs are stored at room temperature. They must not be stored in direct sunlight or in the fridge or freezer;</li> <li>Each testing pack supplied to</li> </ol>	4	1	5	L	<ol style="list-style-type: none"> <li>All relevant documentation to be provided to aid staff administering LFD test in the correct manner;</li> <li>Staff aware of training</li> </ol>	

	<p>procedures;</p> <p>3. Lateral Flow Device test kits kept inappropriately at School and/or staff member's home.</p>		<p>staff members will contain:</p> <ul style="list-style-type: none"> <li>a) Test Cassette in sealed pack;</li> <li>b) Extraction buffer tube in sealed pack;</li> <li>c) Extraction buffer tube holder;</li> <li>d) Disposable swab;</li> <li>e) Waste bag.</li> </ul> <p>3. COVID Co-ordinator to ensure all staff members have the instructions to hand for reference;</p> <p>4. Staff are aware before starting the home testing process, to clear, clean and dry a flat surface immediately before starting the test. Wash or sanitise hands, making sure they are dry before starting the test. They then check that the test kit is within date &amp; the pouch is not damaged or broken;</p> <p>5. Staff are aware that:</p> <ul style="list-style-type: none"> <li>a) They must start the test within 30 minutes of opening;</li> <li>b) Carefully remove the aluminium foil lid from the top of extraction buffer tube;</li> <li>c) Insert the extraction buffer into the tube holder to avoid spilling the liquid;</li> <li>d) Find the swab in the sealed wrapper and identify the soft, fabric tip;</li> <li>e) Peel open the swab packaging only when they are ready to use it. Gently take out</li> </ul>					<p>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></p>	
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the swab and avoid touching the fabric tip;

f) Insert the entire fabric tip of the swab into one nostril. Using gentle rotation, push the swab less than 2.5cm from the edge of the nostril;

g) Rotate the swab 5 times brushing against the inside of the nostril;

h) Remove the swab and insert the same swab into the other nostril, repeating steps f and g;

i) Pick up the extraction buffer tube and place the fabric tip of the swab into the extraction tube so it is in the liquid;

j) Press the tip against the edge of the extraction tube with force, while rotating it around the extraction tube for 30 seconds;

k) Rotate the swab 5 times while squeezing the side of the tube;

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 waste bag provided;

n) Attach the dropper tip firmly on to the extraction buffer tube. Mix thoroughly by swirling or flicking the bottom of the tube;

o) Gently squeeze the extraction tube to place 4 drops

of the liquid onto the specimen well (S) on the test cassette, making sure that you are dropping liquid and not an air bubble;

p) Place the extraction buffer tube in the waste bag provided.

q) Check the time and set a timer. Wait 15 minutes before reading the result. Read the result when the timer reaches 15-30 minutes. Do not read after 30 minutes. Staff are aware not to move or handle the test device until the test is complete and ready for reading;

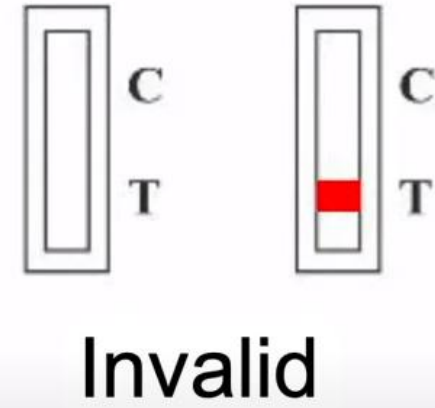
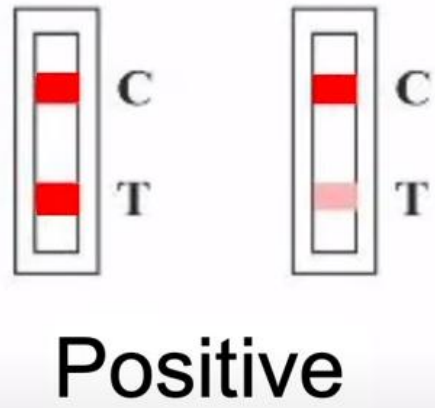
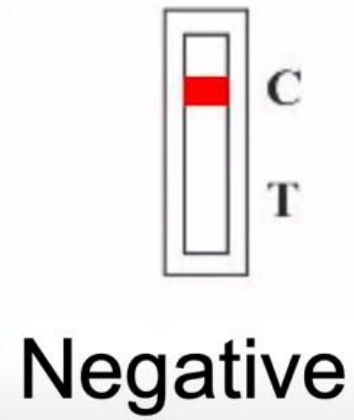
r) Staff can safely dispose of the test items in their normal household waste but must ensure all items are placed in the plastic waste bag provided.

6. 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;

			<p>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.</p> <p>7. On reporting results staff are aware that:</p> <p>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;</p> <p>b) They will need the QR code, or the ID number under it, on the test strip to report their result.</p>						
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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:		