



Education Resources General Risk Assessment

Assessment Title	Covid-19 Exposure – Reducing the Risks in Schools	Generic <input checked="" type="checkbox"/> Specific <input type="checkbox"/>	
Scope of Assessment	To ensure a safe and effective implementation of At Home Lateral Flow Testing (LFT) within educational establishments during the coronavirus pandemic. (Risk Assessment to be undertaken once in receipt of LFT kits – standalone nurseries in phase 2 of the rollout).	Reference	ERLFT 15/02/21 -1
		N° Affected	various

Persons: Employee Service User Contractor Visitor Young Person Public **Frequency:** Monthly Weekly Daily Hourly Occasionally

RISK COLOUR CODE/ SCORE	LOW RISK ✓	MEDIUM RISK	HIGH RISK	VERY HIGH RISK
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Aide Memoir ✓ - present and considered, X considered not to be present				Machinery	x	Slip / Trip / Fall	x	Traffic / Driving	x	Dangerous Substances	x		
Hygiene	x	Workplace	✓	Handling / Lifting	x	Environment	✓	Access Equipment	x	Electricity	x	Moving / Falling Objects	x
Temperature	x	Fire / Explosion	x	Pressure System	x	Weather	x	DSE / Ergonomics	x	Violence	x	Tools / Work Equipment	✓
Work at Height	x	Noise / Vibration	x	Other (s) (note)	✓	Note: Infectious disease							

Hazard/ Concerns	Risk Rating	Control Measures	Residual Risk Rating	Further Action Required
Poor communication leads to low uptake of the At Home Lateral Flow Testing Programme	16 Very High	<ul style="list-style-type: none"> The establishment promotes the use of Lateral Flow Testing (LFT) by providing clear and detailed information, guidance and support to young people, families and staff. This will include standard letters, FAQs and NHS training video links. All employees and young people at relevant stages are encouraged to participate. Participation in home testing is voluntary and by consent. Those unwilling to take home tests and who do not display symptoms can attend school or work. Participants are advised of how the test data will be used and have received a copy of the privacy notice. 	4 Low	

<p>Additional Local Concerns To be completed by assessor</p>	<p>12 High</p>	<ul style="list-style-type: none"> • All Information emailed out to all staff. Staff encouraged to participate • Weekly reminder emails sent to all staff regarding participation • Spreadsheet of all staff taking part is recorded 	<p>4 Low</p>	
<p>Ineffective local arrangements leads to failure or ineffective application of the testing programme</p>	<p>12 High</p>	<ul style="list-style-type: none"> • Establishments monitor closely the number of kits held on site. • Relevant staff are aware of ordering procedures and actions to take in the event of non-delivery of test kits. (Info to follow once advised by Scot Govt) • Replacement LFT kits are ordered in a timely manner. • Supplies of LFT test kits are stored securely and in line with manufacturer instructions. • Participants are aware of how to report incidents or issues occurring whilst using kits. • Collection times for test kits are staggered to help maintain physical distancing. • Staff involved in kit distribution will adhere to existing infection control measures including face coverings, distancing and hygiene. • A Test Kit Log is used by the establishment to record participants, lot numbers and confirm kit issue. • Participants should not attend the establishment to collect test kits if: <ul style="list-style-type: none"> - they have any symptoms of COVID 19, or - live with someone who is showing symptoms of COVID 19, or - if they have been advised to self-isolate with a household member, or - have ongoing contact with someone who has received a positive test. • Participants are aware of the appropriate use and safe storage of test kits at home. • Participants will receive a complete box of 7 test kits - adequate supplies for 2-3 weeks of home testing. • Be aware other adults who may report to your establishment to access a kit e.g. Facilities staff, visiting specialists , ASN transport providers. 	<p>4 Low</p>	

Additional Local Concerns To be completed by assessor		<ul style="list-style-type: none"> All kits kept in school office 		
Poor instructions on test use leads to ineffective or inaccurate testing	12 High	<ul style="list-style-type: none"> The Headteacher / HOC has registered the establishment with Objective Connect document sharing platform and reviews guidance regularly. All participants have received clear and up to date instructions on the use of the kit. This will include step by step instruction on use, storage, hygiene, disposal and how to report results or issues with the test – (Blue Booklet provided with the kit and not the older instructions within the kit). The establishment has a clearly understood process for participants to raise queries, concerns or seek further ongoing instruction. The establishment will follow NHS national guidance and South Lanarkshire Council management arrangements on infection control. 	4 Low	
Additional local concerns				
Poor instructions on reporting results lead to ineffective or inaccurate recording	12 High	<ul style="list-style-type: none"> All participants receiving test kits are advised how to record their test result on-line and receive a reminder when collecting kits. Participants are able to report every test result including void tests. Participants are aware of the steps to take in the event of a positive or void result. Participants are able to report the test kit ID number. Participants will also inform the establishment of a positive test. Participants are advised to report any concerns/incidents with the test kit to the school. E.g. damaged kit, multiple void tests, unclear results, inability to record results. Participant must continue to follow national isolation and other restriction guidance. 	4 Low	


		<ul style="list-style-type: none"> The establishment will follow NHS/Public Health/SLC guidance on reporting and managing positive cases via the Test and Protect system. 		
Additional local concerns				
Inadequate support for vulnerable children, families and employees	12 High	<ul style="list-style-type: none"> In partnership with relevant professionals, Headteachers / Managers should fully assess the needs of vulnerable young people, families and employees within their establishment to determine which individual supports are required to allow full participation in the testing programme, and recognise where testing may not be possible or appropriate. 	4 Low	
Additional local concerns				

Supplementary recording sheet used? Yes No Number of sheets used: _____

Note on Manager Actions:

Heads and Managers should use this assessment to cover general and local matters specific to their establishment. This local information can be added above to create an overall action plan to help ensure everyone understands what is required of them and how they can best protect themselves and others.

You should review this document in partnership with staff and their representatives, adapt as necessary for your establishment, sign off and share with all persons involved. It is good practice to review these arrangements on an ongoing and regular basis with your team.

Risk Assessor(s):		Manager Name: Mrs Jill Laing	Date: 17/2/21
Reviewer: Julie Humphries (Support Services Co-ordinator)		Establishment: Maxwellton Primary School & Nursery	
Signature(s) 	Date: 22/02/2021	Signed: Mrs J Laing	

Notes: