

St. Finbar's Catholic Primary School Risk Assessment for the Administration of Lateral Flow Device Home Test kits

A	Date: 1.02.21	School: St. Finbar's Catholic Primary School	Team: Governors, SLT and staff at St. Finbar's	Location: St. Finbar's Catholic Primary School
	Review Date: 1.03.21	Ref: RA-LFD. v1	Assessor: SLT	Head Teacher: J P Conley

B	Assessment of Risk for: <i>LFD Home Test Kits – Primary schools</i>
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C Ser No	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Distribution of test kits	Staff	<p>Reference school Covid risk assessment as required; ensuring 2m social distancing during the collection/ distribution of tests</p> <p>School to log details of distribution and to keep Test Kit log in line with DfE guidance (January, 2021)</p> <p>School to ensure staff have received information in Privacy Notice, understanding that, while participation is recommended, it is a voluntary process</p> <p>Participants to receive information on how the test works</p> <p>Participants to receive information on how to administer the test</p> <p>Test kits should be stored securely at temperature between 2-30 °C – <i>cupboard underneath the defibrillator outside of the photocopy room</i></p>	Low

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1	Distribution of test kits	Staff	<p>All staff who are regularly on school premises to be offered a test bundle; including those staff members who have previously tested +ve for Covid-19, but who have not taken a full PCR test within the 10 days prior to the first KFD home test.</p> <p>Updated instructions should be provided with test bundles v 1.3.2</p>	Low
2	Conducting the test and reporting results	Staff	<p>Staff should take test twice per week as agreed with school</p> <p>Staff should register tests on government portal</p> <p>Staff must inform school of test results – positive / negative / void</p> <p>If staff test positive, they must book confirmatory PCR test and isolate</p> <p>If confirmatory PCR test is positive, staff member must continue isolating for 10 days in line with government guidance</p> <p>School should maintain a record of results as per guidance</p> <p>Records must be kept in line with school GDPR policy</p>	Low
3	Incident reporting	Staff	<p>Any incidents as described in “How to Guide” (pg 17) must be reported to https://coronavirusyellowcard.mhra.gov.uk</p>	Low

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4	Uptake	Staff Pupils	<p>Whilst acknowledging participation is voluntary, school should make testing available for all staff who are regularly on school premises</p> <p>Posters to be displayed in staff room</p> <p>School to communicate uptake of testing to LCC</p>	Low

Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1					

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> High Medium Low </p>	<p>Risk assessment signed off by:</p> <p>Signature: <i>J Conley</i></p> <p>Date: 1.2.21</p> <p><i>Please note an electronic signature will suffice.</i></p>
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