



Risk Assessment for: COVID-19 Lateral Flow Testing for Staff at James Brindley NOT CONFIDENTIAL

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required.

Completed by: The Leadership Team

Date of risk assessment: 4th February 2021

Review Date: Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
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Risk of infected persons contaminating others	Persons being tested	<p>All staff have been advised not to enter school premises if they are symptomatic. The most common symptoms of coronavirus are recent onset of any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>James Brindley holds a stock of PCR tests to ensure further tests can be allocated quickly.</p> <p>Testing has been scheduled for 7.30 – 9.30 to anyone testing positive has minimal 'close contact' before isolating.</p> <p>The testing room has been identified using the guidance from NHS – e.g., non-porous floor and clutter free.</p>	The opening of windows is required to increase natural ventilation	Testing Team	Jan 21	Yes
			All persons being tested are asked if they are symptomatic before testing. The most common symptoms of coronavirus are recent onset of any of the following:	Testing Team	Jan 21	Yes
			<ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Should anyone have symptoms they are refused testing and asked to isolate.</p>	Testing Team	Jan 21	Yes
			All persons being tested are reminded that we make centre leaders aware of a positive result so that we can efficiently ensure isolation.	Testing Team	Jan 21	Yes
			Persons entering the test centre are reminded to sanitise their hands, wear a face covering and maintain social distancing.	Testing Team	Jan 21	Yes
			A one-way system and socially distanced waiting area are in place to ensure social distancing.	Testing Team	Jan 21	Yes
			Clear signage is in place to ensure the one-way system is adhered to.	Testing Team	Jan 21	Yes
			Testing has been scheduled for 7.30 – 9.30 so anyone testing positive has minimal 'close contact' before isolating.	Centre Leaders	Jan 21	Yes
Testing availability is communicated to all staff to ensure that as many persons as possible can be tested.	Centre Leaders/ Leadership	Jan 21	Yes			

			<p>Persons being tested are encouraged to use their own device for registration. If a shared device is used this should be thoroughly cleaned before next use.</p> <p>A positive LFD result will trigger the legal duty for an individual to self-isolate.</p>	Testing Team	Jan 21	Yes
Risk of inaccurate testing	Persons being tested	The storage of testing kits is in line with the recommendations outlines in the NHS training.	The testing room is kept locked and only the trained team have access outside of testing times to prevent tamper/contamination.	Facilities Team/Testing Team	Jan 21	Yes
		The test operative supporting self-swabbing can do so with accuracy and can ensure the correct procedure is undertaken – in line with NHS training	Signage supporting procedures in laminated and in place to ensure correct procedures and so that it can be kept clean.	Testing Team	Jan 21	Yes
		The test operative undertaking the testing of swabs can do so with accuracy and can ensure the correct procedure is undertaken – in line with NHS training	If an invalid result is received, then individuals will be offered a second test.	Testing Team	Jan 21	Yes
		The cleaner undertaking the task can do so with accuracy and can ensure the correct procedure is undertaken – in line with NHS training	Staff will be offered regular testing, minimum of once every 7 days. Test sites should be available to ensure all staff have access to testing.	Centre Leaders	Jan 21	Yes
			A checklist is completed before each testing day begins to ensure persons are trained and correct stocks are in place.	Leadership	Jan 21	Yes
			Centre Leaders will ensure that teams have been trained and maintain certification.	Centre Leaders	Jan 21	Yes
			Centre Leaders will ensure that site operations are undertaken in accordance with NHS guidelines	Centre Leaders	Jan 21	Yes

Risk of non-consent	Persons being tested	Persons being tested are asked to undertake self-registration through the NHS test and trace process. Consent is required.	Only persons who have registered should undertake testing.	Testing Team	Jan 21	Yes
		Staff who do not want to be tested should adhere to national guidelines. This includes self-isolating if they have been a 'close contact' to a person receiving a positive result, and/or symptomatic.	If assistance is given to register (undertaken on behalf of the person being tested) then the person registering will need to explain the consent process before electronically accepting on their behalf.	Testing Team	Jan 21	Yes
Impact on Testing Staff's other duties	Testing Team / Pupils	Centre Leaders are asked to ensure that staff who are undertaking testing duties are timetable	Centre Leaders are to ensure that staff who are undertaking testing duties have timetabled cover for the time they will be away from their 'normal' duties	Centre Leaders	Jan 21	Yes
			Staff who work additional hours to undertake testing duties will be paid overtime outside of their 'normal' working hours.	Leadership	Jan 21	Yes

You should review your risk assessment if you think it might no longer be valid (e.g., following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Once approved this risk assessment should be stored on the L drive - ***insert hyperlink here*** and should be shared and discussed by all individuals it concerns. Remember to discuss this with all new starts at induction.