

**Smestow School - COVID-19:**

**Lateral flow device - Home testing RA**

**Completed by A Webb 10<sup>th</sup> March 2021**

HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Contact with others when giving out tests. Staff/Students getting too close when collecting test	Individual handing out tests, staff and students collecting tests.	<ul style="list-style-type: none"> <li>Risk of Infection. Staff/students will pass virus to each other unknowingly.</li> <li>Bubbles will need to close</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing to be maintained and at least 2 metres when distributing test kits.</li> <li>All staff will wear face masks.</li> <li>Hand sanitiser available at collection point.</li> <li>Staff/Students will have a designated place and time to collect tests.</li> <li>Collection times will be staggered.</li> </ul>	Med		<b>No</b>
Ensuring staff/students are clear on how to complete test.	Staff/Students	<ul style="list-style-type: none"> <li>Staff and Students do not complete tests correctly and therefore get inaccurate results</li> </ul>	<ul style="list-style-type: none"> <li>Staff to all watch video and receive test instructions.</li> <li>Staff to sign to show they have understood instructions before receiving the test.</li> <li>Register to be signed each time to say that staff and students have been given any updated instructions.</li> <li>Staff/students to have access to the video at all times through the academy website so that they can refresh themselves if they need to</li> </ul>	Med		<b>No</b>

Storage of personal data	Staff, Academy, Students and Parents	<ul style="list-style-type: none"> <li>• GDPR</li> <li>• Data breach</li> </ul>	<ul style="list-style-type: none"> <li>• Excel sheet to be stored on one drive only to be accessed AWE</li> <li>• Access to documents restricted to AWE (Co-ordinator)</li> <li>• All staff and students are to receive privacy notice before collecting test.</li> </ul>	Low		<b>No</b>
Outcome of positive tests	Staff, Students and Parents	<ul style="list-style-type: none"> <li>• Lack of staff as a result of positive results.</li> <li>• Bubble closure.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff/Students will be informed to book a PCR test to confirm positive results.</li> <li>• Staff to contact AWE with results on evening of test.</li> <li>• Parents to contact school at the first available opportunity to inform of any positive test results. This will allow the school to break any chains of transmission and isolate any students that may have been in direct contact with the individual.</li> <li>• AWE to contact PHE, LA and notify UWMAT</li> </ul>	Med		<b>No</b>
Staff and Parents not being aware of or understanding the risk assessment.	Staff, Students and Parents	<ul style="list-style-type: none"> <li>• Unclear of arrangements and risk assessment details.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff and parents to receive a copy of the risk assessment before receiving test kits. Everyone will have an opportunity to review and ask questions if they are unsure.</li> </ul>	Med		<b>No</b>
Storage of tests. Keeping tests at the right conditions throughout in school and home.	Staff, Students and Parents	<ul style="list-style-type: none"> <li>• Tests stored in incorrect conditions.</li> <li>• Tests become unusable or return inaccurate results</li> <li>• Running out of tests.</li> </ul>	<ul style="list-style-type: none"> <li>• Tests to be locked in secure storage unit.</li> <li>• Tests to be kept at room temperature at all times at school.</li> <li>• Staff advised the conditions that the tests must be kept in at home.</li> </ul>	Low		<b>No</b>

			<ul style="list-style-type: none"> <li>Number of tests to be monitored and procedures followed to order more.</li> </ul>			
Staff and Parents not reporting test results.	Staff, Students and Parents	<ul style="list-style-type: none"> <li>Staff, Students come into work when they shouldn't.</li> </ul>	<ul style="list-style-type: none"> <li>Tests to be done by staff on the same days (agreed as Sunday and Wednesday evenings.)</li> </ul>	Med		<b>no</b>