

Risk Assessment specific to Lateral Flow Testing for the Bramble Academy (January 2021)

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Lateral Flow Testing (LFT)	<ul style="list-style-type: none"> School staff have been appointed a “COVID-19 Coordinator” who will be responsible for: <ul style="list-style-type: none"> communicating with stakeholders ensuring staff are using the right instructions and that they sign for the test kits using the ‘test kit log’ reporting incidents and carry out risk management storing and reporting any required data reordering tests when required <p>They have read and understood the resources from the Primary portal.</p>	✓	<p>The office manager has been appointed as co-ordinator to ensure that guidance issued by the NHS / DfE are followed during this process.</p> <p>They are supported by SLT and the Executive Team to ensure that compliance is followed.</p>	Low
	<ul style="list-style-type: none"> The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part. (See step 5 and model letter from the Govt. resources.) 	✓	<p>A virtual staff meeting took place to set out the processes and discuss any particular queries. There will be ongoing dialogue to ensure staff are supported during this period.</p>	
	<ul style="list-style-type: none"> Persons are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time. <p>The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday.)</p>	✓	<p>Staff have been informed of their involvement in this testing and the importance, but highlighted that this is voluntary. 2 days have been identified as test days.</p>	

	<ul style="list-style-type: none"> • Staff are reminded that: <ul style="list-style-type: none"> ◦ A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. ◦ A negative LFT does not allow the individual to pause compliance with the requirements of the national lockdown, and they must continue observing covid rules within school, and social distancing and good hand hygiene outside the workplace. ◦ The testing programme does not replace current (PCR) testing policy for those with symptoms. 	✓	<p>The training provided to staff set out how to monitor the results and what to do should symptoms arise or if there is a positive result.</p>	
	<ul style="list-style-type: none"> • Appropriate action is taken in the event of: <ul style="list-style-type: none"> ◦ A negative test result ◦ A positive test result ◦ Two void test results 	✓	<p>The training provided to staff set out how to monitor the results and what to do should symptoms arise or if there is a positive result.</p> <p>There is a process for staff reporting to the office manager their results and how to report positive results / steps to follow.</p>	
	<ul style="list-style-type: none"> • Necessary records of testing are kept. 	✓	<p>Processes are in place to ensure that records are kept of testing and secured in line with GDPR requirements.</p>	