



# Education Resources General Risk Assessment

<b>Assessment Title</b>	<b>Covid-19 Exposure – Reducing the Risks in Schools</b>	<b>Generic</b> <input checked="" type="checkbox"/> <b>Specific</b> <input type="checkbox"/>	
<b>Scope of Assessment</b>	<b>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).</b>	<b>Reference</b>	ERLFT 15/02/21 -1
		<b>N° Affected</b>	various

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

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

Hazard/ Concerns	Risk Rating	Control Measures	Residual Risk Rating	Further Action Required
<b>Poor communication leads to low uptake of the At Home Lateral Flow Testing Programme</b>	<b>16 Very High</b>	<ul style="list-style-type: none"> <li>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.</li> <li>All employees and young people at relevant stages are encouraged to participate.</li> <li>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.</li> <li>Participants are advised of how the test data will be used and have received a copy of the privacy notice.</li> </ul>	<b>4 Low</b>	Testing kits easily accessible to all staff.

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

<b>Additional Local Concerns</b> To be completed by assessor				
<b>Poor instructions on test use leads to ineffective or inaccurate testing</b>	12 High	<ul style="list-style-type: none"> <li>• The Headteacher / HOC has registered the establishment with Objective Connect document sharing platform and reviews guidance regularly.</li> <li>• 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).</li> <li>• The establishment has a clearly understood process for participants to raise queries, concerns or seek further ongoing instruction.</li> <li>• The establishment will follow NHS national guidance and South Lanarkshire Council management arrangements on infection control.</li> </ul>	4 Low	Staff with Covid symptoms should still take a PCR test and self-isolate even if the LFT is negative
<b>Additional local concerns</b>				
<b>Poor instructions on reporting results lead to ineffective or inaccurate recording</b>	12 High	<ul style="list-style-type: none"> <li>• All participants receiving test kits are advised how to record their test result on-line and receive a reminder when collecting kits.</li> <li>• Participants are able to report every test result including void tests.</li> <li>• Participants are aware of the steps to take in the event of a positive or void result.</li> <li>• Participants are able to report the test kit ID number.</li> <li>• Participants will also inform the establishment of a positive test.</li> <li>• 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.</li> <li>• Participant must continue to follow national isolation and other restriction guidance.</li> </ul>	4 Low	

		<ul style="list-style-type: none"> <li>The establishment will follow NHS/Public Health/SLC guidance on reporting and managing positive cases via the Test and Protect system.</li> </ul>		
<b>Additional local concerns</b>				
<b>Inadequate support for vulnerable children, families and employees</b>	12 High	<ul style="list-style-type: none"> <li>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.</li> </ul>	4 Low	
<b>Additional local concerns</b>				

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.**

**Specific Additional Guidance/Notes:**

- Ed Res Covid\_19 Pupils Returning Safe System of Work
- Current public health approach on clinical vulnerabilities
- Government direction and guidance on required action available from [www.gov.scot/coronavirus-covid-19/](http://www.gov.scot/coronavirus-covid-19/)

Further Actions/Recommendations	Timescales	Responsible Person
<b>Standard Actions</b>		
Provision of Information, Instruction and Training		
Passing on the details to others within SLC, partners or contractors		
Preparation of Safety System of Work		
Commissioning other specialist risk assessments (please list relevant ones)	1)	
	2)	
	3)	

**Risk Matrix.**

Use the matrix below to give a general evaluation of risk, based on the **most likely** outcome.

<b>Almost Certain</b> (90% - 100%)	5	10	15	20	25
<b>Likely, only to be expected</b> (65 - 88%)	4	8	12	16	20
<b>Probable, not surprising</b> (40 - 64%)	3	6	9	12	15
<b>Unlikely</b> (10 - 39%)	2	4	6	8	10
<b>Rare</b> (0 - 9%)	1	2	3	4	5 **
Likelihood					
	<b>Insignificant</b> (scratch, minor cut/bruise)	<b>Minor</b> (Lacerations/sprain strains, mild health effects)	<b>Moderate</b> (Minor bone break, temporary minor illness/eye injury)	<b>Major</b> (break of major bone, loss of digit, minor illness, electric shock loss of limb/eye serious illness)	<b>Catastrophic</b> (Fatality)
Consequence					

Low		Medium		High		Very High
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\*\* If a fatality is being considered as the principal potential outcome, discussion should take place with the H&S team

Risk Assessor(s):		Manager Name:		Date:
Reviewer: Julie Humphries (Support Services Co-ordinator)		Establishment:		
Signature(s)	Date:	19/02/2021	Signed:	
				

Notes: