

# Lateral Flow Testing RISK LOG Template ( Home Self-Test)

Assessment D/ate /	28/1/21	Lead Assessor	Carl White	Contract		Assessment Number	1
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	Bradford Music & Arts Service						
<b>Activities Involved</b>	Testing primary schools and nurseries staff					<b>Location</b>	
<b>Who Might be affected</b>	Employee ✓	Client ✓		Contractor ✓		Visitor ✓	Service User ✓

Hazard Identification and evaluation								
N O	Category	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
					Probabilit y	Severit y	Risk	
1	LFD KITS SUPPLY and DISTRIBUTION	Stock Shortages (LFD kits)	Staff unable to access twice weekly testing and reduction of asymptomatic staff in schools increases	<ul style="list-style-type: none"> <li>Currently stocked with 80 testing kits</li> <li>Roll out to staff prioritise for those delivering in school. Staff currently not in school not allocated a testing kit.</li> </ul>	2	3	6	
2		Unavailable storage between 2-30 degrees C (LFD kits)	Incorrect storage invalids testing kits	<ul style="list-style-type: none"> <li>Kits stored at room temperature</li> <li>Staff instructed on correct storage</li> </ul>	1	1	2	
3		LFD distribution management and tracking (LFD kits)	Staff that require testing not allocated testing kits	<ul style="list-style-type: none"> <li>SLT monitoring staff timetables and priory given to those teaching in schools with targeted training, consent sought and kit distribution</li> </ul>	2	3	6	

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4		Safe distribution of kits (LFD kits)	Peripatetic staff working remotely – not based in one school environment distribution through central office rota required	<ul style="list-style-type: none"> <li>Staff allocated collection times/dates from Market Street office</li> <li>SLT to arrange for office to be open and rota accordingly in line with government guidance</li> <li>Market Street risk assessment updated to include face covering when not at work station</li> </ul>	2	3	6	
5		Timely re-distribution of kits before staff run out of them (LFD kits)	Supply of kits runs out resulting in no LFT taking place	<ul style="list-style-type: none"> <li>Sufficient testing kits to last until mid-May for those in need of testing now.</li> <li>Roll out of kits based on staff working in schools and additional kits given as needed.</li> <li>Staff not required in school not allocated test kits unless their provision changes</li> </ul>	2	3	6	
6	RESULTS REPORTING and RECORDING	Reporting of only positive results (LFD test reporting)	Staff fail to report positive result. Asymptomatic staff remain delivering in schools	<ul style="list-style-type: none"> <li>Training material provided to all staff</li> <li>SLT highlighting the importance of reporting all results</li> <li>SLT to keep central log of result and chase missing results</li> </ul>	2	4	8	
7		Poor result reporting compliance to schools (LFD test reporting)	Staff fail to report positive result. Asymptomatic staff remain delivering in schools	<ul style="list-style-type: none"> <li>Training material provided to all staff</li> <li>SLT highlighting the importance of reporting all results</li> <li>SLT to keep central log of result and chase missing results</li> </ul>	2	4	8	
8		Reporting of incidents to school to help school identify emerging issues and escalate to DfE/DHSC (LFD test reporting)	Asymptomatic staff remain delivering in schools	<ul style="list-style-type: none"> <li>Training material provided to all staff</li> <li>SLT highlighting the importance of reporting all results</li> <li>SLT to keep central log of result and chase missing results</li> </ul>	2	4	8	
9		Incident escalation protocols and feedback loop (LFD test reporting)	Insufficient procedure in place resulting in infected staff remaining in school delivering	<ul style="list-style-type: none"> <li>SLT to keep central log of results</li> <li>SLT to follow BMDC reporting protocol and government guidance on self-isolation and additional testing</li> </ul>	2	4	8	
10		BUSINESS CONTINUITY	Managing business continuity with increase in number of cases and staff	Service unable to provide cover for staff Available staff not previously issued with testing kit or	<ul style="list-style-type: none"> <li>All staff to receive training materials and consent forms from outset and remain accessible to all staff</li> <li>Kits to be issued immediately should additional staff be required for cover</li> <li>Cover can only commence first test result is received</li> </ul>	3	4	12

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		self-isolating (Asymptomatic testing impact)	training					
11	COVID and OUTBREAK RESPONSE	Managing public health response with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	Multiple staff identify as positive impacts service delivery across multiple schools with potential for track and trace implication	<ul style="list-style-type: none"> <li>Existing track and trace and positive case reporting procedures continue to be applied</li> <li>Open communication to service users to ensure understand of possible service disruption</li> <li>SLT discussion and decision on billing to ensure continued participation from service users.</li> </ul>	3	4	12	
12	COMMS and ENGAGEMENT	Stakeholder management (communication and engagement) (Asymptomatic testing impact)	Multiple staff identify as positive impacts service delivery across multiple schools with potential for track and trace implication	<ul style="list-style-type: none"> <li>Existing track and trace and positive case reporting procedures continue to be applied</li> <li>Open communication to service users to ensure understand of possible service disruption</li> <li>SLT discussion and decision on billing to ensure continued participation from service users.</li> </ul>	3	4	12	
13								

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	This risk assessment is monitored and updated regularly as part of the school and programme governance process.	School Testing Programme Manager/ Coordinator	12/2/21	

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2	Communication to all relevant staff, as necessary	School Testing Programme Manager/ Coordinator	3/2/21	

<b>Additional Notes</b>

<b>Personal Protective Equipment to be used (Insert ✓)</b>
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Air Fed Helmet	Face Visor	Goggles	Safety Glasses	Ear Defender	Safety Boots	Safety Shoes	Head Protection	Hair Net/ Chef Hat	Overall	Hi-Viz	Apron/ Tabard	White /Chef Coat/	Half Respirator	Respirator	Dust Mask	Fume/ Vapour Mask	Harness/ Lanyards	Rubber Gloves	Hand Protection
Other:																			

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## Risk Evaluation

		Consequence of event occurring (Severity)							
		Negligible	Minor	Moderate	Major	Critical			
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25	<b>Likelihood</b> <b>Rare</b> , will probably never happen/recur <b>Unlikely</b> , do not expect it to happen, but is possible <b>Possible</b> , Might happen <b>Likely</b> , will probably happen <b>Almost Certain</b> , will undoubtedly happen	<b>Severity</b> Negligible Minor Moderate Major Critical	<b>Risk control strategies</b> <b>Intolerable</b> – stop activity, take immediate action to reduce the risk <b>Substantial</b> - Take action within an agreed period <b>Tolerable</b> – monitor the situation <b>Trivial</b> – No action required
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20			
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15			
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10			
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5			
Signature of Lead Assessor							Date		

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident								
Review date	Comments	Reviewed by	Signature		Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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**Declaration by employees involved in the activity detailed above** – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date

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