

Manor Farm Lateral Flow Testing RISK LOG (Home Self-Test)

Assessment Date	21/03/21	Lead Assessor	Hannah O'Brien	Contract	N/A	Assessment Number	N/A
Activity / Task							
Description of task / process / environment being assessed	Out of school setting						
Activities Involved	Childcare					Locations	Wycliffe Prep School/ Manor Farm Slimbridge
Who Might be affected	Employee ✓	Children ✓	Contractor ✓	Visitor ✓	Service User ✓		

Hazard Identification and evaluation									
No	Category	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No	
					Probability	Severity	Risk		
1	LFD KITS SUPPLY and DISTRIBUTION	Stock Shortages (LFD kits)	Stock of LFD may run out and Staff may be asymptomatic with COVID-19 and attending the setting.	COVID-Co-ordinator keeps a log of stocks and re-orders new supplies in good time so that stocks/ supplies do not run out.	Possible	Minor	6	NO	
2		Unavailable storage between 2-30 degrees C (LFD kits)	LFD kits may not be as effective and affecting test results	Testing kits are stored at room temperature, in a secure room (staff room/cupboard) before distribution to staff.	Unlikely	Negligible	2	No	

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3		LFD distribution management and tracking (LFD kits)	LFD kits not distributed correctly or tracked on setting test kit log	<ul style="list-style-type: none"> A test kit log is in use and kept up to date with the relevant information required. The appointed COVID-19 coordinator (HOB) is responsible for risk management and overseeing the staff self-testing scheme. COVID co-ordinator assigns each testing kit to one member of participating staff and logs the LOT number and staff member details for tracking purposes. Staff reminded that only the person assigned to each kit should use the tests. 	Unlikely	Negligible	2	NO
4		Safe distribution of kits (LFD kits)	Staff not socially distanced when collecting testing kits leading to increase in transmission or infection of COVID-19	<ul style="list-style-type: none"> Testing kits are only issued to authorised staff members. Authorised persons participating in the rapid test program read and sign the settings' consent form and agree to comply with the measures and procedures as set out by DfE and DHSC guidance Terms and conditions for Covid-19 testing in Out of School settings. Testing kits are stored indoors between a temperature of 2 to 30°C, in an environment which allows enough space for social distancing (Staff room/cupboard open into large reception room) Staff are instructed to administer their tests at home, and not on site, ensuring safe disposal of used testing kits. Staff are instructed to collect self-test kits from the designated collection point. All staff given instructions to ensure that they socially distance when collecting their testing kits from the Test collection point. Staff stagger collection times to ensure social distancing. 	Possible	Minor	6	No
			No protective measures put in place leading to increase in transmission or	Staff collecting testing kits are socially distanced 2m from COVID Co-ordinator at test collection point and asked to wear a face covering if they are not working in the same bubble as the Co-ordinator. Staff working in the same	Possible	Minor	6	No

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			infection of COVID-19	bubble should still maintain a 2m distance from bubble colleagues. Staff collect their own test kit and instructions guide (Guides are emailed) from collection point to limit touched surfaces. All staff reminded to wash hands / hand sanitise following collection of test kit. Test Collection point is in a well-spaced area, to allow for 2m social distancing				
5		Timely re-distribution of kits before staff run out of them (LFD kits)	Stock of LFD may run out and Staff may be asymptomatic with COVID-19 attending the setting leading to increase in transmission or infection of COVID-19	<ul style="list-style-type: none"> • COVID Co-ordinator will send timely reminders to staff via various communication methods: text, daily briefing notices and email, to collect next testing kit to avoid running out of tests. • COVID Co-ordinator will re-order supplies of testing kits from DfE before stock in the setting runs out. 	Possible	Minor	6	No
6	RESULTS REPORTING and RECORDING	Reporting of only positive results (LFD test reporting)	Tracking of test results not comprehensive to show patterns or trends for NHS Test and trace	<ul style="list-style-type: none"> • Information shared with staff includes the requirement to report all test results to Test and Trace, not just a positive result. Staff are informed that they must report the results of their tests to the NHS either online, or by phone, every time they take a test, even if the result was negative or void. • Staff briefed on requirements to report results correctly to Test and Trace when they collect their testing kits. • All rapid-result testing is carried out in line with the DHSC 'Terms and conditions for Covid-19 testing (Out of school settings)' guidance. • Self-testing only commences once all staff have been adequately briefed and provided with the relevant step-by-step guide for COVID-19 self-testing handout. 	Possible	Minor	6	No

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7		Poor result reporting compliance to schools (LFD test reporting)	<p>Setting not made aware of test results and unable to track patterns or trends to inform practice and measures to combat COVID-19.</p> <p>Setting not able to track results and put any protective measures in place if a positive result or to inform DfE</p>	<ul style="list-style-type: none"> Information shared with staff includes the requirement to report test results separately to school for tracking purposes. Privacy notice shared with staff to inform them of how the data collected will be used Staff briefed on arrangements for reporting results correctly and separately to school when they collect their testing kits. Staff are informed that they must communicate their results with the settings' designated COVID-19 coordinator (HOB) . Staff who test positive following a rapid test are informed they must self-isolate until they secure a confirmatory polymerase chain reaction (PCR) test. If PCR test is positive, they must self-isolate for 10 days. Timely reminders to staff to report testing results to the setting, via email, briefing notices All rapid-result testing is carried out in line with the DHSC 'Terms and conditions for Covid-19 testing (Out of school settings)' guidance. Self-testing only commences once all staff have been adequately briefed and provided with the relevant step-by-step guide for COVID-19 self-testing handout. Self-testing is conducted by staff members twice a week. (3 to 4 days apart), ideally before staff come into work. 	Possible	Minor	6	No
8		Reporting of incidents to school to help school identify emerging issues and escalate to DfE/DHSC (LFD test reporting)	Staff do not report clinical or non-clinical issues with testing to the setting leading to possible	<ul style="list-style-type: none"> Staff are told to contact the COVID-19 coordinator (HOB) if they have an incident while testing at home. Staff briefed and information shared on importance of reporting any clinical and non-clinical issues with self-testing and LFDs. Setting is able to escalate any incidents or emerging issues to DfE or DHSC. 	Possible	Minor	6	No

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			effect on efficacy of LFDs and testing results.					
9		Incident escalation protocols and feedback loop (LFD test reporting)	Staff do not report clinical or non-clinical issues with testing to setting leading to possible effect on efficacy of LFDs and testing results DHSC and DfE unaware of clinical / non-clinical issues with LFD test.	Staff briefed and information shared on importance of reporting any clinical and non-clinical issues with self-testing and LFDs. The setting is able to escalate any incidents or emerging issues to DfE or DHSC. Staff reminded to report all clinical or non-clinical issues or incidents.	Possible	Substantial	9	No
10	BUSINESS CONTINUITY	Managing business continuity with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	Staffing capacity is compromised due to increase in staff isolating or number of cases and the setting is unable to continue to be open for provision for All children of working	<ul style="list-style-type: none"> • Clear communication to parents outlines staffing situation and full refunds offered if setting closes • Setting to liaise with the Local Authority to support any vulnerable children or children of critical workers who need an emergency childcare place 	Possible	Substantial	9	No

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			families, Critical Worker children or vulnerable children leading to full closure of setting.					
11	COVID and OUTBREAK RESPONSE	Managing public health response with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	Setting does not inform PHE team of increase in case numbers or staff isolating, leading to the possibility of further transmission and cases of infection.	<ul style="list-style-type: none"> Our setting will liaise closely and in a timely manner, with local PHE response team to manage communications and the setting's response to an increase in number of cases and staff isolating. Local HPT to Manor Farm: <p>South West HPT Public Health England 2 Rivergate Temple Quay Bristol BS1 6EH</p> <p>Follaton House Plymouth Road Totnes Devon TQ9 5NE Email: swhpt@phe.gov.uk Telephone: 0300 303 8162 (option 1, then option 1) Out of hours advice: 0300 303 8162 (option 1)</p>	Possible	Substantial	9	No
12	COMMS and ENGAGEMENT	Stakeholder management (communication)	Poor communication	<ul style="list-style-type: none"> Our setting will liaise closely and in a timely manner, with local PHE response team to manage 	Possible	Substantial	9	No

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		and engagement) (Asymptomatic testing impact)	throughout the setting community with no clear response to increase in number of cases leading to the possibility of further transmission and cases of infection	communications and the setting's response to an increase in number of cases and staff isolating.				
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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 setting and programme governance process.	Setting Testing Programme Manager/ Coordinator	weekly	
2	Communication to all relevant staff, as necessary	Setting Testing Programme	22/3/21	21/3/21

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		Manager/ Coordinator		

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
	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

Likelihood

Rare, will probably never happen/recur
Unlikely, do not expect it to happen, but is possible
Possible, Might happen
Likely, will probably happen
Almost Certain, will undoubtedly happen

Severity

Negligible
 Minor
 Moderate
 Major
 Critical

Risk control strategies

Intolerable – stop activity, take immediate action to reduce the risk
Substantial - Take action within an agreed period
Tolerable – monitor the situation
Trivial – No action required

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to be as low as is reasonably practicable.

Persons involved in assessment Hannah O'Brien

Signature of Lead Assessor



Date 21/03/2021

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

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Review date	Comments	Reviewed by	Signature

Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	1#
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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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