

						table below to assist in planning actions.			
Persons displaying symptoms or having received a Positive PCR test result	Staff Students Visitors Household members	<p>Covid 19 symptoms are a high temperature, a new persistent cough, or a loss or change to the sense of taste or smell. If a person develops symptoms compatible with COVID 19 they should self-isolate for 10 days. Their fellow household members should also self-isolate for 10 days. The person with symptoms is encouraged to undertake a Covid 19 PCR Test as soon as possible.</p> <p>Staff, Students & Parents/Carers are requested to immediately inform the School of Covid 19 PCR Test results.</p> <ul style="list-style-type: none"> • Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation • Where a person tests positive for COVID 19 they should self-isolate for 10 days (or longer if the high temperature symptom continues), and their Household members should also continue to self-isolate for 10 days. <p>When notified of a positive COVID 19 test result, the School should contact the local authority Public Health team, who will work with the PHE Health Protection Team and the school to identify close contacts of the positive person. As established by these discussions, close contacts should be sent home and advised to self-isolate for 10 days.</p> <p><i>If Covid 19 symptoms are displayed, the person is required to self-isolate for 10 days regardless of any Lateral Flow Test result.</i> <i>And if displaying Covid 19 symptoms, the recommendation is to undertake a confirmatory PCR Test, and not a Lateral Flow Test using a Home Test Kit.</i></p>	1	3	3				
Collection of Home Testing kits	Staff, Students	<p>Staff, Students & Parents/Carers are to comply with School Covid 19 Risk Assessment when travelling and collecting Home Test Kits from the School Site.</p> <p>Issuing of Home Test Kits to Staff & Students is to be recorded in an Issue Log by the School.</p>	1	3	3				

Failure to test due to inadequate supply of Home Test Kits	Staff Students Visitors House hold member s	Where Home testing cannot be undertaken due to a lack of Home Testing Kits, Staff, Students & Parents/Carers may attend the School as normal providing they are not displaying Covid 19 symptoms or self-isolating.	1	3	3			
Inadequate Storage facilities for Home Test Kits	Staff House hold member s	Home Testing Kits are to be stored at a temperature between 2 – 30 degrees Celsius both at School and in the Home. Home Testing Kits are to be held with adequate security to prevent unauthorised use, both at School and in the Home.	1	3	3			
Inability to undertake Lateral Flow Test	Staff Students Visitors House hold member s	Before testing, all Staff, Students & Parents/Carers are to receive basic instruction for the use of Home Testing Kits. (This may be by the use of instructional videos / demonstrations / practical exercises / reading instructional information etc). Instruction leaflets for use are included with each Home Test Kit. Where Staff & Students are physically unable to use a Lateral Flow Home Testing Kit, they may attend School as normal provided they are not self-isolating or displaying Covid 19 symptoms.	1	3	3			
Consent not given for Testing	Staff Students Visitors House hold member s	If consent to undertaking a Lateral Flow Test is not received the Staff member/Pupil may still attend School providing they are not self-isolating or displaying symptoms of Covid 19, and no adverse sanctions will be imposed.	1	1	1			
Test procedure not followed	Staff Students Visitors House hold member s	The Instructions issued with the Lateral Flow Device Home Test Kits to be followed fully. Before testing, all Staff, Students & Parents/Carers are to receive basic instruction for the use of Home Testing Kits. (This may be by the use of instructional videos / demonstrations / practical exercises / reading instructional information etc).	1	3	3			
Reporting requirement for incidents	Staff Students Visitors	Incidents regarding LFT testing are to be reported as follows. Home testing Clinical Incidents to - https://coronavirusyellowcard.mhra.gov.uk & the School Management.	1	3	3			

	House hold member s	Home testing Non-Clinical Incidents to - NHS Test & Trace Service Telephone N° 119 & the School Management.							
Misuse of Test Kits	Staff Students Visitors House hold member s	Test Kits to be held with adequate security to prevent unauthorised use. Test Kits are only to be used by the authorised person. Users of the Test Kits must follow the instructions issued with the Home Test Kit in full.	1	3	3				
Action required on Test Results	Staff Students Visitors House hold member s	A negative test result will allow the tested person to continue attending school. A positive test result will require the tested person to self-isolate for 10 days and they are encouraged to undertake a Covid 19 viral (PCR) Test. An invalid test result will require the Lateral Flow Test to be repeated – and a second invalid test result will require a PCR Test to be undertaken. Where tests are carried out at home the results must be reported to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the Home Test Kit. Staff, Students and Parents/Carers should also inform the School of their test result in order to help with contact tracing where necessary. The results of home tests are to be recorded in a separate Results Register at the School.	1	3	3				
Waste Disposal	Staff Students Visitors House hold member s	The Home Test Kit consumables are to be disposed of in accordance with the instructions provided with the Home Test Kit.	1	1	1				
Home related health & safety issues	Staff Students Visitors House hold member s	Guidance to be issued to ensure that all tests are carried in a hygienic environment that has adequate lighting, waste bin nearby and where the test is not going to be interrupted by other household members and/or pets	1	3	3				

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
Impact (B)						

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.	

		Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
		Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.