



## Risk Assessment of Home Testing Kits (LFT)

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators.

Assessment Date	08/04/2021	Lead Assessor	Hannah Sapsford	Contract	ESFA SP	Assessment Number	01
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General activities supporting the use of Lateral Flow Tests for home use by members of college staff and students						
<b>Activities Involved</b>	Testing college staff and students				<b>Location</b>	Dv8 Training (Ltd)	
<b>Who Might be affected</b>	Employee ✓	Student ✓	Contractor	Visitor			

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
1	Contact between subjects increasing the	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li><b>Asymptomatic:</b> All subjects and staff are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of</li> </ul>	1	4	4	No



	risk of transmission of COVID19		<p>the world affected by the virus or have been in close contact with someone who is displaying symptoms.</p> <ul style="list-style-type: none"> <li>• <b>Face masks:</b> masks to be worn by staff and students when collecting tests from the collection area / distribution of tests.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided before and after collecting and signing for tests.</li> <li>• <b>Social distancing:</b> For staff collection area / during distribution of tests for staff, 2m social distancing to be maintained.</li> <li>• <b>Cleaning:</b> Regular cleaning of any collection area including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• <b>Limited clutter:</b> only necessary signing sheet and tests to be handled, with high standards of hand hygiene as described above.</li> </ul>				
2	Results not communicated to all parties	Information may not be shared with Test and Trace or the college so there is an inaccurate picture of infection.	<ul style="list-style-type: none"> <li>• Frequent reminders for staff and students with regard to uploading test results.</li> <li>• Additional guide includes hyperlinks and clear instructions.</li> <li>• In-college logging acts as cross-reference, central record, and mechanism by which staff and students can be reminded to follow process.</li> <li>• Any flagged issues to be acted on by college with students and their families – contact made, support offered, clarification of process.</li> <li>• Clarity with regard to responsibility for sharing outcomes for parents and older students.</li> </ul>	1	2	2	No
3	Inaccurate reporting or recording of results	Inaccurate knowledge of cases at college.	<ul style="list-style-type: none"> <li>• Individual and separate college-based recording system fully in place</li> <li>• Regardless of test and trace NHS communications, college maintains record of results and shares as necessary with parties as agreed through the privacy notice.</li> <li>• Frequent reminders to families and students of required communications with easy system for sharing test outcomes fully in place and explained.</li> </ul>	1	2	2	No
4	Ensuring tests are carried out according to the correct procedure	Risk of inaccurate test outcomes Risk of personal injury	<ul style="list-style-type: none"> <li>• Updated instructions to be provided to all staff and students participating in the programme in advance of any testing kits being used.</li> <li>• All students have in-college tests before home testing commences, including help and guidance from trained test centre staff.</li> <li>• Simple visual guides shared with families to aid twice weekly testing.</li> </ul>	1	1	1	No



			<ul style="list-style-type: none"> <li>Clear guidance provided for incident reporting, with college following up incidents with all relevant agencies, using required processes.</li> </ul>				
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Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be made available to all test subjects	Covid Coordinator	12/04/21	

Additional Notes

**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 as low as is reasonably practicable.

Persons involved in assessment	Hannah Sapsford		
Signature of Lead Assessor		Date	08/04/2021

**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

Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	01
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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



EMPOWERING  
CREATIVE THINKERS



Test and Trace

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