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| **Date of Assessment** | | 1st January 2021 | | **Central Services Template Reference** | CS337 |
| **Academy** | The Priory Belvoir Academy | | **Description of activity being assessed** | Following government guidance, the below risk assessment outlines control measures to ensure Secondary Academies and the Special Academy across the Trust have an appropriate room available so that they are able to undertake lateral flow testing from the week commencing 4th January 2021 and serial testing for staff from the 4th January 2021, and close contacts from week commencing 11th January 2021.  Academies will work closely with the Trust to ensure control measures are possible on each Academy site before testing will be begin. | |

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| **Assessors** | James Lynch  Helen Pritchett | **Job Roles** | Test Site co-ordinator  H&S Liaison | **Signatures** |  | **Review Date** | Ongoing, pending updated Government guidance |
| **Endorser** | Levon Newton | **Job Role** | Headteacher | **Signature** |  | **Page No.** | 1 of 13 |

**‘Risk’ is scored out of a maximum of 25 which equates to ‘High’, ‘Medium’ or ‘Low’ Risk Ratings. Risk is calculated based on the seriousness of the Hazard and the Likelihood of it occurring. The illustrative Risk Matrix diagram and guidance notes can be found at the end of this document.**

| **Identify Hazard(s)** | **Who may be affected?** | **Risk Level Prior to Control Measures** | | | | **Existing Control Measures** | **Additional Control Measures required** | **To be actioned by** | **Completion date** | **Final Risk Level** | | | |
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| **S x P = R** | | | **R**  **R** | **S x P = R** | | | **RR** |
| **The testing site does not meet government guidance** | All staff and students | 4 | 4 | 16 | High | NA | The testing site will be set up in line with government guidance, which includes:  Non-porous floor  Well lit room  Flat surfaces  Good airflow/ventilation  An ambient temperature of between 15°C and 30°C  A separate processing area and testing area  A waiting area for individuals who are awaiting their result following close contact testing  Test subject chairs which are 2m apart  A one-way system (ideally – if this is not possible then there should be enough room to allow individuals to exit the testing site whilst maintaining social distance)  Secure storage area for test kits  Cleaning to be carried out in line with government guidance  Procedures for appropriate waste disposal  Appropriate PPE is worn by staff  Staff supporting the testing have undergone the government training and so understand how to maintain the testing site so that it meets government guidelines.  Staff/students will not bring personal items into the testing site.  Disposable water glasses/bottles will be provided and can be used once a member of staff has removed their PPE and washed their hands. Glasses/bottles must be discarded appropriately before leaving the testing site. | Headteachers  H&S Liaison  Quality Lead/Team Leader | Prior to testing  Ongoing review and monitoring is required by new guidance | 4 | 2 | 8 | Medium |
| **The test kits are not kept at the recommended temperature** | All staff and students | 4 | 4 | 16 | High | NA | In line with the government guidance, the test kits will be stored in a room where the temperature is between 2°C and 30°C.  For the lateral flow devices to operate the room temperature must be between 15°C and 30°C. | Headteachers  H&S Liaison  Quality Lead/Team Leader | Prior to testing  Ongoing review and monitoring is required by new guidance | 4 | 3 | 12 | Medium |
| **The storage area for the test kits is not secure** | All staff and students | 4 | 4 | 16 | High | NA |  | Headteachers  H&S Liaison  Quality Lead/Team Leader | Prior to testing  Ongoing review and monitoring is required by new guidance |  |  |  |  |
| **Fire risk due to temporary heaters being left on in order to keep testing site at recommended temperature** | All staff and students | 4 | 4 | 16 | High | NA |  | Headteachers  H&S Liaison | Prior to testing  Ongoing review and monitoring is required by new guidance |  |  |  |  |
| **Waste disposal is not carried out in line with government guidance** | All staff and students | 4 | 4 | 16 | High | NA | Government guidance will be adhered to in order to ensure waste is disposed of correctly.  Staff involved in the testing process will have undergone training, which includes how to manage waste disposal correctly.  Arrangement made with waste management company to collect specialist/medical waste when required.  Compliance checks will be carried out to ensure guidance is being adhered to. | Headteachers  H&S Liaison  Quality Lead/Team Leader | Prior to testing  Ongoing review and monitoring is required by new guidance | 4 | 2 | 8 | Low |
| **Cleaning is not carried out in line with government guidance** | All staff and students | 4 | 4 | 16 | High | NA | Academies will have a cleaner in line with the staffing requirements for the testing bays. Academies will ensure the number of cleaners required is in line with the government guidance; [Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges?utm_source=e2012c8a-2c08-4c3f-a441-c3e85e236984&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)  If Academies cannot provide this staffing the RA group will work with the Capital Projects Manager to look to secure additional staffing.  Government guidance states that more one identified role can be carried out by one individual so, where necessary, staff could be deployed to clean the swabbing station in addition to fulfilling other roles. | Headteachers  H&S Liaisons  Quality Lead/Team Leader  Capital Projects Manager | Prior to testing  Ongoing review and monitoring is required by new guidance | 4 | 2 | 8 | Medium |
| **Risk of injury from uneven surfaces** | All staff and students | 4 | 3 | 12 | Medium | Health and Safety Compliance Checks are completed bi-annually on all academy sites.  Academy Site Teams carry out compliance checks at regular intervals.  Accidents, incidents and near-misses are reported through the Trust’s portal and any areas of concern are acted upon and rectified.  Signage is used around the site the site where necessary to ensure safety. |  | Headteachers  H&S Liaison | Prior to testing  Ongoing review and monitoring is required by new guidance |  |  |  |  |
| **Risk of injury from stairs to/from sample processing/registration area/welfare space** | Staff  Students | 4 | 3 | 12 | Medium | Health and Safety Compliance Checks are completed bi-annually on all academy sites.  Academy Site Teams carry out compliance checks at regular intervals.  Accidents, incidents and near-misses are reported through the Trust’s portal and any areas of concern are acted upon and rectified.  Signage is used around the site the site where necessary to ensure safety. |  | Headteacher  H&S Liaison | Training to be carried out prior to testing commencing |  |  |  |  |
| **Defective electrical equipment** | Staff  Students | 4 | 3 | 12 | Medium | Health and Safety Compliance Checks are completed bi-annually on all academy sites.  Academy Site Teams carry out compliance checks at regular intervals.  PAT testing is carried out in line with HSE guidance.  All staff have a H&S Induction annually. |  | Headteacher  H&S Liaison | Training to be carried out prior to testing commencing |  |  |  |  |
| **Unauthorised access by members of the public** | All staff and students | 4 | 3 | 12 | Medium | Sites have security procedures in place and all visitors to the site have to sign in at Main Reception.  All staff (and Sixth Form students) wear Trust lanyards for identification and a lanyard system is in place for visitors.  Cleaners on site also wear their company lanyard. |  | Headteacher  H&S Liaison | Training to be carried out prior to testing commencing | 4 | 1 | 4 | Low |
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**| Severity x Probability = Risk | ‘Risk Rating’ (RR) is defined as Red/Amber/Green in accordance the guidance at the end of this document |**

**Guidance Notes**

When calculating a Risk score for a hazard, you will need to award a score of **between 1 and 5** for **Severity** and again for **Probability**, based on the following criteria:

**Severity** – What is the potential level of harm? **Probability** – What is the likelihood of harm being caused?

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| **Score** | **Definition** |  | **Score** | **Definition** |
| **1** | Minor Injuries or Illness |  | **1** | Very Unlikely |
| **2** | ‘Lost Time’ Injury or illness |  | **2** | Unlikely |
| **3** | ‘Over 3 Day’ Injury or Illness |  | **3** | Likely |
| **4** | Major Injury or Illness. |  | **4** | Very Likely |
| **5** | Fatality, Disabling Injury or Illness |  | **5** | Almost Certain |

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| **Severity x Probability = Risk !** |

The resulting **‘Risk’** score should be no more than 25, and should give a ‘**Risk Rating’** which correlates with the **Risk Matrix** below.

The Red / Amber / Green aspect of the table indicates the **Risk Rating** which should be indicated in the preceding hazard assessment table as an ‘at a glance’ indicator.

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|  | | | |  | **Risk Matrix** | | | | | |  | **Score** | **Action Required** |
|  | | | |  | **Severity** | **5** | **10** | **15** | **20** | **25** |  | **1-6** | Continue to review working practices on a regular basis and implement any additional control measures required within the timescale given in the Risk Assessment. |
| **Risk Ratings** | | | | **4** | **8** | **12** | **16** | **20** |  | **8-15** | Implement control measures within timescale shown in Risk Assessment and review working practices on a regular basis. Review working practices used to reduce the probability of an incident to the lowest level possible – involve employees in the consultation. |
|  | **Low** | | | **3** | **6** | **9** | **12** | **15** |  |
|  | **Medium** | | | **2** | **4** | **6** | **8** | **10** |  | **16-25** | **Do not** allow work to start - review working practices **Immediately.** Implement all additional control measures identified in the Risk Assessment, within the given timescales. Continue to review and implement additional control measures until the probability of an inciddent is reduced to the lowest level possible. (Employee consultation should be included in the review). |
|  | **High** | | | **1** | **2** | **3** | **4** | **5** |  |
|  |  |  |  |  | **Probability** | | | | |  |

* All Trust employees who encounter the hazard(s) identified in this Risk Assessment should sign below to confirm that they have read and understood its content, agree to implement the specified control measures and to follow safe working practices as directed by the Risk Assessment and their respective Line Manager
* Risk Assessments should be reviewed on an annual basis or in the event of a related inciddent, occurrence or near miss
* All Risk Assessments should be approved (endorsed) by a competent person who has undertaken the Institute for Occupational Safety and Health (IOSH ) training as a minimum

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| **We the undersigned have been fully briefed on this Risk Assessment and other control measures in place to reduce the risk of injury to the lowest possible level. We fully understand our duties as employees to follow the control measures in this Risk Assessment.** | | | | |
| **Employee Name** | **Job Role** | **Date** | **Employee Comments / recommendations** | **Signature** |
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