Assessment Date	15/03/2021	Lead Assessor	R.Gummery	Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	Ercall Wood	Ercall Wood Academy					
Activities Involved	Testing school staff and students Location At home.					At home.	
Who Might be affected	Employee	/ students	Client ✓	Cor	ntractor ✓	Visitor <b>✓</b>	Service User ✓

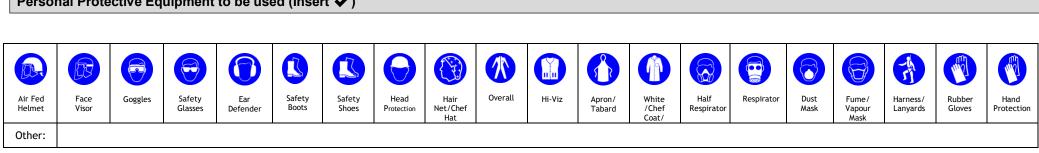
	Hazard Identification and evaluation									
No	Category	Hazards	Associated risks	Current Control/ Mitigation Measures Risk Evaluat measures				Additional control needed? Action No		
	LED KITO				Probability	Severity	Risk			
1	LFD KITS SUPPLY and DISTRIBUTION	Stock Shortages (LFD kits)		Monitor stock and re-order as required	2	3	Tolerate	N		
2	DISTRIBUTION	Unavailable storage between 2- 30 degrees C (LFD kits)			1	4	Tolerate	N		
3		LFD distribution management and tracking (LFD kits)		Arrangements in place for recording.	1	3	Tolerate	N		
4		Safe distribution of kits (LFD kits)			1	3	Tolerate	N		
5		Timely re- distribution of kits before staff run out of them (LFD kits)			1	3	Trivial	N		
6	RESULTS REPORTING and RECORDING	Reporting of only positive results (LFD test reporting)	No accurate record of the tests being done.	Communicate the requirement to report all results	1	3	Trivial	N		

7		Poor result reporting compliance to schools (LFD test reporting)	Regular reminders on reporting process.	1	4	Tolerate	N
8		Reporting of incidents to school to help school identify emerging issues and escalate to DfE/DHSC (LFD test reporting)	Regular reminders on reporting of incidents	1	4	Tolerate	N
9		Incident escalation protocols and feedback loop (LFD test reporting)		1	4	Tolerate	N
10	BUSINESS CONTINUITY	Managing business continuity with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	Additional staff employed this year	3	2	Tolerate	N
11	COVID and OUTBREAK RESPONSE	Managing public health response with increase in number of cases and staff self- isolating (Asymptomatic testing impact)	Implement recommendations / action as recommended / directed.	3	3	Substantial	N
12	COMMS and ENGAGEMENT	Stakeholder management (communication and engagement) (Asymptomatic testing impact)		2	3	Tolerate	N

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							
2	Communication to all relevant staff and students, as necessary	School Testing Programme Manager/ Coordinator							

Additional Notes		

### Personal Protective Equipment to be used (Insert ✔)



### **Risk Evaluation**

		Cor	sequence o	of event ocu	rring (Sever	rity)
		Negligible	Minor	Moderate	Major	Critical
ocurring )	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
nt ocu ity)	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
Likelihood of event ( (Probability)	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable	Intolerable
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial
Likel	Rare	Trivial 1	Trivial <b>2</b>	Trivial <b>3</b>	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

<b>Declaration -</b> 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 R.Gummery							
Signature of Lead Assessor	R.Gummery	Date	15/03/2021				

	<b>Reviews</b> – 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			