



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

**Aylesford School & Sixth Form College
Risk Assessment
Form**

Risk Assessment for (Activity/Process/Operation)	Lateral flow testing on site for COVID 19 for Staff and Key worker secondary school students
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Phase	Primary and Secondary	Team /Department	Secondary school Staff
Assessment Date	15/01/2021	Review Date	Monthly
Please remember to log reviews on the last page of this document			

Overview of Risk Assessment / Purpose:

This document acts as a temporary addendum to the Schools Main Risk Assessments, to accommodate additional risks brought about by COVID-19.

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
The testing station - Staff	School staff	H	<p>The school staff are trained in COVID secure protocols</p> <ul style="list-style-type: none"> • Staff are reminded not to attend site with symptoms • All school staff and testing station staff take a test regularly to reduce asymptomatic transmission • Once testing is underway, the numbers of asymptomatic staff will reduce • Social distancing signage and markers in place <ul style="list-style-type: none"> Staff to register in the hall to ensure social distancing can take place Students register in their bubble rooms to allow for social distancing • Enhanced Cleaning throughout the allocated times of testing and at the end of the day. • COSHH Datasheets and Risk Assessments in place for cleaning products. • Enhanced cleaning protocols in place for clearing up body fluids, including PPE and waste disposal. • Hand sanitiser available and used regularly, as per overall RA • Testing staff are fully trained including the completion of the training videos provided by the government and practical training. • PPE is provided for testing station staff by Public Health and is put in prior to entering the testing area. Sports Hall • Bins are provided for normal waste and medical waste disposal by the school (medical waste disposal yellow bags are for used test kits/PPE etc) 	M	SLT Site team	Ongoing All testing station staff to monitor

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<ul style="list-style-type: none"> • Ventilation occurs through having the Sports hall doors open • 			
Testing station - Students	Students	H	<p>Students to come into school for an initial COVID-19 test before 8th March and will leave the school site as soon as they have had the test.</p> <p>Students to be invited into school a tutor group at a time.</p> <p>Students will be directed to the entrance at the back of the sports hall and will follow the usual one-way system around the school site.</p> <p>Students must wear a mask when in the sports centre, spare ones are available at the entrance.</p> <p>Students will be supported by trained staff and will be administering the test themselves</p> <p>Written instructions will be available on each test station</p> <p>If students are struggling to do the test, they will leave the test site and a parent will be informed that the test has not gone ahead and will be advised to book a PCR test.</p> <p>When students return to school on 8th March students will have two further tests 3 – 5 days apart.</p> <p>Students to follow the same protocols for their second and third test and will be collected a tutor group at a time when in school.</p> <p>Please see section above regarding PPE and cleaning.</p>	M / L	SLT	On going All testing staff to monitor
Delivery, Storage and use of testing kits	Testing staff	H	<p>Testing kits will be delivered to the school in time to ensure there are enough kits for each day of testing</p> <ul style="list-style-type: none"> • Testing station staff are to monitor the number of kits available and ensure testing kits are ordered in ample time to ensure delivery 	L	SLT	Ongoing All testing staff to monitor

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<ul style="list-style-type: none"> • Testing kits will be stored in fitness suite next to the testing station (Gym) • Testing station staff are not to lift anything heavy, beyond their means • Testing station staff should lift boxes in accordance with any manual handling training they have received • School staff and students will be administering the test themselves • Testing station staff will guide staff and students on how to take the test correctly in line with the training received. <p>Trained staff and volunteers will be clear on their roles and will carry out the tests in accordance with the training that they have received.</p>			
Data Protection	Staff	M	<ul style="list-style-type: none"> • Students and staff will have given consent to have a test. • Testing team will process tests and will determine results as positive / negative / void • Results will be uploaded to the DHSC portal and to the schools data system • Students are allocated bar codes for their 3 tests • Parents to register students once their initial test has occurred. • Parents will be able to register their child 24 hours prior to the second and third test happening • Emails will be sent home to remind parents that their child has had a COVID – 19 test and they need to register the test. Instructions given to parents and students • School staff and students if registered correctly will be automatically notified of 	L	SLT lead Data operative	Ongoing SCP

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<p>their test result by text message or email via the DHSC.</p> <ul style="list-style-type: none"> • Testing staff will notify SLT lead immediately if a result is positive. • The SLT lead will inform the staff member or student of their positive test result and they will be sent home to self isolate for 10 days. • A positive case will be reported to PH and close contacts will be identified and informed to self isolate for 10 days. • • Test results will be inputted by the test operative who will be a member of staff and not a volunteer • • Results of all cases will be stored up to 14 days and then erased. • GDPR guidelines are followed. 			

Name of Assessor		Signature	
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Name of Manager responsible for activity / process	Anna Scopes	Signature	A. Scopes
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Appendices & Supporting Documentation:

Appendix 1:-

[Mass asymptomatic testing in specialist settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Model

Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date	
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Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	12 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	24 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

