

Risk Assessment Covid-19 Lateral Flow Testing Stations - School Site (Appendix 1)

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| Activity/Person/Location | Testing Station/Area | Resultant Risk Rating Please tick ✓ | |
| School | Dagenham Park Church of England School | High | |
| Head Teacher | Chris Ash | Medium | |
| Assessor(s) including employee representative | Chris Ash & Brain Kellett | Low (normal) | X |
| Date of assessment | 08/01/2021 | | |
| Review date | 08/02/2021 | | |

Risk rating to be applied by each school following implementation of control measures. Select a risk rating to reflect the overall risk once control measures are in place. You are aiming to ensure that the risk is as low as reasonably practicable (ALARP).

This Risk Assessment template considers the general risks that have been determined, please ensure that you consider the site-specific elements in relation to how the lateral flow testing will take place within your school and enter the detail accordingly in the 'what you are already doing' column.

| What are the hazards? | Who may be harmed and how? (risk) | What are you already doing? | What further action is necessary? | Actions by whom? | Action by when? | Date Completed |
|-----------------------|-----------------------------------|--|--|--------------------------|-----------------------|----------------|
| The Testing Station | Testing Station /School staff | <ul style="list-style-type: none"> • The school staff are trained in COVID secure protocols • 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 | The process should be covered in the training. | B Kellett & E Pacevicius | Before testing begins | 07/01/2021 |

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| | | <ul style="list-style-type: none"> • Staff to ensure orderly queue system, state social distancing of 2metre if in place • Appointment system in place to avoid crowding • Enhanced Cleaning throughout the day and at the end of the day. Can we state the frequency of cleaning and areas to be cleaned? So the testing area, communal area, toilets, rest area if applicable and how often, also how the cleaning will be monitored? • 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. • Toilets available for the testing team, are there separate toilets, a 1 in one out system or 2 metre queueing? hand washing posters displayed in WC's • Hand sanitiser available and used regularly, as per overall RA • Training for staff in the correct, COVID-secure administering of the test, training by whom, is correct fitting of PPE included in training? • PPE is provided for testing station staff by Public Health • PPE is provided for school staff by the school, state what PPE • 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) • Is there Air conditioning? Does it work efficiently and delivers both hot and cold air to keep the room at an ambient temperature, what natural ventilation in place? Ventilation / air conditioning / extraction systems maintained if using a central ventilation system that removes and circulates airs to different rooms, it is recommended that you turn of re-circulation and use a fresh air supply – please check. | <p>Check natural ventilation and the ventilation system to ensure recirculation is turned off.</p> | | | |
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| First Aid | | <ul style="list-style-type: none"> First aid box will be checked for all necessary contents | | B Kellett | | WC 07/01/2021 – 11/01/2021 |
| Delivery, Storage and use of testing kits | | <ul style="list-style-type: none"> Testing kits will be delivered to the school in time to ensure there are enough kits for each day of testing Testing station staff are to monitor the number of kits available and ensure testing kits are ordered in ample time to ensure delivery Testing kits will be stored in the testing station Testing kits will not be stored at height 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 Individual testing kits will be handed to School staff to use Testing kits are sealed and the person taking the test should ensure the kit is sealed before commencing the test Testing kits should be handed back to the testing station staff in accordance with the instructions they give for the test to be processed School staff will be administering the test themselves Testing station staff will not be asked to physically support the staff member to take the test, however a registered nurse will be present to support. <p>Brian Kellett Register Pin Number: 95B0333E</p> <ul style="list-style-type: none"> Testing station staff may, if they are comfortable, offer verbal support to the staff member taking the test | | B Kellett & Ed Pacevicius | | |
| Data Protection | Staff | <ul style="list-style-type: none"> Testing team will process tests and will determine results as positive / negative / void Results will be uploaded to the DHSC portal School staff will be automatically notified of their test result by text message School staff are required to notify the Headteacher immediately if the test result is positive | | <p>B Kellett & team</p> <p>C Ash & N Trayler</p> | <p>Students start</p> <p>Staff start</p> | <p>WC 11/01/2021</p> <p>WC 18/01/21</p> |

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| | | <ul style="list-style-type: none">• No data, including test results will be shared with the school directly• Results of all cases will be stored up to 14 days and then erased. GDPR guidelines are in place. | | | | |
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Appendix 1