



Selwood Anglican/Methodist Middle School (491)

Risk Management - Assessment Report

Risk Area: COVID-19
Assessment Framework: National Testing Programme from January 2021 (middle/secondary)
Work Area or Activity: COVID - LFT Testing in Schools
Competent Person: Sadie Widlinski
Groups Affected: All pupils
 All staff
Notes:

Amendments following updates

This is a review of an assessment carried out on 15/01/2021

This is a review of an assessment carried out on 26/01/2021

This is a review of an assessment carried out on 08/03/2021
08/03/2021

Assessed on:

To be Reviewed on:

What are the Hazards?	What is already being done?	Is this considered satisfactory?
Have all relevant staff accessed the relevant webinar training and understood it?	All relevant staff and volunteers have watched and understood the webinar training and have completed the online training programmes.	Yes
Have consent forms been sent out, collated, and made accessible to relevant staff?	Consents forms and letters have been sent out to all members of staff.	Yes
Have the free leaflets/posters been displayed in prominent areas?	The testing area has posters displayed in the prominent areas.	Yes
Describe the planning process (phased return to Education and ongoing testing) to ensure all who consent are tested (to include Lateral Flow Device rapid test gaps (minimum 3 days)	All consenting staff will be offered a test week com 18/01/21, these will be carried out weekly from here on in. Key workers and vulnerable students will be offered 2 tests 5 days apart from 22nd Feb 2021. Returning students from 8th March will be offered 3 tests. Year 7 Monday/Thursday and the following Monday. Year 8 Tuesday/Friday and the following Tuesday.	Yes
Have the school obtained/understood the standard operating procedures (SOP)?	Yes operating procedures understood.	Yes
Have individuals with SEND been provided with any additional measures needed in order to successfully test?	All individuals are aware of measures, some students are walked to the testing hub by a TA, who then wait by the exit for them. All staff provided with clear masks to allow for lip reading where necessary.	Yes
Schools and Colleges in England can raise questions, concerns and report issues at RapidTesting.SCHOOLS@education.gov.uk or call 0800 046 8687. Is this information available to relevant staff?	Relevant members of staff have been made aware of contact details.	Yes
Is sufficient PPE available and describe exactly what staff must wear for their role?	PPE has all been received and staff are fully informed of what PPE is required for each role, however if staff/volunteers feel more comfortable in full PPE we will support this.	Yes
Has an enhanced cleaning regime been formalised in and around the testing area?	The areas will be cleaned regularly through the testing day and a thorough clean will take place by the onsite cleaning team every morning.	Yes
Has the school completed the clinical compliance checklist? (further information https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf).	Yes check List completed	Yes

Has the testing site layout taken into account the guidance (flooring non-porous/well-lit area/registration desk/one-way system/swabbing desks/clear division between swabbing and processing/ambient temperature 15-30oC etc)?	The testing site has been set up in accordance with the guidelines. Staff will enter through one door for registration, will follow a one way system and exit at another door. Temp/lighting/spacing and flooring are in line with the guidance provided.	Yes
Have workforce roles been determined? (Quality lead/Test Assistant/Processor/registration Assistant/Results recorder/Cleaner)	All roles agreed and shared amongst the Business Team.	Yes
Have effective communication systems been instigated between parents/students/staff?	Letters sent to all parents and consent forms attached.	Yes
Personal data should be in accordance with GDPR, DfE have information templates you can utilise. Has the school considered data security and handling appropriately?	Volunteers will not have access to personal details, registration and recording will be carried out by a member of the school staff only.	Yes
Due to any site-specific issues such as layout - has the school considered any other required control measures to keep everyone safe during testing?	The school has adequate spacing and areas to ensure testing staff and test subjects remain safe at all times.	Yes
Have the school received, read and understood this https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf ?	Yes received and understood.	Yes

Sadie Widlinski Signed Dated

Co-ordinator Signed Dated

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