



Court Fields School (552)

Risk Management - Assessment Report

Risk Area:	COVID-19
Assessment Framework:	Covid-19 In School Testing
Work Area or Activity:	COVID 19
Competent Person	Polly Matthews
Assisted by:	Sally Taylor Sarah Westwood
Groups Affected:	All persons on site Staff & students
Notes:	Risk assessment to support Government Guidance on mass testing in schools (31st December 2020). Full resources here: https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRgfrj_b5_P?usp=sharing This is a review of an assessment carried out on 04/01/2021 It was marked as 'nothing had changed' by Sally Taylor on 01/03/2021
Assessed on:	01/03/2021
To be Reviewed on:	01/06/2021

What are the Hazards?	What is already being done?	Is this considered satisfactory?
Contact between subjects increasing the risk of transmission of COVID19	Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough).	Yes
Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration	All students complete the registration in advance. Registration assistant to maintain social distancing at all times. Registration desk is part of the covid cleaning procedures. No students allowed within two metres of the registration desk. All students and staff wear masks.	Yes
Contact between subject and sampler increasing the transmission of COVID19: Sample taking	All are allocated a booth which is cleaned after each sample. Samples conducted by self. Social distancing is maintained at all times and test assistant will wear required PPE at all times.	Yes
Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport	Own sample is taken to the sample processing desk. Marked out areas to no cross. Processing staff in full PPE and social distancing is maintained.	Yes
Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	One person per sample. Full PPE worn. Gloves changed after each sample. No other member of staff are permitted to enter the processing area.	Yes
Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	All are disposed using medical waste bags and dedicated waste bins.	Yes
Incorrect result communication	Test results are checked by two operatives.	Yes

Damaged barcode, lost LFD, failed scan of barcode	School provided with 3 bar codes per person, only two needed so there is always a spare. Codes can be manually input if failed to scan. Any issues are reported to Team Leader.	Yes
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	Full PPE worn. NHS training given. All testing components are securely stored as per guidance.	Yes
Occupational illness or injury	Government guidance is followed and first aid trained staff are on site at all times during testing times.	Yes
Manual handling	Premises team manage any large or heavy boxes and movement of furniture if required.	Yes
Unauthorised access by members of the public	School site is secure. All entrances to testing area is monitored by CCTV and staff. A member of the safeguarding team is on site on contactable at all times.	Yes
Uneven surfaces (floor protection in the Testing and Welfare areas)	Floor is non permeable as per guidance.	Yes
Inclement weather	All testing and waiting areas are inside school buildings.	Yes
Electrical safety / plant & equipment maintenance Defective electrical equipment	Testing does not require electrical equipment. Any IT use is covered within the school premises risk assessment.	Yes
Use of shared equipment	There is no use of shared equipment but should this become necessary, cleaning would take place between each change of user.	Yes

Polly Matthews **Signed** **Dated**

Co-ordinator **Signed** **Dated**

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