



Court Fields School (552)

Risk Management - Assessment Report

Risk Area:	COVID-19
Assessment Framework:	National Testing Programme from January 2021 (middle/secondary)
Work Area or Activity:	COVID
Competent Person	Polly Matthews
Assisted by:	Sally Taylor Sarah Westwood
Groups Affected:	Staff & students
Notes:	

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

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?
Have all relevant staff accessed the relevant webinar training and understood it?	All staff involved in the testing process and recruited volunteers have completed the online training and certificates are held by HR. 11/01/2021 - onsite training was completed, with mock process.	Yes
Have consent forms been sent out, collated, and made accessible to relevant staff?	Consent forms sent via PS Connect. A database of consent is maintained and accessed by office staff.	Yes
Have the free leaflets/posters been displayed in prominent areas?	All posters included for HSC are displayed in the testing 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 parents sent consent prior to reopening in Jan. Parents sent full information on testing Rotas completed for for testing of staff Rotas sent for testing of students.	Yes
Have the school obtained/understood the standard operating procedures (SOP)?	The school has a copy of the SOP from the DfE which is accessed by staff as needed for reference.	Yes
Have individuals with SEND been provided with any additional measures needed in order to successfully test?	Yes provided with Social Story - Test Assistants introduced and support - Keyworker in School allocated to support testing.	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?	Yes - Team leaders in place each session	Yes
Is sufficient PPE available and describe exactly what staff must wear for their role?	The school has sufficient stock of required PPE and all involved in the testing process have received training and know what PPE	Yes

	is required for their role.	
Has an enhanced cleaning regime been formalised in and around the testing area?	There is an allocated role for cleaning the areas directly related to the process and the general area is cleaned by site staff each day.	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).	This has been 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 area was selected as conducive to the required layout.	Yes
Have workforce roles been determined? (Quality lead/Test Assistant/Processor/registration Assistant/Results recorder/Cleaner)	Yes and appropriate training has been completed for each role. The rota system lists the roles, to ensure that staffing is allocated to specific roles each day.	Yes
Have effective communication systems been instigated between parents/students/staff?	Yes via personalised letters and student and staff bulletin in place	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?	Data handling and storage complies with GDPR and only accessed by authorised staff members.	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 uses the room guidance as per NHS training and has introduced one way traffic and signage to keep everyone safe during testing.	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 ?	The publication has been read and understood by school leaders.	Yes
Where external volunteers and casual staff have been recruited for roles in testing, has the school adhered to Safer Recruitment in Education requirements?	All new recruits for this purpose have completed an application form, had two reference checks and an Enhanced DBS check. All have received Safeguarding training. Although checks have been completed, however it would be very unlikely they would have unaccompanied access to students.	Yes
Does the testing process take account of all students being in school from 8th March 2021?	The testing programme is appropriate for the phased return of students and will enable the initial school tests to be completed, with a year group timetable in place to ensure safety for all staff and students.	Yes

Polly Matthews

Signed

Dated

Co-ordinator

Signed

Dated

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