



RISK ASSESSMENT -

Objectives:

COVID-19 Test Site - To ensure the safety of staff and pupils

YARLET SCHOOL	
SLT Emergency Contact Numbers	
Main Office Ian Raybould Nicky Burrows-Berry Kirsty Nixon	01785 286568 07525 420519 07739 687884 07814 234851

Risk Assessment completed by:	Kirsty Nixon	No. of pupils and age group/s:	40 max
Risk Assessment approved by:	Ian Raybould	Number of staff:	All Staff
Date Assessed:	29 December 2020 Reviewed 21.1.2021	Number of additional adults:	

Potential Hazards	Initial Level of Risk	Steps to reduce the risk	Initials of staff member(s) to action these controls	New Level of Risk
Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	2	Persons appointed to undertake relevant duties Kirsty Nixon – Team Leader Ian Raybould – Team Leader Marietta Shaw – Registration Coordinator/Results Co-ordinator Sian Smith – Test Assistant/Processor Colin Clark – Processor Kellie McGraw - Processor Cleaner – Tracy Robson Other staff to undertake training to cover any staff absence.	IR/KN	1
Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	4	The administration of tests will commence on Tuesday 5 th January to allow for adequate training, planning and rehearsals.	KN	1
Consent forms are not available and properly completed?	6	Consent forms are sent to parents via email and copies are made readily available in the main office. Completed form is checked for accuracy by the Registration Co-ordinator before tests are carried out.	IR/KN	1
Test site flooring is not non-porous.	9	All rooms considered for use and agreed that the appropriate site is Centenary Hall due to the non-porous flooring.	KN	2

Test site is not well lit with a good airflow	9	Centenary Hall is spacious, well lit and has two sets of double doors to ensure good airflow	KN	2
Contact between testers and those being tested increases the risk of transmission of COVID-19	9	<p>All staff and pupils are advised not to attend school if they are</p> <ul style="list-style-type: none"> • showing any of the key symptoms associated with the virus including a fever and/or persistent cough. • Have returned from a part of the world associated with the virus in the last 14 days • Have been in close contact with someone who has tested positive or is displaying symptoms <p>Face masks must be always worn in the test area by any adults except for brief lowering at time of swabbing.</p> <p>All individuals to use hand sanitiser provided on arrival.</p> <p>Two metre social distancing to be always observed within the test site.</p> <p>All individuals to always follow the one-way system.</p> <p>Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p>	IR/KN/NBB	2
Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	9	The route through the test site has been designed to enable individuals to enter and exit via different doors and follow a one-way system.	KN	2
Test chairs in the swabbing bay not a minimum of 2m apart.	9	Due to the numbers of individuals being tested, only one test chair is required	KN	2
Each swabbing desk and associated processing desk not more than 1m away and recording desk not located close by.	9	The space between swabbing and processing desks has been limited to 1m and this is monitored daily to ensure no movement. The recording desk is located towards the exit and not within 2 metre of the processing desk.	KN	2
No clear division and demarcation between swabbing and processing area.	9	Clear dividers and signage is erected to indicate swabbing and processing areas.	KN	2
Test subjects able to enter the processing area	2	Access to the processing area is clear and apparent.	KN	1
Inadequate evidence of quality assurance, guidance and supervision.	2	Parents have been notified of the process via NHS approved letter templates. Posters and signage is erected in the test site to clarify the process. Children are adequately supervised by trained staff.	KN	1
Processing bays not properly cleaned and waste (including clinical waste) is not properly disposed of.	9	The test site is cleaned with appropriate cleaning materials and waste disposed of using the clinical waste disposal bins. All clinical waste is collected and removed from site by approved contractors.	KN	2

Disorderly entry, processing, social distancing and exit movement.	9	Testing is restricted to specific times for classes and staff to ensure a limited number of individuals are accessing the test site at any given time.	IR/NBB/KN	2
Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	9	The isolation area has been designated as the quiet space for talking to children in a private and safe environment.	KN	2
Incorrect result communication	2	Testing staff have undertaken the required training to ensure a full understanding of the process. Barcodes placed on LFDs securely. Testing audited twice weekly by co-ordinator	KN	1
Failure to scan barcode	2	Retesting must be undertaken if the barcode fails to scan	KN	1
Misuse of testing kit and solution	2	The manufacturer states that there are no hazards associated with the product	KN	1

Prepared by



Approved by



Yarlet's Handy Guide for Assessing Risk

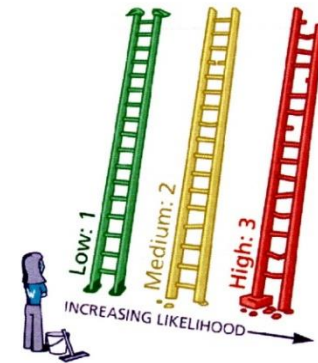
Remember, risk is a mix of two factors: likelihood and consequence. This is how to assess them at Yarlet:

Step One:
Think about the likelihood.

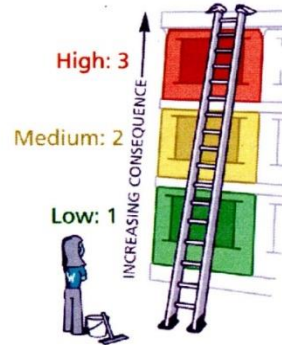
Low (1): if it's unlikely that the event will happen

Medium (2): if it's fairly likely that the event may happen

High (3): if it's likely that the event will happen.



Step Two:
Think about the consequences.

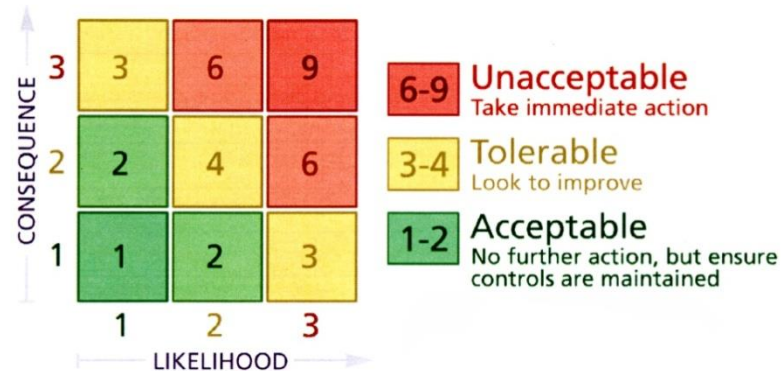


Low (1): minor injuries requiring first aid – for example, grazes or minor cuts

Medium (2): an injury requiring further medical assistance – for example, cuts needing stitches or broken bones

High (3): major injuries, such as paralysis, or death.

Step Three:
Put the likelihood together with the consequences to assess whether the risk is acceptable, tolerable or unacceptable.



Now, ask yourself whether you can reduce the risk by introducing risk control measures. Take advice from Nicky Burrows-Berry or Kirsty Nixon if you are unsure.