

*'...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.'* Isaiah 40:31

connect | nurture | aspire | learn | excel | hope

Aquila Risk assessment – Lateral flow testing for staff

| Hazard (something with the potential to cause harm) | What could go wrong? | Who may be harmed? | What is done to control the risk? | What more needs to be done? | Who is responsible |
|---|------------------------------------|--------------------|---|---|---|
| Incorrect storage of tests | Test results are void or incorrect | Staff pupils | Storage and handling guidance to be followed. Tests held in school at room temperature prior to collection Collection point inside the building – Cleaning: Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance and SOP. Face masks worn and hand sanitiser available. Staff reminded how to store tests at home | Follow DfE guidance if updated | SLT |
| Staff unable to access LFT home tests | Asymptomatic spread of Covid | Staff Pupils | Test delivery due w/b 18th January 2021. SLT to monitor stocks and re-order as necessary to ensure regular supply- strict signing out of kits so that stock levels can be monitored- Test Kit log Test collection point set up in building with separate entrance and exit points. Staff allocated times to collect kits. Staff to inform SLT when stocks are low Use template test kit log document to record who has taken test kits and the test ID numbers | Contact helpline if tests not delivered Staff info provided regarding access to tests. | SLT (Covid Co-ordinators including registration assistants) |

The Diocese of Canterbury Academies Trust

Unit 33, Folkestone Enterprise Centre, Shearway Business Park, Shearway Road, Folkestone Kent CT19 4RH

Registered Company N°. 9035788

'...those who hope in the LORD will renew their strength.

They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.' Isaiah 40:31

connect | nurture | aspire | learn | excel | hope

| | | | | | |
|---|---|-----------------|---|--|--|
| Staff unsure how staff home testing works | Tests not carried out correctly | Staff Pupils | DfE training 18/1/21 and 19/1/21 to ensure they are aware of protocols. Access to Document Sharing platform for relevant information Video link or DfE guidance documents provided for all staff. Information provided on online reporting of result of each test Separate, updated information sheet to be given with each test kit. Staff told to disregard the sheet in the kits. | Staff information drawn up and circulated so all are aware | SLT (Covid Co-ordinators including registration assistants) |
| Low take up of LFD home tests | Lack of knowledge resulting in low take up | Staff Pupils | Ensure staff are aware of the reasoning behind the testing by provision of relevant information. Ensure staff are aware participation is voluntary Clear guidance given to staff regarding their data- DfE privacy notice shared Ensure staff understand that those who have received a vaccine should still be tested. <i>(More information needed regarding those that have had a confirmed case of Covid - awaiting DfE clarification- do they still need to take the tests?)</i> | Staff information drawn up and circulated so all are aware | SLT (Covid Co-ordinators including registration assistants) |
| Void results | Inaccurate tests resulting in possible transmission | Staff pupils | Follow guidance from PHE. <ul style="list-style-type: none"> If 1 LFD test is void staff member to conduct another. If 2nd LFD is also void staff member to book PCR test and report void tests on line and to school | School to contact helpline and report void test results. Helpline number: | SLT (Covid Co-ordinators including registration assistants) |

The Diocese of Canterbury Academies Trust

Unit 33, Folkestone Enterprise Centre, Shearway Business Park, Shearway Road, Folkestone Kent CT19 4RH

Registered Company N°. 9035788

'...those who hope in the LORD will renew their strength.

They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.' Isaiah 40:31

connect | nurture | aspire | learn | excel | hope

| | | | | | |
|--|---|---------------------|---|---|--|
| Member of staff tests positive using LFD | Staff shortages Bubble closures | Staff Pupils | <p>Staff member to inform HT immediately via email or phone call.</p> <p>Member of staff to book a PCR test to confirm the result and self-isolate along with their household.</p> <p>Test to be conducted on Sunday evening and Thursday morning to allow time to address staffing issues/bubble closures with staff on a rota should minimise disruption.</p> <p>If positive tests result in low staffing levels it may be necessary to follow protocols to close a bubble to staff and pupils.</p> | Ensure staff are aware of procedures to report a positive test to PHE and school. | SLT (Covid Co-ordinators including registration assistants) |
| Test components missing or faulty | Inaccurate result | Staff | If the test has components missing this should be reported through the helpline and another test used. If more than one test is faulty call the helpline to inform them. | Helpline number: | SLT (Covid Co-ordinators including registration assistants) |
| Non reporting of results | Staff fail to report positive results leading to risk of transmission | Staff pupils | Ensure staff are aware that if they opt in to the testing they have a duty to report the results of the tests to NHS Test and Trace and the school Results to be recorded in register – template to be provided by DfE | Information provided to all staff | SLT (Covid Co-ordinators including registration assistants) |
| Negative test results create | Staff and pupils don't follow guidance | Staff and pupils | If a member of staff tests negative they must continue to act as cautiously and safely as they have previously done and continue to | Information provided to all staff | SLT |

The Diocese of Canterbury Academies Trust

Unit 33, Folkestone Enterprise Centre, Shearway Business Park, Shearway Road, Folkestone Kent CT19 4RH

Registered Company N°. 9035788

*'...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.'* Isaiah 40:31



connect | nurture | aspire | learn | excel | hope

| | | | | | |
|-----------------------------|--|--|--|--|---|
| over confidence in staff | | | follow all the usual hierarchy of controls (PPE, hand washing, social distancing) and should not relax their guard | | (Covid Co-ordinators including registration assistants) |
|-----------------------------|--|--|--|--|---|

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

| Employee Name (Print) | Employee Signature | Date |
|-----------------------|--------------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |