

Devonport High School for Girls - Covid-19 Rapid Testing Programme Risk Register								
ID	Risk Description	Impact Description	Impact Level	Probability Level	Priority Level (IMPACT X PROBABILITY) Address highest first	Mitigation Notes	Owner	Actions Assigned to
000	Brief summary of the risk	What will happen if the risk is not mitigated or eliminated	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)		What can be done to lower or eliminate the impact or probability.	Who's responsible	Who's completing any mitigation action(s)
001	Key person dependent	Should the key person be unavailable the testing programme would not be able to proceed or, another person would need to look at the programme from scratch and create new processes and produce the necessary assets	5	3	15	- sufficient written processes and guides made available - Sufficient contingency staffing in place - all appropriate staff trained to run a test day - assets saved centrally	Acting Headteacher	
002	Data transfer error	Data being collected from the SIMS system/One Drive is downloaded/transferred incorrectly. The student list then prepared giving instructions as to which students have consent to test is incorrect, resulting in a student being tested without consent.	5	2	10	- sufficient written processes and guides made available - opt in process only - names only on lists if consent given - QA check by Office Manager	Acting Headteacher	Office Manager
003	Test sticker stuck against incorrect student name	A test is performed on a student and the sticker is affixed against the wrong student details on the swab station student list	5	2	10	- barcode sticker stapled to record card before handed to student - Swab station operators receive sufficient training and swabber confirms name of student prior to swabbing	Acting Headteacher	Registration clerk
004	Bubble breach at swab station	A student or member of staff is seated at a swab station which has been previously attended by a student or member of staff from a different bubble	2	2	4	- swab station operators receive sufficient training to clean stations between bubbles - swab station operators notified by member of staff checking-in that there is a change in bubbles	Acting Headteacher	Registration clerk
005	Bubble breach in check-in queue	A student or member of staff is queuing with a student or member of staff from a different bubble	2	2	4	- students only collected/sent to report to the test area when instructed by the co-ordinating member of staff	Acting Headteacher	SLT co-ordinator
006	Too many students queuing in unventilated area	The queue for check-in at the test area is too long and there is insufficient space to safely wait for the students accessing testing	2	2	4	- students only collected/sent to report to the test area when instructed by the co-ordinating member of staff	Acting Headteacher	SLT co-ordinator
007	Hazardous waste not collected	There is hazardous material left in school creating a health and safety risk	4	2	8	- Hazardous waste collected in appropriate bags, tied up after each testing session and placed in appropriate bins. Collected weekly - Waste collection information shared with appropriate staff members to ensure resilience	Acting Headteacher	Site Manager
008	Delays to timed schedule	A prescribed schedule could be impacted by delays causing additional disruption to lessons, potential for bubble breaches where students are not tested before the next group are sent down. Long waits for students in a small safe breaching covid safety. Testing is delayed because the next group of students is not ready for testing. Swab stations are not ready as timetabled having a knock on effect to the rest of the timetable.	3	5	15	- create a flexible schedule in replace of a prescribed schedule - students only collected/sent to report to the test area when instructed by the co-ordinating member of staff - stop testing at least one hour prior to end of school day to allow time for test results to be collated and positive cases to be taken from lessons	Acting Headteacher	SLT co-ordinator
009	Students miss excessive amounts of lesson time	The queue for check-in at the test area is too long for students accessing testing and they are kept waiting for an excessive amount of time. The swab stations are not ready and students are being asked to wait in the test area once checked in.	3	2	6	- students only collected/sent to report to the test area when instructed by the co-ordinating member of staff	Acting Headteacher	SLT co-ordinator
010	Unable to locate test sticker in paper work following positive test	A lateral flow test device shows a positive, the subject this test belongs to is identified by the barcode sticker on the test corresponding to a paper record for the subject. If there is no process for the handling of these paper records the risk is that the team would not be able to identify the person the test relates to in sufficient time before the end of the school day	5	4	20	- process to detail that all paper work must be kept in 'takeaway' boxes to ensure a test sticker can be retrieved from the relevant box without the need to search additional paperwork. Barcode sticker is on named registration card as well as test strip to easily identify a person - sufficient written processes and guides made available - all appropriate staff trained to run a test day - channel all data handling through one person (with appropriate contingency planning in place) - stop testing at least one hour prior to end of school day	Acting Headteacher	SLT co-ordinator

011	Student list not ready on test day	Students can not be identified as requiring a test, the students can not be collected from class, students can not be check-in at the test area, the swab stations are unable to conduct tests without student lists to affix stickers to	5	4	20	- staff involved in producing student lists notified of test day in advance - resources made available to produce student lists - sufficient written processes and guides made available - all appropriate staff trained to run a test day	Acting Headteacher	SLT co-ordinator
012	Staff sent incorrect timing information	Staff will make provisions to attend a test, if they are incorrectly informed of availability and timings they will arrive at the test area and not be able to access testing. Disruption to staff time.	2	2	4	- allocated staff testing sessions scheduled that are separate to student sessions.	Acting Headteacher	SLT co-ordinator
013	Unable to locate student following positive test	Students will be able to leave the test area once they have been tested with the lateral flow test however, if this test returns a positive result the student will be required to isolate on site until collected. If a student can not be located due to break time, end of school day or study period they will be unreachable to inform that they are required to return to the test area	5	4	20	- avoid testing students in period 5 - start testing at the earliest opportunity in the day - make staff and sixth formers aware that they must remain contactable for at least an hour after being tested	Acting Headteacher	SLT co-ordinator
014	Student becomes distressed or unwell due to test	Student may require additional support following becoming distressed and/or unwell and there may not be an appropriate personal available to care for them	2	3	6	- ensure that there is an additional member of school staff available in the test area in addition to the person responsible for checking-in	Acting Headteacher	SLT co-ordinator
015	Electronic test data lost/unsaved	Insufficient record keeping will mean that there is no evidence of testing	5	2	10	- sufficient written processes and guides made available - all appropriate staff trained to run a test day - agree central location for saved electronic data and hard copy data	Acting Headteacher	Office Manager
016	Staff unable to consent electronically	Staff without access to a PC will not be able to consent and therefore may be excluded from testing indirectly	2	2	4	- make paper consent forms available - identify staff without access to school email and inform their line manager of the alternative process to consent	Acting Headteacher	Office Manager
017	No resilience in processing data	Should the key person be unavailable the testing programme would not be able to proceed or, another person would need to look at the raw data and produce the necessary assets	5	3	15	- sufficient written processes and guides made available - all appropriate staff trained to process data	Acting Headteacher	Senior Science Technician
018	No shared area for access to electronic documents	No resilience in the process if other members of staff can not access shared data. Reliance on a single source for all data and assets without back up	5	5	25	- create a shared area on the admin network for files - save to OneDrive	Acting Headteacher	Office Manager
019	Parent/guardian who previously consented wishes to withdraw their consent	An under 16 student is tested despite parent/guardian wishing to withdraw their consent	5	5	25	- agree process for withdrawing consent - issue correspondence to parents/guardians to confirm consent withdrawn - sufficient written processes and guides made available	Acting Headteacher	Office Manager
020	Onsite visitors not DBS checked by school	Visitors on site have not gone through normal safeguarding procedures of DBS checks	5	1	5	-Safeguarding briefing on arrival at school - Identity checks on arrival at school - School staff supervise visitors throughout visit	Acting Headteacher	Office Manager
021	Apprehensive staff, students or parents in taking part in trial	Buy-in from all stakeholders is needed in order for the testing to work.	4	3	12	-Clear, informative and timely communication with all stakeholders to ensure transparency and build confidence	Acting Headteacher	
022	Capacity to run the tests	Need enough staff to be trained to manage testing on a large scale	5	4	20	- staff volunteers/supply teachers in the first instance - use of invigilators/external resources	Acting Headteacher	Senior Science Technician
023	Impact if number of positive cases high	Anxiety levels raised in school community	5	3	15	-Liaison with DfE helpline and PHE to seek up to date advice and guidance	Acting Headteacher	
024	Wellbeing of staff / increased work load / worry	Anxiety levels raised in school community	4	4	16	- Clear and transparent communication - Receptive to questions at all times	Acting Headteacher	
025	Misinformation/rumours/press interest	Reputational damage and risk of parents/staff/students withdrawing consent	3	3	9	- Clear and transparent communication - Work with local comms teams to manage press interest	Acting Headteacher	
026	Concern that close contacts remain in school whilst testing negative - perceived risk of exposure	Anxiety levels raised in school community	4	3	12	- Clear and transparent communication - Not currently an issue, but during lockdown, close contacts will work in a separate area to other students even if LFT result is negative. - Test close contacts on arrival at school and then 'hold' until negative result received	Acting Headteacher	