

Risk Assessment Form (RA1)

Department: SEATON DELAVAL FIRST SCHOOL	Service: SEATON DELAVAL FIRST SCHOOL	Reference: sdfs/ OWF
Activity: Coronavirus (COVID-19) asymptomatic testing in schools This assessment has been produced by the NCC Corporate Health and Safety Team in collaboration with the NCC Public Health Team.		Site: Schools throughout Northumberland
People at Risk: School Staff, Pupils, Volunteers All staff and volunteers are aware of the content of this risk assessment. The assessment will be kept under review by the immunisation team manager.		Additional Information: guidance on completion: risk assessment form Government/Public Health England Advice: https://www.gov.uk/coronavirus/ / Coronavirus (COVID-19) asymptomatic testing in schools and colleges / Asymptomatic testing in schools and colleges - GOV.UK Mass asymptomatic testing: schools and colleges Mass asymptomatic testing in specialist settings Clinical Standard Operating Procedure for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges (LFD Testing SOP) HSE Advice: https://www.hse.gov.uk/news/coronavirus.htm NHS: NHS Hand Washing Techniques COVID-19 National Testing Programme: "How to Guide" Rapid Testing in Schools and Colleges COVID-19 National Testing programme: Schools & Colleges Handbook Northumberland Education – links to all Covid testing documentation
Name of Person Completing Form: OWFLITCROFT	Job Title: HEADTEACHER	Date: 15.01.2021 Review Date: weekly

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<i>Symptomatic persons may present at school to take test</i>	<i>Covid transmission</i>	<i>H</i>	<p><i>Clear instructions are issued to staff that anyone with Covid symptoms or who lives with someone who is showing symptoms of Covid must self- isolate immediately and book a test through the NHS symptomatic testing programme. The close contacts of anyone who receives a positive Covid test via this route only, are not eligible for lateral flow device (LFD) serial testing within school; they must self-isolate at home. <u>Only school close contacts of those who have tested positive via LFD testing within the school are eligible to receive daily serial testing.</u></i></p> <p><i>If a symptomatic pupil attends school or lives with someone who is showing symptoms of Covid, the child is isolated, and the parents are contacted immediately and asked to collect the child (see also “Pupil test is confirmed as positive” p. 10).</i></p>	<i>L</i>	
<i>School bubble/cohort groupings compromised by testing process</i>	<i>Transmission of Covid virus between separate school cohort groups. Consequential need for targeted testing of a much larger number of additional close contacts</i>	<i>H</i>	<i>N/A</i>	<i>L</i>	<i>You can use this leaflet to explain testing to pupils, parents and staff.</i>
<i>Close contact (within 2m) with individuals being tested and contact with potentially</i>	<i>Exposure to virus resulting in contracting Covid</i>	<i>H</i>	<i>N/A</i>	<i>L</i>	<i>Sufficient supplies of PPE (including eye protection, face masks, gloves and aprons) have been delivered and sufficient stocks are maintained.</i>

infectious test samples and other materials (eg contaminated PPE)					
<p>Testing process not implemented correctly</p> <p>Insufficient testing capacity established in the school</p> <p>LFD Kit capability compromised by incorrect handling/storage.</p> <p>Insufficient/inappropriate resources available</p> <p>Damaged barcode, lost LFD, failed scan of barcode</p>	<p>Covid transmission</p> <p>Invalid/false result leading to repeat swab being needed.</p> <p>Incorrect result communication or inability to communicate result</p> <p>Anxiety of staff/pupils.</p> <p>Misunderstanding leading to incorrect process being followed.</p>	H	<p>A quality management system is in place and a designated member of the team is identified to act as Quality Lead; they have the accountability for quality and risk management of the service (this may be carried out by the Covid Coordinator).</p> <p>Testing resource availability and site key layout requirements checked prior to commencement against the <u>"How To Guide"</u>.</p> <p>Deliveries are checked on receipt to ensure kits are complete (using the <u>"How To Guide"</u>) and in good condition and stored in a secure, area away from damp conditions at temperature between approx. 2 ° C and 30 ° C.</p> <p>A designated team is provided to undertake the *Workforce Profile Roles as defined by COVID-19 National Testing Programme: Schools & Colleges Handbook (the NTP Handbook) to support the process.</p> <p>The Workforce Planning Tool (see <u>Planning Tools</u>) has been used to determine roles and numbers of personnel used.</p> <p>Designated test sites meet key layout requirements defined by the NTP Handbook.</p> <p>Lateral flow tests are stored between 2 and 30</p>	L	<p>[**The details and a link to the online training are included in the <u>Training Guide for Rapid Testing in Schools and Colleges</u>]</p> <p>Links to Online Registration Forms: <u>Team Leader</u>, <u>Test Subjects</u>, <u>Logging Results</u>.</p>

			<p>degrees C in a secure location in accordance with manufacturer's guidance and in a dry environment where there is little chance of foreseeable damage. Devices and reagents must be between 15 and 30 degrees C when in use (room temperature).</p> <p>LFD testing is carried out in the morning.</p>		
Not accounting for Special Educational Needs and Disabilities leading to adverse response	<p>Emotional/physical distress, exacerbation of existing health complication</p> <p>Unable to carry out test</p>	H	N/A	L	Where it is deemed testing cannot be carried out safely refer to section: 'Testing without appropriate consent; Staff and/or pupils declining the test'
Exposure to chemicals contained in LFD kits	Potential health hazard	L	<p>Under the intended conditions of use, the quantities concerned and component chemicals are not defined as hazardous and therefore do not have hazard labels associated with them (as per the NHS Test and Trace Risk Assessment Template, (see Schools Document Sharing Platform – Templates).</p> <p>PPE to be maintained as stated below.</p> <p>Spillages to be wiped from surfaces in line with standard cleaning protocols.</p> <p>Testing staff briefed not to use LFD kits/solution that has expired processes for disposal.</p>	L	
Inappropriate use/handling/disposal of waste (including used LFD kit/PPE)	Covid transmission	H	<p>N/A</p> <p>✓</p>	L	<p>PPE/waste bags have been delivered to each school.</p> <p>[Incinerating specified healthcare wastes at a municipal waste</p>

					<p>incinerator: RPS C23 Under the COVID19 RPS C23 regulatory position, waste contractors are able to remove and dispose of waste generated from the LFD testing kits without varying their permit.]</p> <p>[*Schools are advised to; contact their existing waste contractor in the first instance about disposal and provide Government Guidance outlining waste codes for disposal of LFD and the Waste letter for Providers.</p> <p>ensure waste contractors are suitably advised of the nature of the waste and seek to consult with them in respect of any requirements they may have. If they are unable to collect then contact your existing hygiene waste provider or if they are unable to assist contact NCC (email: centralwasteteam@northumberland.gov.uk). Finally, the DfE Coronavirus helpline may be contacted for assistance on 0800 046 8687]</p> <p>Waste storage is reviewed noting that:</p> <ul style="list-style-type: none"> • where there is not enough space 'chemical' (2) and 'offensive (3) wastes may be stored in the same bin providing they are in the correct
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					<p><i>bags.</i></p> <ul style="list-style-type: none"> <i>It is permissible to use existing bins providing they are separated from the establishments overall general waste and are clearly marked.</i> <i>Future requirements for bin bags (only initial supplies are provided. The “How To Guide” provides further information on anticipated waste volumes.</i>
<i>Inadequate cleaning</i>	<i>Transmission of Covid19</i>	<i>H</i>	<i>N/A</i>		
<p><i>Testing without appropriate consent</i></p> <p><i>Staff and/or pupils declining the test</i></p>	<p><i>Covid positive individuals exposing others in school to Coronavirus</i></p>	<i>H</i>	<p><i>School has established a plan for communication with staff in consideration to NTP Handbook suggestions.</i></p> <p><i>All staff have been informed/ explained the test process and completed the registration details attached (template & registration details letter to parents, pupils and staff.) A signed consent form has also been received.</i></p> <p><i>Whilst testing is not mandatory, the school will encourage staff to participate to reduce the risk of Covid transmission.</i></p> <p><i>Schools ensure robust data handling processes with due regard to data security and handling. Test result records are kept for 14 days and then confidentially disposed of.</i></p> <p><i>Staff members are provided with the information pack and NTP Handbook explaining the test procedure and are encouraged to discuss any concerns with staff prior to testing.</i></p>	<i>L</i>	

			<p>Close contacts who decline to be tested daily will need to self-isolate in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection. Tests will only be performed once formal consent has been obtained.</p>		
<p>Application of swab samples results in involuntary reaction (e.g. vomiting, gag reflex)</p>	<p>Covid transmission arising from staff or pupil contact with another person's body fluid</p>	H	<p>Testing centre set up in accordance with LFD Testing SOP.</p> <p>Staff provided with instructional information and trained. Staff are on hand to provide guidance and reassurance.</p> <p>Spillage kits to be on hand and social distancing maintained with others.</p>	L	<p>Sufficient disposable vomit bowls and spill kits will need to be ordered for each station</p>
<p>Exposure of Clinically Extremely Vulnerable (CEV) /Clinically Vulnerable (CV) Staff to Covid19 virus</p>	<p>Transmission of COVID19 with symptoms that may be exacerbated by their personal characteristics/ underlying health condition</p>	H	<p>CEV staff do not take part in testing.</p> <p>CV staff do not take part in testing wherever possible. If this is unavoidable, only specific roles should be considered where strict social distancing can be maintained/no contact with samples. Staff must not supervise (if needed) those pupils who subsequently test positive. Existing individual risk assessments for staff who are CV and taking part in testing are reviewed and updated.</p>	L	

Confirmation of a positive test

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Staff test is confirmed as positive	Exposure of others to live virus resulting in contracting Coronavirus	H	<p>Staff member/ Head Teacher / School Lead is notified immediately, and the staff member is requested to book a PCR test straight away. PHE guidance on self-isolation is followed - Stay at Home - unless the confirmatory PCR test is negative. The staff member should wear a face covering to minimise transmission. <i>PCR testing is conducted outside of school (either at dedicated test centre or by use of home test kits).</i></p> <p>Refer to School risk assessment and procedure for dealing with symptomatic persons on site (including the arrangements for 'deep cleaning' school facilities, identifying close contacts etc).</p> <p>All <i>asymptomatic</i> school close contacts are identified by the school and daily serial testing of these contacts commences for 7 days is offered in accordance with the NTP guidance. Daily testing can cease if the confirmatory PCR result is negative. Close contacts self-isolate on days when serial testing does not take place (including weekends, bank holidays when schools are closed).</p> <p>Household contacts of those identified as close contacts of the positive case, do not need to self-isolate unless that individual subsequently develops symptoms.</p>	L	<p>Confirmed cases of Covid-19 should be recorded via ANVIL, as they may be RIDDOR reportable.</p> <p>Any transmission of Covid19 where it is likely the result of a breach in the asymptomatic testing process will be reportable to the HSE as a notifiable disease. You should seek further advice via NCC's Corporate Health and Safety team (or your own H&S provider for some Academies)</p>
Pupil test is confirmed as positive	<p>Covid transmission from person who has tested positive</p> <p>Pupil anxiety</p>	H	N/A	L	Schools are provided with a number of PCR tests which can be issued to parents where needed to facilitate a speedy confirmation test.

	<i>following confirmation they have Covid 19</i>				<i>Follow “What to do if a pupil/student tests positive for COVID-19” guidance within COVID-19 National Testing programme: Schools & Colleges Handbook.</i>
<i>Travel home following positive test (unescorted). Parents unable to collect pupil after positive test</i>	<i>Exposure of others to live virus resulting in contracting Coronavirus</i>	<i>H</i>	<i>N/A</i>	<i>L</i>	

Document History

Item	Nature of change	Date of Update
New document		07/01/2021
Additional Information Links	Link added to “Mass asymptomatic testing: schools and colleges” 07 January 2021, COVID-19 National Testing Programme: “How to Guide” Rapid Testing in Schools and Colleges, Mass asymptomatic testing in specialist settings,	12/01/2021
Testing Process not Implemented Correctly	Wording relating to actions taken for establishing testing capacity, checking test site conditions, layout, receipt of deliveries, storage added and reporting damage added/enhanced. Reference to the “Workforce Planning Tool” inserted.	12/01/2021
Inappropriate use/handling/disposal of waste	Additional information concerning procedures to be applied for handling and storing of waste and information to be given to waste disposal contractors.	12/01/2021
Close contact (within 2m) with individuals being tested and contact with potentially infectious test samples and other materials	Replaced reference to “NTP Handbook” with the “How to Guide” to improve provision of information on PPE requirements.	12/01/2021
Pupil test is confirmed as positive	Additional note added regarding circumstances that would necessitate isolation - “ <i>positive confirmed PCR test</i> ” and circumstances where PCR testing is to be undertaken.	12/01/2021
Staff test is confirmed as positive	Note added regarding circumstances where PCR testing is to be undertaken.	12/01/2021
Not accounting for Special Educational Needs and Disabilities leading to adverse response	New section.	12/01/2021