

Risk Assessment Form (RA1)

Department:	Service:	Reference:
Activity: Coronavirus (COVID-19) Rapid Testing <u>on-site</u> (ATS) in Secondary Schools <i>This assessment has been produced by the NCC Corporate Health and Safety Team in collaboration with the NCC Public Health Team.</i>		Site: Bellingham Middle School, Redesmouth Road, Bellingham, Northumberland, NE48 2EN Settings are to review and amend this template to reflect their establishments settings.
People at Risk: School Staff, Pupils, Volunteers <i>All staff and volunteers are aware of the content of this risk assessment.</i>		Additional Information: guidance on completion: risk assessment form <i>This assessment should be read in conjunction with the COVID-19 National Testing Programme: 'How to Guide' - Green Guide and the Clinical Standard Operating Procedure (SOP) Rapid Asymptomatic Testing in Secondary Schools See end of this document for links to further information and useful links.</i>
<i>This risk assessment should be used for pupil asymptomatic testing on-site prior to return to school and ongoing testing for those unable to carry out a home test. Once pupils have performed three Asymptomatic Testing Site (ATS) tests (3 to 5 days apart) and the results are negative, pupils can commence home testing.</i> <i>Note: No test is 100% sensitive and lateral flow testing may not pick up all positive cases. To minimise the risk of COVID-19 transmission and associated disruption, all must continue to maintain social distancing and any other prevention measures implemented by the school.</i>		
Name of Person Completing Form: L Hamilton Date: 4 th March 2021		Job Title: Headteacher Review Date: 15 th March 2021

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>Pupils not completing three tests</i>	<i>Incorrect implementation of future home testing leading to misleading test result(s) and therefore Covid transmission</i>	<i>H</i>	<p><i>It is very important that initially pupils and students are supervised whilst swabbing to make sure they are doing it correctly. Therefore, testing will initially take place on-site at the Asymptomatic Testing Site (ATS).</i></p> <p><i>Secondary settings should offer pupils three tests via an ATS, twice weekly, three to five days apart, upon their return. Pupils cannot commence home testing until they have completed three tests, via the ATS.</i></p>	<i>L</i>	<i>From 05 Mar 2021 literature is available that is suitable for parent/carers and pupils, explaining the transition from on-site testing to testing at home for pupils.</i>
<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 parents and 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.</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. 14).</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>	<p><i>Testing will be carried out in class/bubble groups on an ongoing basis.</i></p> <p><i>Testing programme is managed in line with the schools Covid risk assessment (social distancing, hand and respiratory hygiene, face coverings, ventilation, cleaning etc.) and with due consideration to the NHS Test and Trace Risk Assessment Template, Standard Operating Procedure and the How To Guide (see Schools Document Sharing Platform –</i></p>	<i>L</i>	<i>You can use this leaflet to explain testing to pupils, parents and staff.</i>

			<p>Templates) Schools Document Sharing Platform – Templates)</p> <p>All pupil tests will be supervised by staff who are trained in the agreed test procedures and protocols.</p> <p>Testing will be conducted at a dedicated testing site in school conforming to the “Key Layout Requirements.” Those awaiting test results are kept in an agreed waiting area until the results are known.</p>		
Close contact (within 2m) with individuals being tested and contact with potentially infectious test samples and other materials (e.g. contaminated PPE)	Exposure to virus resulting in contracting Covid	H	<p>Testing site set up is configured in line with the LFD Testing SOP to provide separate Registration Area, Swabbing Bay(s), Receiving Area(s), a Processing Area and Recording Area.</p> <p>Swabbing bays are configured to maintain adequate distancing according to the LFD Testing SOP as follows:</p> <ul style="list-style-type: none"> Open plan station: where “open plan” sample testing stations are provided such as tables laid out in the school hall, these should be constructed in such a way as to maintain 2m social distancing. <p>Trained staff in place in line with the How To Guide workforce profiles and package outlined by the LFD Testing SOP.</p> <p>Testing team wear suitable PPE as defined for each role, follow donning and doffing processes, change PPE at the required frequencies (e.g., between sessions, those with gloves change them after each sample) as directed by the “How To Guide - Requirements by Role”.</p>	L	<p>Sufficient supplies of PPE (including eye protection, fluid-resistant surgical masks, disposable gloves and aprons) have been delivered and sufficient stocks are maintained.</p> <p>Link to signage templates for a testing site.</p>

			<p><i>Arrangements for queueing reviewed and established with social distancing being maintained and one-way circulation where possible. Staff on hand to supervise pupils and implementation of arrangements.</i></p> <p><i>Signage displayed reminding all of requirements to maintain social distancing and for the wearing of face covering where distancing may not be maintained.</i></p> <p><i>Floor markings put in place to aid queue management and compliance.</i></p> <p><i>Most roles defined in the workforce profile can maintain social distancing, except for the test assistant.</i></p> <p><i>Face covering worn at all times by staff and students attending for testing except for brief lowering at time of swabbing.</i></p> <p><i>Testing staff supervise queueing, test subjects flow, distancing and wearing of face coverings and provide reminders where necessary</i></p> <p><i>Measures in place to allow test subjects to cleanse hands prior to entering the testing area.</i></p> <p><i>Regular cleaning in place as per the How To Guide and SOP (all staff are aware of their role in relation to frequency of cleaning).</i></p> <p><i>Furniture that may impede flow, queue, social distancing etc. are removed to prevent unnecessary clutter.</i></p>		
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			<i>A strict protocol is in place for the storage and handling of test samples as per the NHS Test and Trace Risk Assessment Template, LFD Testing SOP and the How To Guide (see Schools Document Sharing Platform – Templates).</i>		
<i>Testing process not implemented correctly</i> <i>Insufficient testing capacity established in the school to ensure 3 tests in the 2 week period</i> <i>LFD Kit capability compromised by incorrect handling/storage.</i> <i>Insufficient/inappropriate resources available</i> <i>Damaged barcode, lost LFD, failed scan of barcode</i>	<i>Covid transmission</i> <i>Invalid/false result leading to repeat swab being needed.</i> <i>Incorrect result communication or inability to communicate result</i> <i>Anxiety of staff/pupils.</i> <i>Misunderstanding leading to incorrect process being followed.</i>	<i>H</i>	<i>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).</i> <i>Testing requirements have been calculated and the corresponding number swabbing Desks/Administered Swabbing determined using the ready reckoner within the “How To Guide”. Quality lead monitors capacity and requirements as testing proceeds.</i> <i>Testing resource availability and site key layout requirements checked prior to commencement against the “How To Guide”.</i> <i>Deliveries are checked on receipt to ensure kits are complete (using the “How To Guide”) and in good condition and stored in a secure, area away from damp conditions at temperature between approx. 2 ° C and 30 °C.</i> <i>A designated team is provided to undertake the *Workforce Profile Roles as defined by COVID-19 National Testing Programme: Schools & Colleges Handbook (the How To Guide) to support the process.</i> <i>The Workforce Planning Tool (see Planning Tools) has been used to determine roles and numbers of personnel used.</i>	<i>L</i>	<i>[*the government recommends schools use 1-2 school staff with the remainder being volunteers (e.g. NCC volunteers, agency staff, governors, St John Ambulance etc). Reasonable workforce costs will be reimbursed. When deciding on the number of individuals required for these roles, consider the requirement to provide cover for any sickness/self-isolation absences. Larger schools are likely to require a higher number of individuals assigned to these roles, especially during periods of close contact testing]</i> <i>[**The details and a link to the online training are included in the Training Guide for Rapid Testing in Schools and Colleges]</i> <i>Links to Online Registration Forms: Team Leader, Test Subjects, Logging Results.</i> <i>In the event non-school personnel (e.g. parents, carers, family members) request a home test kit from the school for their own use,</i>

			<p><i>The workforce has received the designated Online Training** to ensure continuity of testing process including the correct use and allocation of barcodes to reduce risk of wrong allocation of samples and the miscoding of results.</i></p> <p><i>Designated test sites meet key layout requirements defined by the How To Guide.</i></p> <p><i>Lateral flow tests are stored between 2 and 30 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).</i></p> <p><i>A written school specific process is established prior to testing with the Team Leader and Test Subjects Registered. Test results added to the schools Test Register. All samples are correctly handled, labelled, logged and disposed of. Kits arriving in damaged condition are reported to DfE via contact details within Schools and Colleges "How To Guide". Process outlines action to take where barcodes are damage/fail, LFD is lost or administrative error leads to inability to communicate result and outlines re-test requirements. The process is periodically reviewed with a Senior School Manager.</i></p> <p><i>All students will be fully briefed on the required process to collect and handle samples.</i></p> <p><i>Instructional Posters and Test Instruction Booklet for Pupils (contained within the How To Guide) are made available and on display.</i></p>		<p><i>the school will advise them to obtain a kit from:</i></p> <ul style="list-style-type: none"> <i>• Their employer if they offer testing to them,</i> <i>• a local test site or,</i> <i>• by collecting a home test kit from a test site or,</i> <i>• by ordering a home test kit online.</i> <p><i>Further information is provided within government guidance: Rapid lateral flow testing for households and bubbles of school pupils and staff</i></p>
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			<i>LFD testing should ideally be carried out in the morning.</i>		
<i>Not accounting for Special Educational Needs and Disabilities leading to adverse response</i>	<i>Emotional/physical distress, exacerbation of existing health complication</i> <i>Unable to carry out test</i>	<i>H</i>	<p><i>In cases where difficulties carrying out test occur, or where these are anticipated, a person-centred approach is taken. The test and associated concerns have been discussed with the child or young person and their family to ensure understanding of the process, support the person making the consent decision, anticipate any particular adverse response and agree strategies that are appropriate.</i></p> <p><i>Where necessary parents/carers attend to support the child or young person and the test process. Consideration has been given to specialist staff administering swabs for those who cannot self-administer.</i></p> <p><i>Care is taken to ensure the testing area and manners adopted are as calm and reassuring as possible.</i></p> <p><i>Additional time for conducting tests and time during breaks are planned to ensure testing is not rushed to help manage potential anxieties. Consideration is given to incorporating relaxing activities and refreshments to help.</i></p> <p><i>In situations where the physical nature of the test present problems the approach will be reviewed. With a throat swab (e.g., difficulty in understanding instructions, ability to keep mouth open or a strong gag reflex) a nose swab from both nostrils will be taken instead. Similarly, if a nose swab is not possible a throat swab alone will be taken.</i></p>	<i>L</i>	<p><i>Where it is deemed testing cannot be carried out safely refer to section: 'Testing without appropriate consent; Staff and/or pupils declining the test'</i></p> <p><i>For additional information please refer to the guidance on Mass Testing for Specialist Settings</i></p>

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>Appropriate PPE for each workforce profile is worn (as described in the “How To Guide”). Staff are trained on how to put on and take off PPE in the correct way. (PHE - Putting on PPE; PHE - Taking off PPE https://youtu.be/-GncQ_ed-9w)</p> <p>Handwashing / hand-hygiene facilities provided in accordance with the How To Guide</p> <p>Testing kit disposed of in accordance with the How to Guide which states:</p> <p>“As a result of the revision to guidance, agreed with DEFRA, Asymptomatic Testing Site (ATS) waste can be disposed of through your mainstream waste disposal route”. [i.e your general black bag waste; there is no longer a requirement to dispose of this as healthcare waste]</p>	L	<p>PPE/waste bags have been delivered to each school.</p> <p>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>

			Waste is placed into a tied black waste bag. Where possible waste from testing is separated from usual waste using wheelie bins (ideally 1100 ltr) in an area dedicated to testing waste.		
Inadequate cleaning	Transmission of Covid19	H	Whilst robust cleaning regimes are already in place in the school environment, an enhanced cleaning regime is in place within the testing site, in line with the guidance in the SOP. All staff involved are aware of cleaning requirements relevant to their role.		
Testing without appropriate consent Staff and/or pupils declining the test	Covid positive individuals exposing others in school to Coronavirus	H	<p>School has established a plan for communication with parents, pupils and staff in consideration to the How To Guide.</p> <p>All parents, pupils and staff have been sent a letter explaining 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.</p> <p>Whilst testing is not mandatory, the school will encourage pupils and their parents and staff to participate to reduce the risk of Covid transmission.</p> <p>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.</p> <p>Staff members are provided with the information pack and the How To Guide explaining the test procedure and are encouraged to discuss any concerns with staff prior to testing.</p> <p>Tests will only be performed once formal consent has been obtained.</p>	L	

Application of swab samples results in involuntary reaction (e.g. vomiting, gag reflex)	Covid transmission arising from staff or pupil contact with another person's body fluid	H	<p>Testing centre set up in accordance with LFD Testing SOP.</p> <p>Pupils/staff provided with instructional information and trained. Staff are on hand to provide guidance and reassurance.</p> <p>Body Fluid spillage guidance outlined within the SOP is followed (see "Clinical Standard Operating procedure (SOP) Rapid Asymptomatic Testing in Secondary Schools..." and opposite).</p> <p>Where spillage kits are used they are subject to COSHH risk assessment and staff briefed on the requirements of the assessment.</p> <p>Operations at the testing bay/booth/station shall be ceased and the site personnel will follow the spillage guidelines until the area has been cleaned adequately to allow resumption.</p> <p>Where it is not possible to maintain operations due to compromised distancing to spillages or it is likely that the event may induce vomiting in others the test area should be evacuated until the area has been cleaned.</p> <p>Cleaning guidelines set out within the LFD Testing SOP are to be observed.</p> <p>Cleaners and any staff in proximity are to ensure appropriate PPE is in place as relevant to their role (as defined by LFD Testing SOP), avoid Subject contact within 2 meters and change their PPE after cleaning.</p>	L	<p>Sufficient disposable vomit bowls and spill kits will need to be ordered for each station</p> <p>Body fluid spillage process:</p> <ul style="list-style-type: none"> • Cordoned off the affected areas, maintain social distancing • Don appropriate PPE, where there is risk of splash, wear eye protection • Using disposable paper towels remove all traces of visible spillage, dispose of as waste • Once the residual waste has been removed the area must be cleaned thoroughly using a • general-purpose detergent solution in warm water, using disposable cloths, rinse and dry • Using appropriate disinfection • Clean the bucket in fresh water and general-purpose detergent, rinse and dry • Dispose of all disposable towels, gloves, cloths, mop heads and disposable apron carefully. • Decontaminate hand thoroughly.
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<i>Exposure of Clinically Extremely Vulnerable (CEV) /Clinically Vulnerable (CV) Staff to Covid19 virus</i>	<i>Transmission of COVID19 with symptoms that may be exacerbated by their personal characteristics/ underlying health condition</i>	<i>H</i>	<p><i>CEV staff are currently shielding at home and therefore do not partake in supporting the testing programme.</i></p> <p><i>CV staff do not take part in supporting the testing programme 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.</i></p>	<i>L</i>	
<i>Failure to maintain adequate on-site ATS whilst there is a need for testing</i>	<i>Failure to effect appropriate testing leading to Covid transmission</i>	<i>H</i>	<p><i>In advance of the end of the initial 3 tests in school a review has been conducted to ascertain the likely numbers of pupils who are unable/unwilling to test at home. The review has been used to calculate the anticipated number of testing bays that will be maintained on-site.</i></p> <p><i>Senior Management Team continually review numbers of pupils making use of the testing bays to adjust resourcing to ensure suitable testing capacity is maintained.</i></p> <p><i>Infection Prevention and Control for School-based Asymptomatic Testing Sites is maintained (see above).</i></p> <p><i>ATS follows key layout requirements as defined by the ‘How to Guide’ - Green Guide</i></p>	<i>L</i>	

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 LFD test is confirmed as positive	Exposure of others to live virus resulting in contracting Coronavirus	H	<p>Head Teacher is notified immediately and the staff member is requested to follow PHE guidance on self-isolation - Stay at Home. <u>Taking a confirmatory PCR test is suspended until further notice. Staff should isolate after a positive LFD result.</u></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>Following a positive LFD test result, the school identifies any close contacts of the test subject and provides self-isolation advice. Those close contacts are asked to self-isolate in line with Government Stay at Home guidance.</p> <p>The other household members of those self-isolating do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.</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> <p>* A confirmatory PCR test is currently not mandatory for those staff/pupils testing positive via asymptomatic LFD testing being carried out on school sites.</p>

<p><i>Pupil test is confirmed as positive</i></p>	<p><i>Covid transmission from person who has tested positive</i></p> <p><i>Pupil anxiety following confirmation they have Covid 19</i></p>	<p><i>H</i></p>	<p><i>Pupils will be fully briefed prior to testing regarding the implications and procedure if they test positive. They should be reassured that symptoms are likely to be mild.</i></p> <p><i>Pupils will remain in their classroom or designated waiting area when waiting to receive test results. Any pupils who test positive will be moved immediately to a place of isolation until they can be picked up by parents/carer.</i></p> <p><i>Parents are alerted in advance that they may need to collect children who test positive. <u>Taking a confirmatory PCR test is suspended until further notice. Pupils should isolate after a positive LFD result.</u></i></p> <p><i>They are strongly advised to wear a fluid resistant mask (IIR) where available or a conventional face covering.</i></p> <p><i>School processes and risk assessments are reviewed to account for the possibility that the person collecting a pupil(s) who has tested positive may also be asymptotically positive. Household contacts (i.e. siblings/family members attending the same establishment) of those identified as close contacts of the positive case, do not need to self-isolate unless that individual subsequently develops symptoms or are advised otherwise by NHS Test and Trace.</i></p> <p><i>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).</i></p> <p><i>Following a positive LFD test result, the school identifies any close contacts of the test subject and</i></p>	<p><i>L</i></p>	<p><i>Follow "What to do if a pupil/student tests positive for COVID-19" guidance within COVID-19 National Testing programme: Schools & Colleges Handbook with due regard to the following:</i></p> <p><i>* A confirmatory PCR test is currently not mandatory for those staff/pupils testing positive via asymptomatic LFD testing being carried out on school sites.</i></p>
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			<p><i>provides self-isolation advice. Those close contacts are asked to self-isolate in line with <u>Government Stay at Home guidance</u>.</i></p> <p><i>If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves during their isolation period they should follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>.</i></p> <p><i>Site specific arrangements include restricting access to the premises to outside only.</i></p>		
<p><i>Travel home following positive test (unescorted).</i></p> <p><i>Parents unable to collect pupil after positive test</i></p>	<p><i>Exposure of others to live virus resulting in contracting Coronavirus</i></p>	<p><i>H</i></p>	<p><i>The school's existing process for symptomatic children is followed.</i></p> <p><i>Children should not use public transport. Where a child or young person is able to wear a face covering and keep a safe distance from others they could also walk or cycle where this is possible (or appropriate given their age/ability).</i></p> <p><i>Pupils who test positive must be kept in isolation until they can be collected by a member of their family or household. In exceptional circumstances, if this is not possible, and the school needs to take responsibility for transporting them home, or if a pupil needs to be transported to a residential setting, you should do one of the following:</i></p> <ul style="list-style-type: none"> <i>● use a vehicle with a bulkhead or partition that separates the driver and passenger</i> <i>● the driver and passenger should maintain 2 metres from each other</i> <p><i>For both options:</i></p>	<p><i>L</i></p>	

			<ul style="list-style-type: none"> • <i>The driver should wear PPE, including a fluid resistant facemask (IIR) which should also be worn by the passenger.</i> • <i>The vehicle must be cleaned thoroughly afterwards, in line with government guidance.</i> 		
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Further Information

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](#)

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](#)

[Clinical Standard Operating Procedure \(SOP\) Rapid Asymptomatic Testing in Secondary Schools](#)

[Northumberland Education – links to all Covid testing documentation](#)

[Schools and Colleges document sharing platform for Rapid Testing](#)

DfE coronavirus helpline: 0800 046 8687 **Opening hours** Monday to Friday 8am to 6pm, Saturday and Sunday 10am to 6pm.

Document History

Item	Nature of change	Date of Update
First issue	n/a	02/03/2021