

GENERAL SCHOOLS RISK ASSESSMENT



PART A. ASSESSMENT DETAILS:

Area/task/activity: COVID Testing

Location of activity: St Vincent's Road, Fulwood. Preston, PR2 8RA

School name:	Archbishop Temple School	Name of Person(s) undertaking Assessment:	Mrs Vicki Hayward
		Signature(s):	
Headteacher (Name/Title):	Mr Ivan Catlow	Date of Assessment:	8 th January 2021
Signature:		Planned Review Date:	25 th January 2021
How communicated to staff:	Email	Date communicated to staff:	25 th January 2021

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Contact between subjects increasing the risk of transmission of COVID19	Staff / pupils / volunteers	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the

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			<p>premises except for brief lowering at time of swabbing.</p> <ul style="list-style-type: none"> • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and LFD test kits. • Staff have been trained in the various roles.
Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration	Staff / pupils / volunteers		<ul style="list-style-type: none"> • As above. • As staff and pupils have been in close contact with each other, a waiting area will be set up before they are allowed to return to their normal activities, until they receive a negative test result. • Registration Desk - this is where staff and pupils scan their barcodes.

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Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Staff / pupils / volunteers		<ul style="list-style-type: none"> • As above. • Swabbing Desk - this is where staff and pupils will have their swab test. • Self-swab - Based on an estimated throughput of 11 tests per desk per hour estimated 6 hours of testing activities per day. • Administered Swabbing - only for pupils who are unable to self-swab. Further guidance will be provided based on an estimated throughput of 9 tests per desk per hour.
Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis	Staff / pupils / volunteers		<ul style="list-style-type: none"> • As above. • Sample Processing area after swabs are taken - the LFD devices are moved here to process the samples. Results are ready in 20 to 30 minutes.
Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	Staff / pupils / volunteers		<ul style="list-style-type: none"> • Testers are asked to sanitise their hands prior to the test and to place the completed test in the appropriate waste disposal bin to prevent transmission. • A Recording Desk - to record all test results and upload them to the National Test and Trace database. • When testing has been completed waste disposal <ul style="list-style-type: none"> – PPE equipment, mop heads, cloths are to be placed in a yellow and black tiger bag – Cartridges are to be placed in an unmarked yellow clear bag – Swabs and tissues are to be placed in an unmarked yellow clear bag • All LFD packaging and General Waste is to be placed in black general waste

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			bags <ul style="list-style-type: none"> An additional contract has been set up to remove the healthcare waste from site every fortnight starting immediately.
Incorrect result communication	Test subject	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 3 identical barcodes are provided to subject at check in. The subject registers their details to a unique ID barcode before conducting the test. Barcodes are attached by trained staff at the sample collection bay and checked for congruence at the analysis station and applied to Lateral Flow Device at this station.
Damaged barcode, lost LFD, failed scan of barcode			<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within 48 hrs of registration. Subjects are called for a retest.
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)		These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety visor to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. Environmental: do not let product enter drains. Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the guidance. Training to be completed and recorded prior to undertaking any LFD handling. Do not use if the solution has expired.

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Occupational illness or injury	Staff / pupils / visitors		<ul style="list-style-type: none"> School site is kept safe due to implementation of site risk assessments and safety controls.
Manual handling	Staff		<ul style="list-style-type: none"> Site staff are trained in manual handling.
Unauthorised access	All		<ul style="list-style-type: none"> Site perimeter remains locked during the day; gate access controls in place.
Inclement weather	All		<ul style="list-style-type: none"> Site team to ensure walkways are clear from leaves, snow and ice as part of their daily routine.
Use of shared equipment	Staff		<ul style="list-style-type: none"> Hands to be sanitised regularly or washed with soap and warm water for 20 seconds. Equipment to be wiped down between use
COVID infection	Staff / Test subjects		<ul style="list-style-type: none"> Secure storage area for testing kits and PPE according to instructions between 2°C and 30°C. General cleaning materials made available daily (mops, buckets, cleaning agent, tissues, wipes, sanitiser gel) is to be made available. Cleaning to be undertaken as per training received and DfE guidance. 18th January 2021 update All staff to be tested twice weekly. Staff are to ensure they carry out the correct procedure before taking a test. Visitors are to be kept to a minimum, strict supervision is to be in place when visitors arrive to ensure they use the hand sanitiser and face masks are to be used.

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Archbishop Temple School

Signed:

Name: Mr I Catlow

Risk Assessor: Mrs V Hayward

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
Contact between subjects increasing the risk of transmission of COVID19	Vigilance that the control measures are adhered to.	Team Leaders	High	Ongoing		
Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration	Vigilance that the control measures are adhered to.	Team Leaders	High	Ongoing		
Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Vigilance that the control measures are adhered to.	Team Leaders	High	Ongoing		
Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis	Vigilance that the control measures are adhered to.	Team Leaders	High	Ongoing		
Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	Trained staff to observe this practice is completed.	Team Leaders / Operatives	Medium	Ongoing		
Incorrect result communication	Trained staff to observe this practice is completed.	Team Leaders / Operatives	Low	Ongoing		
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	Trained staff only to handle the test and solutions.	Team Leaders	Low	Ongoing		