

<b>GENERAL SCHOOLS RISK ASSESSMENT LOCKDOWN 3.0 UPDATED VERSION</b>			
<b>PART A. ASSESSMENT DETAILS:</b>			
<b>Area/task/activity:</b> COVID LF Testing			
<b>Location of activity:</b> Mount Carmel RC High School – School Hall & Sports Hall			
<b>The opening hours of the MC Covid testing centre are as follows:</b> <b>Monday: 8.15am - 10.15am for pupils and staff on site / Monday: 2pm - 4pm for any other staff working on site</b> <b>Tuesday: 8.15am - 10.15am for staff and pupils who do not work on a Monday</b> <b>Wednesday, Thursday and Friday: 8.15am - 9.15am for both staff and pupils</b>			
<b>School name:</b>	Mount Carmel RC High School	<b>Name of Person(s) undertaking Assessment:</b>	Mr Brendan Georgy / Mr Paul Dugdale
		<b>Signature(s):</b>	
<b>Headteacher (Name/Title):</b>	Mr Xavier Bowers	<b>Date of Assessment:</b>	15 <sup>th</sup> January 2021
<b>Signature:</b>		<b>Planned Review Date:</b>	26 <sup>th</sup> February 2021
<b>How communicated to staff:</b>	Email	<b>Consultation with a selection of staff and governors:</b>	20 <sup>th</sup> January 2021
		<b>Date communicated to staff:</b>	25 <sup>th</sup> January 2021

<b>PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:</b>			
<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (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"> <li>• <b>Asymptomatic:</b> 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.</li> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>• Face coverings/masks to be worn by subjects at all times whilst in the testing and waiting area except for brief lowering at time of swabbing.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by pastoral staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with addition verbal reminders if necessary from all staff.</li> <li>• A one-way flow of subjects through the testing and waiting area is to be initiated and maintained at all times. Compliance with this is to be ensured by the testing staff.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and LFD test kits.</li> </ul>

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Incorrect result communication	Test subject	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• Samples are kept on individual trays along with name cards to ensure there is no mix up.</li> <li>• Results are then recorded on the individual name cards and registered on the school tracking sheets.</li> <li>• The individual name cards are then filed away and can be made available to other approved organisations at a later date</li> </ul>
Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (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"> <li>• <b>PPE:</b> 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.</li> <li>• <b>Environmental:</b> do not let product enter drains.</li> <li>• <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the guidance.</li> <li>• Do not use if the solution has expired</li> <li>• Training to be completed and recorded prior to undertaking any LFD handling.</li> </ul>
COVID infection	Staff / Test subjects		<ul style="list-style-type: none"> <li>• COVID Testing kits have been made available for testing staff and pupils.</li> <li>• Staff have been trained to carry out testing.</li> <li>• LFD and PPE has been received to start testing staff and pupils.</li> </ul>

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			<ul style="list-style-type: none"> <li>• A test area has been set up to carryout testing Registration Desk, Swabbing Desk, Processing Desk and Recording Desk.</li> <li>• As staff and pupils have been in close contact with each other, a waiting area has been set up before they are allowed to return to their normal activities, until they receive a negative test result.</li> <li>• Registration Desk - this is where staff and pupils scan record their test date.</li> <li>• Swabbing Desk - this is where staff and pupils will have their swab test.</li> <li>• 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.</li> <li>• A Recording Desk - to record all test results.</li> <li>• Secure storage area for testing kits and PPE according to instructions between 2°C and 30°C.</li> <li>• General cleaning materials made available daily (mops, buckets, cleaning agent, tissues, wipes, sanitiser gel) is to be made available.</li> <li>• Self-swab - Based on an estimated throughput of 11 tests per desk per hour estimated 6 hours of testing activities per day.</li> <li>• 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.</li> <li>• When testing has been completed waste disposal               <ul style="list-style-type: none"> <li>– PPE equipment, mop heads, cloths are to be placed in a yellow and black tiger bag</li> <li>– Cartridges are to be placed in an unmarked yellow clear bag</li> <li>– Swabs and tissues are to be placed in an unmarked yellow clear bag</li> </ul> </li> <li>• All LFD packaging and General Waste is to be placed in black general waste bags</li> <li>• An additional contract has been set up to remove the healthcare waste from site every fortnight starting immediately.</li> </ul>

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 Mount Carmel RC High School

Signed: Headteacher : Mr X Bowers

Signed: Risk Assessor / School Business Manager: Mr B Georgy

Signed: Chair of Governors: Mr A Dabrowski

<b>PART C: ACTION PLAN Further action / controls required</b>						
<b>Hazard</b>	<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projected time scale</b>	<b>Notes / comments</b>	<b>Date completed</b>