

## GENERAL SCHOOLS RISK ASSESSMENT

### PART A. ASSESSMENT DETAILS:

**Area/task/activity:** COVID Mass Testing

**Location of activity:** Oswaldtwistle School

|                                   |   |  |                 |
|-----------------------------------|---|--|-----------------|
| <b>School name:</b>               | Oswaldtwistle School<br>Union Rd<br>Oswaldtwistle<br>BB5 3DA  | <b>Name of Person(s) undertaking Assessment:</b> | Mrs K Stevenson |
|                                   |   | <b>Signature(s):</b>                             |                 |
| <b>Headteacher (Name/Title):</b>  | Mrs S McKenna (Acting Headteacher)  | <b>Date of Assessment:</b>                       | 07/01/2021      |
| <b>Signature:</b>                 |   | <b>Planned Review Date:</b>                      | 31/01/2021      |
| <b>How communicated to staff:</b> | To be emailed to all staff by the Headteacher advising that all staff to read the document carefully and acknowledge via email to their Covid 19 Line Manager and School Business Manager that it has been read and understood. It will be stored electronically. | <b>Date communicated to staff:</b>               | 15/01/2021      |

### PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

| List of significant hazards<br>(something with the potential to cause harm) | Who might be harmed | Type of harm                           | Existing controls<br>(actions already taken to control the risk - include procedure for the task/activity where these are specified)   |
|---|---------------------|--|--|
| Rapid testing in schools – Covid 19 National Testing Programme              | Staff, pupils       | Potential spread of infectious disease | Introduction of rapid, asymptomatic testing for secondary school from January 2021 in order to identify asymptomatic cases:<br><br>All schools with secondary age pupils (including Alternative Provision) will start to |

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|--|-----------------------------------|----------------------------|--|
|  |                                   |                            | <p>test all staff and pupils</p> <ul style="list-style-type: none"> <li>○ Pupils will be offered two Lateral Flow Device (LFD) rapid tests spread 3 to 5 days apart (minimum 3 days)</li> <li>○ Staff will be offered 1 test in the first week and weekly there after as part of the longer – term routine testing programme;</li> <li>○ LFDs are simple to use (young people can swab themselves with a trained person supervising them), producing results in around 30 minutes;</li> <li>○ Swabbing and processing of these tests will be conducted in school in a dedicated test area with results available in around 30 minutes;</li> <li>○ Positive Results the staff member/pupils result will need to leave school, take a confirmatory Polymerase Chain Reaction (PCR) test and follow the self-isolation guidelines for 10 days; they can stop self-isolating on day 11 after the PCR test if they have not had a high temperature for 48 hours and are well. They can return then even if they have a cough or loss of taste/smell as these symptoms can last for several weeks;</li> <li>○ If a pupil tests positive to COVID 19 on a Lateral Flow Device (LFD) their parent/carer will be required to take them home. Where this is not immediately possible, the pupils will be placed in a separate room until they are collected, whilst being mindful of the individual’s pupils needs</li> <li>● Serial Contact Testing – will also commence allowing pupils, staff members who are in close contact with someone who has tested positive for COVID 19 to return to school if they consent to being tested for 7 days following their contact with a positive case. If at any point during this period of time a pupil, staff member tests positive, they will need to leave school and take a confirmatory PCR test and follow the self-isolation guidelines of 10 days;</li> <li>○ People that decline to participate in serial testing will follow the national guidance and are legally obliged to self-isolate according to the advice given to them by the NHS Test and Trace service;</li> </ul> |

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|  |                             |  | <ul style="list-style-type: none"> <li>• With consent being given as part of the serial Contact Testing process, participants consent to providing a confirmatory test result for school;</li> <li>○ Young people aged 11-15 years may self-swab (swab their own nose/throat) with supervision of an appropriate member of staff if they have consent off parent/guardian</li> <li>○ Young person aged 16+ may self-swab, provided that test site staff are satisfied that they are “Gillick Competent” (able to consent to their own medical treatment without parent/guardian present)</li> <li>○ Administered Swabbing - only for pupils who are unable to self-swab</li> </ul>   |
| 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> <ul style="list-style-type: none"> <li>○ 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> </ul> </li> <li>• <b>Face masks:</b> <ul style="list-style-type: none"> <li>○ 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 test 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 at time of test booking.</li> <li>○ Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception staff.</li> </ul> </li> <li>• <b>Hand hygiene:</b> <ul style="list-style-type: none"> <li>○ All subjects to use hand sanitiser provided on arrival, once nose has been</li> </ul> </li> </ul> |

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|  |                            |   | <p>blown and again after the testing has been completed.</p> <ul style="list-style-type: none"> <li>• <b>Social distancing:</b> <ul style="list-style-type: none"> <li>○ 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, and sampling staff.</li> <li>○ A one-way flow of subjects through the room is to be initiated and maintained at all times. Compliance with this is to be ensured by testing staff.</li> </ul> </li> <li>• <b>Cleaning:</b> <ul style="list-style-type: none"> <li>○ 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> </li> </ul> |
| Incorrect result communication   | Test subject               | Wrong samples or miscoding of results   | <ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to subject at check in.</li> <li>• Staff members to register their own details, pupils to be registered by testing staff to a unique ID barcode before conducting the test.</li> <li>• 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.</li> </ul>   |
| Damaged barcode, lost LFD, failed scan of barcode                                  | Staff/Test subjects        | Orphaned record on registration portal and no result communicated to individual | <ul style="list-style-type: none"> <li>• Rule based recall of subjects who have not received a result with 2 hours of registration</li> <li>• Subjects are called for retest</li> </ul>   |
| Extraction solution which comes with the lab test kit contains the following       | Staff /Test subjects       | These components do not have any hazard labels associated with them, and the    | <ul style="list-style-type: none"> <li>• <b>PPE:</b> <ul style="list-style-type: none"> <li>○ Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side</li> </ul> </li> </ul>   |

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| components:<br>NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate),<br>NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride) |                            | 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. | <p>shields which are tested and approved under appropriate government standards to be work at all times when handling the extraction solution.</p> <ul style="list-style-type: none"> <li>○ 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 of potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling,</li> <li>● Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals</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 to be trained and recorded on how to carry out testing</li> <li>● A suitable testing area has been identified (Food Technology Room) where residing temperatures are between 15 and 30 degrees. It has been set up to include the following: <ul style="list-style-type: none"> <li>● Registration Desk – where staff and pupils scan their barcodes,</li> <li>● Swabbing Desk – where staff/pupils will have their swab test,</li> <li>● Processing Desk -after swabs are taken – the LFD devices are moved here to process the samples (Results in approx. 20-30 minutes)</li> <li>● Recording Desk. – to record all test results and upload them to National Test and Trace database.</li> </ul> </li> </ul>  |

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|  |                            |                        | <ul style="list-style-type: none"> <li>• Testing kits and PPE, in accordance with instructions, are stored between 2'C and 30'C in the disabled toilets which has now become the designated storage area for these resources,</li> <li>○ An area (disabled toilets) outside of the test area has been allocated to store PPE for all staff to put on before entering the test area, nobody except designated testing team to enter the designated store for PPE;</li> <li>○ As staff and pupils have been in close contact with each other, a waiting area (dining room) has been set up before they are allowed to return to their normal activities, until they receive a negative test result.;</li> <li>• General cleaning materials made available daily for staff carrying out testing (cleaning agent, tissues, wipes, sanitiser gel) are available,</li> <li>• General cleaning will be carried out at the end of day by designated cleaning staff (LCC cleaners) as agreed, all cleaning materials made available daily (mops, buckets)</li> </ul> |
| COVID 19 – Waste Disposal  | Staff/Pupils               | After testing disposal | <ul style="list-style-type: none"> <li>– PPE equipment, mop heads, cloths are to be placed - <b>YELLOW AND BLACK TIGER BAGS</b></li> <li>– Cartridges are to be placed - <b>UNMARKED YELLOW CLEAR BAG</b></li> <li>• Swabs and tissues are to be placed – <b>UNMARKED YELLOW CLEAR BAG</b></li> <li>• All LFD packaging and General Waste is to be placed – <b>BLACK GENERAL WASTE BAG;</b></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 Oswaldtwistle School

Signed: Sandra McKenna (Acting Head Teacher)

Name: K Stevenson

Risk Assessor:

| <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> |
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