

7 January 2021

## Risk Assessment for the St Nicholas School Lateral Flow COVID-19 Testing Programme

The Government has set out guidance to ensure that we as a school continue to offer a limited and programme of protective measures for implementation of a lateral flow testing programme, using the advice "Covid-19 National Testing Programme/ Schools and Colleges Handbook". This is alongside a programme for distributing home testing kits.

In order for our school to run effectively across all sites, whilst delivering an enriching curriculum and individualised learning programme, (including access to off-site forest school activities, necessary visitors and contractors to the school) the school now has an effective twice weekly rapid COVID-19 testing programme for staff (and, where appropriate/desired, students).

The mitigations set out below are to recognise the risks of operating such a programme and reduce the risk of transmission of Covid-19, maximising control measures.

Area of Risk	Risks	Mitigations	Risk Analysis/Residual Actions	Completed?
<b>Environmental Risks (Entry to/Exit from the testing space)</b>	<ul style="list-style-type: none"> <li>• Alcohol gel is present outside the testing space (dining hall)</li> <li>• Open access into the testing hall through the gym doors which are unlocked.</li> <li>• use of the testing space (gym) as:               <ul style="list-style-type: none"> <li>○ Storage space for mobility equipment.</li> <li>○ Access point to the memorial garden</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• All pupils to have supervision when moving around the building to prevent access to the hazardous material</li> <li>• The gym doors will be locked when testing is not in session</li> <li>• The testing room will be timetabled for the minimum number of uses and access to the shared space will only outside testing times:               <ul style="list-style-type: none"> <li>○ No access mobility equipment this term</li> <li>○ No access to the memorial garden via the gym/testing room at this time.</li> </ul> </li> <li>• The testing room will be operated on a 1 in and 1 out basis, with staff only coming to the room on booking basis – to avoid a cue forming in the corridor</li> </ul>	<ul style="list-style-type: none"> <li>• Low – 'keep out' poster to be made</li> <li>• Insignificant</li> <li>• Low</li> </ul>	
<b>Environmental Risks (Testing space)</b>	<ul style="list-style-type: none"> <li>• Hazardous materials are present</li> <li>• Risk of splinters from shielding device</li> <li>• Risk of cuts from plastic shielding</li> </ul>	<ul style="list-style-type: none"> <li>• Trained and experienced supervisory testing staff present in room.</li> <li>• Monitoring and supervision by testing staff, verbal prompts about safety around materials + visors, if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Low</li> <li>• Insignificant</li> <li>• Low</li> <li>• Low</li> </ul>	

	<ul style="list-style-type: none"> <li>• Risk of cuts from screws fixing shielding device</li> <li>• Slips/Trips/Falls in testing space</li> </ul>	<ul style="list-style-type: none"> <li>• Sharp corners of plastic sheeting to be smoothed by duct tape</li> <li>• Screws to be covered by duct tape or physical objects, preventing accidental or deliberate misuse</li> <li>• Monitoring by supervising staff with verbal prompts to walk not run, all spillages cleaned up immediately &amp; testing paused</li> </ul>	<ul style="list-style-type: none"> <li>• Low</li> </ul>	
<b>Personalised/ Staffing Risks</b>	<ul style="list-style-type: none"> <li>• Unauthorised access to the testing space by: <ul style="list-style-type: none"> <li>○ Unauthorised adults</li> <li>○ Staff awaiting a test</li> <li>○ Pupils</li> </ul> </li> <li>• Staff anxiety or panic attack/post-traumatic response.</li> <li>• Accident requiring first aid support.</li> <li>• <b>Communication with the rest of the school, from the testing hall.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Posters stating "testing in progress – keep out!" will be placed on the walls and floor outside both doors to the testing space.</li> <li>• Booking process established to ensure the fewest number of people present in the area (staff/visiting agents) observing Social Distancing on a one in/one out basis</li> <li>• Staff will supervise ALL pupils moving around the building including near the testing space. All pupils will be personally escorted on their way to/from class.</li> <li>• Staff will have access to the well-being team, if appropriate.</li> <li>• A First Aid box and First Aider will be present at all times.</li> <li>• <b>Once the staff are in full PPE and the testing session is open, the staff involved cannot leave the testing hall. 2-way radio contact is to be maintained with the office/SLT at all times.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Low – 'keep out' posters to be made</li> <li>• Insignificant – time table already established</li> <li>• Low</li> <li>• Low</li> <li>• Low – First Aid box organised ASAP</li> <li>• <b>Radio is present and in effective use.</b></li> </ul>	
<b>Specific Transmission Risks</b>	<ul style="list-style-type: none"> <li>• Coughs/sneezes/physical contact between staff</li> <li>• Bodily fluids present in the area – nasal or throat swab material</li> <li>• Potential blood from nose bleeds</li> </ul>	<ul style="list-style-type: none"> <li>• All participants will wear face masks up until the point of self-testing and then afterwards, Plastic sheeting to divide all subjects, social distancing observed and socially distant layout. PPE for test staff – face shield, face mask, gloves and apron.</li> </ul>	<ul style="list-style-type: none"> <li>• Low</li> <li>• Low</li> <li>• Low</li> </ul>	

	<ul style="list-style-type: none"> <li>• Handling of clinical waste materials</li> <li>• Risk of infection of person vomiting (gag reflex) from swab</li> </ul>	<ul style="list-style-type: none"> <li>• All materials disposed handled, stored and disposed of as per government guidelines. Enhanced cleaning regime.</li> <li>• First aider available via radio (from SLT or Admin + School Nurse) to offer advice and support in the event of a nosebleed. Enhance cleaning regime of any blood spillage, testing to be paused.</li> <li>• All materials disposed handled, stored and disposed of as per government guidelines. Enhanced cleaning regime.</li> <li>• In the event of a vomiting episode the testing process will be closed for a full deep clean.</li> </ul>	<ul style="list-style-type: none"> <li>• Low</li> <li>• Low to Medium</li> </ul>	
<b>Hygiene and cleaning procedure risks</b>	<ul style="list-style-type: none"> <li>• Hygiene regime for staff</li> <li>• Cleaning regime formative</li> <li>• Cleaning regime summative</li> <li>• Clinical waste management</li> <li>• Clinical waste disposal</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will change gloves, wash hands and use sanitiser between test delegates.</li> <li>• All surfaces and equipment will be cleaned with disinfectant wipes in between uses.</li> <li>• Additional wipe down at the end of each morning/afternoon testing session. Fogging of the test space at the end of the day.</li> <li>• All PPE and Clinical waste to be placed within labelled and closed 'lidded' bins until the end of the session.</li> <li>• All PPE and Clinical waste will be removed from their specific bins in a sealed clinical waste bag. These bags will then be stored in the designated area within an outer bag. Once the outer bags are full they will then be closed and disposed of by site management staff in conjunction with a clinical waste management company.</li> </ul>	<ul style="list-style-type: none"> <li>• Low</li> <li>• Low</li> <li>• Low</li> <li>• Low</li> </ul>	
<b>Transmission through shared resources/surfaces</b>	<ul style="list-style-type: none"> <li>• Risk of test staff acquiring coronavirus as being part of testing activity</li> </ul>	<ul style="list-style-type: none"> <li>• Full PPE worn by all staff</li> <li>• Full training programme provided to all test staff prior to the commencement of test activity</li> <li>• Full guidance on practice/protocols to be followed</li> </ul>	<ul style="list-style-type: none"> <li>• Low</li> </ul>	

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		<ul style="list-style-type: none"><li>• Full cleaning and hygiene regime to be followed</li><li>• The donning and doffing guidance for the putting on/taking off of guidance of PPE will be followed and be present on posters, that will be on display in the testing room.</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• Medium</li></ul>	
<b>Visitors within the Department</b>	<ul style="list-style-type: none"><li>• All persons to take part in testing must be booked in, in advance – school staff, sensory service staff and (if deemed approp.) pupils.</li><li>• Staff collecting home testing kits for the class – colleagues or pupils.</li></ul>	<ul style="list-style-type: none"><li>• All people entering the test area will be booked in, on a timetable, prior to the testing session.</li><li>• All test participants will be given 1-1 coaching by the test staff as they complete their self-test.</li><li>• The home test kits will be collected/replacements sought will be on a booked basis to avoid queueing (a transmission risks) and to limit the use of the testing space/area being unlocked.</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• Low</li></ul>	