

Risk Assessment Form (RA1)

Department:	Service: <i>Education</i>	Reference: <i>Hillcrest School</i>
Activity: <i>Coronavirus (COVID-19) asymptomatic testing in schools</i> <i>7 January 2021</i> This assessment has been produced by the NCC Corporate Health and Safety Team in collaboration with the NCC Public Health Team.		Site: <i>Schools throughout Northumberland</i>
People at Risk: <i>School Staff, Pupils, Volunteers</i> <i>All staff and volunteers are aware of the content of this risk assessment. The assessment will be kept under review by the immunisation team manager.</i>		Additional Information: <u>guidance on completion: risk assessment form</u> Government/Public Health England Advice: <u>https://www.gov.uk/coronavirus/Coronavirus (COVID-19) asymptomatic testing in schools and colleges / Asymptomatic testing in schools and colleges - GOV.UK</u> <u>Clinical Standard Operating Procedure for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges (LFD Testing SOP)</u> HSE Advice: <u>https://www.hse.gov.uk/news/coronavirus.htm</u> NHS: <u>NHS Hand Washing Techniques</u> NHS: <u>COVID-19 National Testing programme: Schools & Colleges Handbook</u> <u>Northumberland Education – links to all Covid testing documentation</u>
Name of Person Completing Form: <i>A Mead/Alison Miller/Debra Thompson</i> Date: <i>11.1.21</i>		Job Title: <i>HT/DHT/SBM</i> Review Date: <i>weekly</i>

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>Symptomatic persons may present at school to take test</i>	<i>Covid transmission</i>	<i>H</i>	<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. The close contacts of anyone who receives a positive Covid test</i>	<i>L</i>	<i>Hillcrest Specific: Students presenting with symptoms will be immediately isolated as per standard procedure and parent/carer requested to collect from school and</i>

			<p>via this route only, are not eligible for lateral flow device (LFD) serial testing within school; they must self-isolate at home. <u>Only school close contacts of those who have tested positive via LFD testing within the school are eligible to receive daily serial testing.</u></p> <p>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. 10).</p>		<p>book test updating school once results received.</p>
School bubble/cohort groupings compromised by testing process	Transmission of Covid virus between separate school cohort groups. Consequential need for targeted testing of a much larger number of additional close contacts	H	<p>Testing will be carried out in class/bubble groups on an ongoing basis.</p> <p>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 NTP Handbook (see Schools Document Sharing Platform – 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>	L	<p>You can use this leaflet to explain testing to pupils, parents and staff.</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> • School Hall to be used for LFD testing as this is a suitable site based on NHS guidance • Personal cars and bungalow identified as waiting space for those undertaking serial testing until negative result received (prior to accessing remainder of school building)
Close contact (within 2m) with individuals being tested and contact with potentially	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>	L	<p>Sufficient supplies of PPE (including eye protection, face masks, gloves and aprons) have been delivered and sufficient stocks are maintained.</p>

<p><i>infectious test samples and other materials (eg contaminated PPE)</i></p>		<p><i>Swabbing bays are configured to maintain adequate distancing according to the LFD Testing SOP as follows</i></p> <ul style="list-style-type: none"> • <i>Open plan station with screen: a screen could be used in open plan model but not mandated. This provides some privacy and additional protection from adverse reactions to the swabbing process (vomiting, sneezing etc.)</i> <p><i>Trained staff in place in line with NTP Handbook workforce profiles and package outlined by the LFD Testing SOP.</i></p> <p><i>Testing team wear suitable PPE as defined for each role, which is changed at the required frequencies (see NTP Handbook)</i></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>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • <i>Hall set up with 1 way flow for entry and exit</i> • <i>Nurture Group activities in hall cancelled</i> • <i>Hall to be a pupil free zone at all times</i> • <i>Designated screened areas set up for registration/recording, swab area, processing</i> • <i>Staff undertook online training and walk through training</i> • <i>Staff received additional support training from professional NHS Test & Trace employee as a voluntary arrangement (arranged through staff family member)</i> • <i>Signs, markings, equipment all available</i> • <i>PPE available</i> • <i>Signs placed around area reminding of testing site with clear instructions for individuals accessing testing</i> • <i>Cleaning routine established to ensure clean area at all times</i>
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<p><i>Testing process not implemented correctly</i></p> <p><i>Damaged barcode, lost LFD, failed scan of barcode</i></p>	<p><i>Covid transmission</i></p> <p><i>Invalid/false result leading to repeat swab being needed.</i></p> <p><i>Incorrect result communication or inability to</i></p>	<i>H</i>	<p><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></p> <p><i>A designated team is provided to undertake the *Workforce Profile Roles as defined by COVID-19 National Testing Programme: Schools & Colleges Handbook (the NTP Handbook) to support the process.</i></p>	<i>L</i>	<p><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.</i></p>

	<p><i>communicate result</i></p> <p><i>Anxiety of staff/pupils.</i></p> <p><i>Misunderstanding leading to incorrect process being followed.</i></p>		<p><i>The designated team is trained in line with NTP Handbook requirements and the NHS Test and Trace Risk Assessment Template, LFD Testing SOP (see Schools Document Sharing Platform – Templates) to ensure 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 NTP Handbook.</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 and put in place ensuring all samples are correctly handled, labelled, logged and disposed of. 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 NTP Handbook) are made available and on display.</i></p> <p><i>LFD testing is carried out in the morning.</i></p>		<p><i>Larger schools are likely to require a higher number of individuals assigned to these roles, especially during periods of close contact testing]</i></p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> <i>• Volunteers from Teaching Support, Admin and Site able to cover roles</i> <i>• Role combined (Registration/Recording) due to size of school and numbers needing tested</i> <i>• 2 Team Leaders registered to ensure quality control etc and management of process (AHT and SBM)</i> <i>• Testing available from 8.15 am for staff arrivals</i> <i>• Procedure in place outlining each step of process including who to contact in the event of queries</i> <i>• All 4 roles have at least 3 people who can cover the role to ensure absence can be managed</i>
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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	<p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • Cleaning process in place • Lead Processor previously worked in microbiology and will utilise existing experience and good practice
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 NTP Handbook). 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 NTP handbook</p> <p>Testing kit disposed of in accordance with COVID-19 National Testing Programme Guidance:</p> <p>Existing general waste contractor* has been contacted to provide additional wheelie bins. These are labelled with the waste they will hold to allow waste to be separated as appropriate. A supply of waste bags is available (black, yellow or clear, and yellow with black stripes (tiger stripe)</p> <ul style="list-style-type: none"> • LFD Packaging and general waste as general waste (black bag) in existing disposal routes. 	L	<p>PPE/waste bags have been delivered to each school.</p> <p>[Incinerating specified healthcare wastes at a municipal waste incinerator: RPS C23 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> <p>[*Schools are advised to; contact their existing waste contractor in the first instance about disposal, ensure waste contractors are suitably advised of the nature of the waste and seek to consult with them in respect of any requirements they may have]</p>

			<ul style="list-style-type: none"> Swabs, Tissues and LFD cartridges in unmarked yellow or clear bag. PPE (including gloves, aprons/overalls, face masks, mop heads, cloths, paper towels in tiger stripe bag (yellow with black stripes). <p>Clinical waste is stored securely to prevent unauthorised access (ideally for 72 hrs prior to collection where possible) and separated from other waste streams.</p>		<p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> Bins purchased for testing area for collection of waste LA responsible for waste collection
Inadequate cleaning	Transmission of Covid19	H	<p>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.</p>		<p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> Site Manager responsible for maintaining clean area with regular waste removal Staff involved in LFD testing will also be continuously wiping areas
<p>Testing without appropriate consent</p> <p>Staff and/or pupils declining the test</p>	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 NTP Handbook suggestions.</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>	L	<p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> Letters issued to staff along with consent forms Students letters to follow when next phase of the process has been agreed If permission has been granted by parents and at point of the test pupil does not want to, pupil choice will be respected. Internal register of results created for tracking purposes to ensure void results are re-run etc and individuals who may test positive advised to obtain PCR test and confirm results back to school

			<p>Staff members are provided with the information pack and NTP Handbook explaining the test procedure and are encouraged to discuss any concerns with staff prior to testing.</p> <p>Close contacts who decline to be tested daily will need to self-isolate in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection. Tests will only be performed once formal consent has been obtained.</p>		<ul style="list-style-type: none"> Records held on school server and file advises about destruction of records after 14 days to ensure no GDPR breach. Briefing for all staff held to explain about process, option to be tested and request volunteers (positive feedback and volunteers provided to meet needs)
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>Spillage kits to be on hand and social distancing maintained with others.</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</p>	L	<p>Sufficient disposable vomit bowls and spill kits will need to be ordered for each station</p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> School hall set up with clearly designated areas, walk ways etc All staff trained on procedures prior to testing including cleaning in the event of spillage. PPE available along with hand sanitisers etc

			<i>defined by LFD Testing SOP), avoid Subject contact within 2 meters and change their PPE after cleaning.</i>		
<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 do not take part in testing.</i></p> <p><i>CV staff do not take part in testing 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>	<p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> <i>• No CEV staff employed at Hillcrest</i> <i>• No CV staff involved in testing or supervision</i> <i>• Risk assessment and procedure in place for students who need to be isolated</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 test is confirmed as positive	Exposure of others to live virus resulting in contracting Coronavirus	H	<p>Staff member/ Head Teacher / School Lead is notified immediately, and the staff member is requested to book a PCR test straight away. PHE guidance on self-isolation is followed - Stay at Home - unless the confirmatory PCR test is negative. The staff member should wear a face covering to minimise transmission.</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>All <u>asymptomatic</u> school close contacts are identified by the school and daily serial testing of these contacts commences for 7 days is offered in accordance with the NTP guidance. Daily testing can cease if the confirmatory PCR result is negative. Close contacts self-isolate on days when serial testing does not take place (including weekends, bank holidays when schools are closed).</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><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • Clear instructions provided to all staff if positive test • All staff have 7 days a week access to SLT on call in the event of positive PCR test at weekend • Additional cleaning in place along with designated area for symptomatic students/staff awaiting collection
Pupil test is confirmed as positive	<p>Covid transmission from person who has tested positive</p> <p>Pupil anxiety following</p>	H	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.	L	Schools are provided with a number of PCR tests which can be issued to parents where needed to facilitate a speedy confirmation test.

	confirmation they have Covid 19		<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 and arrange for a PCR confirmation test to be carried out the same day (where possible). 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 Covid-19 positive. Household contacts (ie. sibling 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.</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>All asymptomatic school close contacts will be offered daily testing for 7 days and can still attend school during this period</i></p> <p><i>Site specific arrangements include restricting access to the premises to outside or limited areas only and enhanced measures see COVID-19 School Risk Assessment "Contact with others who may have Coronavirus".</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.</i></p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> <i>• Parental consent prior to testing</i> <i>• Text to Parents confirming day testing will take place to ensure available to collect in event of a positive result</i> <i>• Positive case isolated in bungalow, with parent collecting from outside bungalow to minimise contact (outside clean air)</i> <i>• Cleaning implemented in areas student or staff member has used</i>
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<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> <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> 	<p><i>L</i></p>	<p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> <i>• Symptomatic student isolated in bungalow kitchen with doors open to ensure adequate ventilation</i> <i>• Parents/carer requested to collect child asap</i> <i>• Where parent/carer is unable to collect child and no other viable option (due to majority of Hillcrest children using school transport) then last option would be use of school minibus with student in back of minibus wearing medical grade mask and staff member wearing PPE and ensuring minibus windows open</i> <i>• Full cleaning of surfaces completed by Site Manager wearing PPE</i>
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Document History

Item	Nature of change	Date of Update
New document		7/1/2021