

SCHOOL RISK ASSESSMENT COVID-19 National Testing Programme



This risk assessment must be read and used in conjunction with the schools opening arrangements during COVID-19 general risk assessment and tailored to reflect specific arrangements within school.

PART A. ASSESSMENT DETAILS:

Area/task/activity: Implementation of the COVID-19 National Testing programme in Schools

Location of activity: Moor Park High School and Sixth Form, Preston, PR1 6DT

School name:	Moor Park High School and Sixth Form	Name of Person(s) undertaking Assessment:	M Jowett & A Marsden
Address & Contact details:	Moor Park Avenue, Preston PR1 6DT	Signature(s):	
Headteacher (Name/Title):	B Corbett	Date of Assessment:	21 January 2021
Signature:		Review Date:	16 April 2021
How communicated to staff:	Email and website	Date communicated to staff:	19 April 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)
Changes to official COVID-19 guidance and advice	Staff, pupils, visitors, volunteers, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, HS&Q and HR; <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educational settings ○ LCC Schools HR guidance

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			<ul style="list-style-type: none"> ○ LCC Health & Safety COVID-19 web page ● Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required; ● The content of this risk assessment is based on the NHS COVID-19 National Testing Programme, , How to Guide Rapid Testing On-Site (ATS) in Secondary Schools and Colleges and the Clinical Standard Operating Procedure for Rapid Asymptomatic Testing in Secondary Schools and FE Colleges version 1 published 25.02.21.
Insufficient resources to administer testing arrangements	Staff, pupils, volunteers, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> ● School has considered the resources required to deliver the testing programme. ● School has offered all school, catering and cleaning staff and pupils who are in school during the working week in the testing programme. ● The following roles have been allocated: <ul style="list-style-type: none"> ○ Covid Coordinator/Team Leader – Margaret Jowett/Angela Marsden ○ Quality Lead – Margaret Jowett/Angela Marsden ○ Queue Coordinator – Duty support staff ○ Registration assistant – Cara Tolson/Gemma Fletcher/Fran Gillatt/Paul Dearden ○ Test assistant – Sue Hargreaves/Dale Bolsher/Imtiaz Dalal/Owen Saunders/Marianne McBrearty/Sara Park ○ Processing Operative – Sara Park/Sue Hargreaves/Clare Garfield/Owen Saunders

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			<ul style="list-style-type: none"> ○ Results recorder– Stephanie Walker/Angela Marsden/Clare Garfield/Fran Gillatt ○ Cleaner – Louise Johnson/Carol Rhodes
Poor administration and implementation of testing programme	Staff, pupils, volunteers, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> ● All staff and volunteers involved in the testing programme are aware of their role and have completed appropriate training as detailed under 5.2.2 of the SOP (Standard Operating Procedures); ● A Quality Management Plan has been created by the designated Quality Lead who is supported by the school's senior leaders and who has undergone appropriate training for the role; ● The Quality Assurance Checklist has been completed; ● Serious incidents including those that require immediate pausing of all testing on site will be escalated immediately to the DfE helpline; ● Incidents that disrupt testing and/or could potentially impact quality of safety of testing and cannot be resolved locally will be reported to the DfE helpline; ● Incidents that disrupt testing in any way but that are resolved locally will be reported to the DfE through the Incident Reporting Form on Gov.uk; ● The Quality Lead has accountability for quality and risk management as detailed in section 8 of the SOP and includes; <p>Training:</p> <ul style="list-style-type: none"> ○ Knowledge assessment at the end of on-line training (this is done

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			<p>as part of online training);</p> <ul style="list-style-type: none"> ○ A dry run as a team during mobilisation or on first day; <p>Observing testing process:</p> <ul style="list-style-type: none"> ○ Daily/weekly clinical quality audits; ○ Staff competence checks; <p>Monitoring</p> <ul style="list-style-type: none"> ○ Recording of all incidents including void results, errors and invalid tests rates by day and by operator; ○ Recording and reporting of serious incident rates and escalation; <p>Risk assessment</p> <ul style="list-style-type: none"> ○ Risk and incident management system setting out the management of safety concerns, safety incidents and risk mitigation. <p>Duel Swabbing</p> <p>The School will encourage participation in secondary sample swabbing when requested to do so. However, it is understood that this is voluntary and no one will be forced to undertake a second swab.</p>
Unsuitable testing environment	Staff, pupils, volunteers, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> ● Testing kits and PPE is stored securely indoors where a temperature of between 2-30°C can be maintained. LFDs will be removed from storage to an area with an ambient temperature of 15-30°C no later than 30 minutes before use; ● The test site is separate from the main area of business operations for privacy, safe queue management, and to limit disruption to both

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			<p>testing and 'business as usual' activity;</p> <ul style="list-style-type: none"> • Test queues are managed safely to avoid disruption as only 2 pupils arrive for testing at any one time and this is under the direct supervision of the duty support staff. • The test site has; <ul style="list-style-type: none"> ○ Sufficient space for appropriate social distancing; ○ Easy to clean floor and surfaces; ○ Resistant, non-absorbent flooring; ○ Airflow and ventilation, no recirculation; ○ Ambient temperature 15-30 C for the LFD to operate; (2-30°C for storing them); ○ One-way flow from entry to exit as much as possible; ○ Clear access to PPE donning and doffing area; ○ Ready access to hand hygiene (soap and water/appropriate 70% alcohol-based hand rub) ○ Consideration of the need for privacy for participants to self-administer a test; ○ Suitable access and egress taking into consideration disability access, and fire safety regulations. Evacuation routes clearly marked in line with the rest of the building; ○ De-cluttered surfaces with no personal or non-essential equipment; ○ Enough room for storage;

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Unsuitable site set-up	Staff, pupils, volunteers, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • The testing site for school is the school hall. • School has a designated area for the storage and donning of PPE equipment. Area has laminated instructions on how to prepare for testing and the donning of PPE. • Testing is not currently conducted on multiple participants in parallel, in separate testing bays, using a one-way system. This is due to the small number of test subjects in school during national lockdown. This can be scaled up when/if required at a future date. • The school testing site includes a registration area, swabbing bays, swab receiving area, processing area and recording area; • Dedicated test booths are a minimum of 1.2 x 1.2 m in dimension; • Open plan sample testing stations are positioned to maintain 2 metre social distancing. Current arrangements only require 1 testing station due to low numbers. Space has room for 3 testing stations. • Screens are used to provide an element of privacy and additional protection from adverse reactions to the swabbing process such as vomiting or sneezing; • Items included at each swabbing bay include a table, chair, mirror, disposable sick bowls, tissues, light, laminated instructions, healthcare waste bins, 70% alcohol-based hand rub dispenser, hand and surface cleaning and sanitising wipes;

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			<ul style="list-style-type: none"> • The swab receiving area is located on the opposite side of the testing stations. • The swab receiving area contains extraction fluid, extraction tubes, sterile swabs, healthcare waste bins & disinfectant, nitrile gloves, extraction tube racks, spray bottle with paper towel/wipes, 70% alcohol-based hand rub dispenser; • There is sufficient flat surface area and adequate lighting at the processing area with sufficient dedicated space for LFD (lateral flow device) timing, reading and recording; • The processing area contains LFD cartridges, tube racks for holding extraction tubes, healthcare waste bins, disinfectant spray bottle with paper towel/wipes, nitrile gloves, 70% alcohol-based hand rub dispenser timing clock(s), permanent marker pens & trays to be cleaned with alcohol after each LFD batch has been transferred to the processing results table; • There is a clear division between the swabbing and processing areas. Individuals being tested are not permitted to enter the processing area; • The recording area is a separate table where the marked LFDs are collected for scanning and uploading; • The recording area contains marked LFD cartridges, healthcare waste bins, disinfectant spray bottle with paper towel/wipes, nitrile gloves, 70% alcohol-based hand rub dispenser, plastic tongs, barcode scanner, laptop;

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Failure to obtain consent from parents/guardians and staff	Staff, pupils, volunteers, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • School has issued the standard letter to all staff and pupils explaining the benefits of and arrangements for testing and seeking consent; • No tests will be administered without documented consent; • Pupils/staff can withdraw their consent at any point in the testing process; • A record will be kept of how the decision on consent was made; (Special Schools only) • Instances where a trained professional needs to assist the pupil with swabbing, consent for this from the parent/guardian will be included on the consent form; •
Lack of Personal Protective Equipment	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All staff and volunteers involved in the testing programme have been provided with appropriate PPE for their role, are aware when to use it, how to don and doff PPE, how to obtain replacements and how to dispose of used PPE safely; • Processing operatives and cleaning staff are required to wear disposable nitrile gloves, disposable plastic apron, fluid-resistant (Type IIR) surgical mask and eye protection with side shields. The apron, eye protection and mask should be changed after each *session. The Processing operatives must change gloves between samples; • All other testing site staff including those involved in queue management, registration and recording are required to wear a fluid-

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			<p>resistant (Type IIR) surgical mask. This must be replaced after each *session;</p> <ul style="list-style-type: none"> • PPE will be changed *mid-session should protective properties become compromised or contaminated from secretions; • Cleaners will change gloves and apron after cleaning a spillage; • Whilst the Test Assistant will not be administering the swab and is only supervising, Test Assistants do not need to wear apron, gloves and visor and would have immediate access to gloves if intervening. However, school has agreed that Test Assistants should wear full PPE for safety and immediate intervention. • Results Recorders handle LFD cartridges and therefore they will wear gloves, masks, apron and change gloves between samples. <p>*A session ends when a worker leaves the test setting i.e. at a break or end of shift.</p>
Close contact between individuals during the testing process	Staff, pupils, volunteers, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<p>Asymptomatic:</p> <ul style="list-style-type: none"> • All staff and pupils 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. <p>Face masks:</p> <ul style="list-style-type: none"> • Prominent signage is in place reminding all of the requirements to wear face coverings;

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			<ul style="list-style-type: none"> • All individuals are required to wear face coverings/masks on entering the building, queueing for a test, and within the testing area itself except for brief lowering of their face covering/mask at time of swabbing; • Compliance with wearing of a face covering/mask of all individuals will be visually checked by Duty Support staff and sampling staff; • Face coverings are not required for individuals who: <ul style="list-style-type: none"> ○ cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability. ○ speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate. <p>Staff involved in the testing process will be made aware of those individuals who fall into these categories and will provide additional support if necessary.</p> <p>Social distancing:</p> <ul style="list-style-type: none"> • Two metre social distancing to be maintained between individuals to ensure compliance in addition to verbal reminders if necessary from Duty Support staff and sampling staff. • A one-way flow of pupils and staff through the test site will be maintained at all times. <p>Cleaning:</p> <ul style="list-style-type: none"> • Cleaning staff only enter the testing area when testing activity is no

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			<p>longer being conducted unless there is a requirement to clean 'spillages'.</p> <ul style="list-style-type: none"> In accordance with NHS guidance 'Cleaning and Disinfection process COVID-19" there is no close contact (within 2m) with other individuals and disposable gloves and fluid resistant surgical masks type IIR must be worn in all non COVID secure areas by cleaning staff; <p>Supplies:</p> <ul style="list-style-type: none"> Staff who are required to top up supplies within test areas will do so at the beginning of each testing session and when no pupils are present.
Spread of infection from contaminated surfaces within testing area	Staff, pupils, volunteers, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All staff and pupils are reminded of the importance of Infection Protection Control guidance and that regular handwashing and consistent social distancing are key to ensuring safety for all roles; All individuals to use hand sanitiser provided on arrival as instructed by reception staff; The cleaning policy under section 11.2.2 of the SOP is adhered to; All surfaces that individuals being tested have come into contact with are cleaned and disinfected, including all potentially contaminated and frequently touched surfaces between each individual that is tested; Disposable cloths or paper roll and disposable mop heads are used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings;

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			<ul style="list-style-type: none"> • Cleaning wipes in use contain both disinfectant and detergent and have a secure lid to prevent the wipes from drying out which reduces their effectiveness. Manufacturer's instructions are followed to ensure appropriate contact time when using the wipes; • Bodily fluids procedure in place and communicated to all test site staff; • A documented cleaning regime is in place. This is clearly communicated; • As a minimum frequently touched surfaces are cleaned twice a day one of which is at the beginning or the end of the working day; • Public areas where a symptomatic individual has passed through and spent minimal time, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal; • If an individual handles any equipment (e.g. hand mirror) they are required to disinfect the surfaces with anti-viral wipes themselves; • Computer equipment within the testing site such as keyboard and mouse is cleaned at the start of the day, after each batch of cartridges have been reviewed and uploaded and at the end of the session and if they become contaminated with any form of spillage; • All digital equipment is regularly wiped between batches of tests and at the beginning and end of each session; • The cleaning wipes used meet the requirements indicated in the SOP cleaning policy section 12.2 and are effective against enveloped

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			viruses; <ul style="list-style-type: none"> Any trays that are used to move LFDs for recording after reading and marking of results are made from a material that will tolerate being cleaned with chlorine releasing agents at 1000ppm, have straight sides, and smooth. Furniture and equipment is kept to a minimum
Incorrect use of testing equipment	Staff, pupils, volunteers, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> School ensures all staff involved in administering or supervising testing have undergone appropriate training in accordance with the information and advice provided by NHS and Government and available on the Document Sharing Platform; Only staff who have been assessed as competent having undergone appropriate training will be permitted to commence testing roles; Newly trained staff will practice using the testing devices during an on-site walkthrough; Individuals are advised not to eat or drink for at least 30 minutes before taking the test to reduce the risk of spoiling the test; School ensures that all staff and pupils self-administering tests have received appropriate instruction on how to do this correctly and safely; Under circumstances where a pupil is unable to swab themselves such as due to physical disability or special needs, swabbing will be performed by the Test Assistant as per the consent form. Where there are physical/medical issues or an individual has a very sensitive gag reflex that prohibits the throat swab from being

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			<p>completed successfully, double nasal swabbing can be undertaken;</p> <ul style="list-style-type: none"> • Under circumstances, where a nasal swab is not feasible (e.g. an individual is prone to nasal bleeds), it is acceptable to swab only the back of the throat without having to do a nasal swab; • Staff are not permitted to carry out assisted swabbing unless they have been trained and assessed as competent to undertake swabbing; • In the event that a person being tested vomits, operations at the testing bay will cease. The area will be evacuated and all staff involved in the testing process will doff all PPE as per the guidelines maintaining social distancing at all times. Cleaning staff will then follow spillage guidelines before the testing station can re-open. • If the swab touches anything other than the tonsils or nostril before or after swabbing it will be invalid and will be placed in the healthcare waste container and a fresh swab selected; • Any concerns or injuries are reported immediately and investigated as soon as possible so that arrangements can be put in place to avoid a recurrence. • The Processing Operative will prepare the area in advance of receiving the sample and barcode from the subject, only process one sample at a time and watch no more than 5-6 samples at a time. • The test strip will be placed on a flat surface and not be moved during the test;

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			<ul style="list-style-type: none"> The test will not be left to develop for longer than 30 minutes as this will make the result void.
Void Test Result	Staff, pupils, volunteers, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Staff or pupils who return an invalid (or could not read sample) LFD result will repeat the test. If the second test is invalid, the individual will be instructed to arrange a PCR test.
Cross contamination of samples	Staff, pupils, volunteers, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> School ensures all staff involved in processing of samples have undergone appropriate training in accordance with the information and advice provided by the NHS and Government and available on the Document Sharing Platform; The Processing Assistant follows the step by step procedures as set out in the SOP under section 10.2.4; The edge of the extraction buffer tube must not be touched by the extraction solution bottle whilst administering drops of extraction solution to the tube; The extraction solution bottle will be decontaminated with anti-viral wipes between samples; Sample preparation area and equipment will be cleaned thoroughly with disinfectant/anti-virus wipes between samples; Processing operatives wear disposable gloves and replace these after each sample.
Contact with waste including sample waste	Staff, pupils, volunteers, visitors, contractors,	Transmission of the virus leading to ill health or	As a result of the revision to guidance agreed with DEFRA, Asymptomatic Test Site waste will be double bagged and disposed of through the mainstream waste disposal route

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	household members	potential death	
Incorrect result communication	Staff, pupils, volunteers, visitors, contractors, household members	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 2 identical barcodes are provided for each test subject. • One barcode is attached to the Registration Card and the other barcode is given to the person being tested to hand to the Test Assistant; • The Test Assistant passes the barcode to the Processing Assistant who applies the barcode to the lateral flow device.
Damaged barcode, lost LFD, failed scan of barcode	Staff, pupils, volunteers, visitors, contractors, household members	No result recorded resulting in potential transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Individuals are called for a retest in the event of a damaged barcode or lost LFD.
Processing operator contact with extraction solution which comes with the lab test kit	Processing operator	Exposure to extraction solution	<ul style="list-style-type: none"> • The components of the test kits do not have any hazard labels associated with them, and the manufacturer information states that there are no hazards anticipated under conditions of use as described in other product literature. • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 and face masks, face shields are used at all times when handling the

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			<p>extraction solution. Impervious clothing/apron is worn to protect the body from splashes or spillages.</p> <ul style="list-style-type: none"> • Spillages: surfaces which the solution has been spilt on are wiped with the required disinfectant solution/wipes and cleaning material is disposed of in line with the waste disposal procedures. • Training via the on-line Test and Trace training package has been provided to all staff involved in the testing process to prevent improper handling;
A positive test result on site	Staff, pupils, volunteers, visitors, contractors, household members	Potential spread of disease and emotional distress of those receiving a positive result	<ul style="list-style-type: none"> • Test results are shared with parents/carers, pupils and staff as necessary; • School has arrangements in place for advising staff or pupils that receive a positive test result to ensure this is done in a sensitive and supportive manner in a quiet, private area; • The individual who has received a positive test will be treated as if they were a positive COVID case in terms of the prevention of infection to others – and are legally obliged to self-isolate in accordance with government guidance; • Close contacts will be asked to self-isolate for 10 days following a positive LFD test as per current Government guidance, including staff that have recently had a positive PCR test for COVID-19 within 90 days;

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			<ul style="list-style-type: none"> • Staff and pupils who have recently had a positive PCR test for COVID-19, are likely to have developed immunity and are exempt from testing by both PCR and LFD within 90 days of a positive test, unless they develop symptoms. However, if they choose to participate in the LFD testing programme after completing their self-isolation period and they subsequently have a positive LFD test they will be required to self-isolate for a further 10 days or possibly longer if still symptomatic. • If a pupil receives a positive test result their parent/carer will be contacted by the school and will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of the individual pupils' needs. The pupil will be supervised by the Duty Support person whilst awaiting collection whilst maintaining at least 2m distance; • In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child will walk, cycle or scooter home following a positive test result. The individual will not use public transport • Ideally, a window will be opened in the room for increased ventilation; • If an individual (adult or child) who has received a positive test result, needs to use the toilet they will use a separate one if possible. The toilet will then be cleaned and disinfected before being used by anyone else;

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			<ul style="list-style-type: none"> • The area around the person who has received a positive test result will be cleaned and disinfected using disposable cloths or paper towels and disposable mop heads after they have left to reduce the risk of passing any infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance; • When caring for someone who has received a positive test result a face mask should be worn whilst maintaining a distance of 2 metres.. If direct contact is necessary, then gloves, an apron and a face mask should be worn; • Until they get further advice, the individual who has received a positive test result is advised that they must self-isolate immediately for 10 days and everyone in their household must self-isolate in line with national policy. • Those contacts of positive cases must self-isolate in accordance with national guidance.; • If any person develops symptoms at any time during self-isolation, they should book a test through the national Test and Trace symptomatic testing programme.
Staff, pupils & household members displaying symptoms of COVID-19	Staff, pupils, volunteers, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), will be advised to self-isolate immediately according to government guidelines and book a test.
Sharing of personal information	Staff and pupils	Misuse of personal	<ul style="list-style-type: none"> • Care is taken when handling personal information to ensure all necessary precautions are taken and that it is not shared with

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		information and breaches of GDPR	<p>anyone who is not directly involved in dealing with the test results. Only the Registration Assistant and the Results Recorder have access to personal information.</p> <ul style="list-style-type: none"> • Care is taken when entering and saving personal information electronically. School already has appropriate arrangements in place for this from other areas of work. • The Covid-19 Test Register is kept for a minimum of 14 days and is securely destroyed within 1 month of the testing programme ending to ensure compliance with Data Protection Law; • Arrangements for dealing with any breaches of GDPR are understood and adhered to by Data Protection Officer.

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