

Risk Assessment

COVID-19: general and clinical activities relating to Asymptomatic Testing Site at Northampton School for Girls 2021

About this assessment

This risk assessment has been produced alongside our COVID-19 Risk Assessment Policy located on our Northampton School for Girls website. This risk assessment will continue to be reviewed and updated as necessary, particularly in response to changing guidance.

A 'risk assessment' is an analysis of a work task, activity, situation or premises, which identifies hazards and assesses the risk they could present. This helps to identify appropriate control measures to prevent or protect against the risks, so far as is reasonably practicable. **The whole process helps us to ensure that risks are well managed.**

This risk assessment is specific to the significant risks presenting from COVID-19, in particular the risks and associated consequences of administering the Lateral Flow Testing at Northampton School for Girls. For each risk, control measures have been identified to manage the risk as effectively as possible.

This risk assessment does not extend to other risks associated with general school operation. These are addressed via separate existing risk assessments for the school.

Risk Assessment

Risk Assessment

Activity:	COVID-19 - Preparing for September reopening	Version No:	1
		Assessed By:	Gallagher's
Location:	Northampton School for Girls	Approved By:	<i>Northampton School for Girls</i>
		Issue Date:	20 th January 2021
		Revision Date:	4 th February 2021

Hazard: Contraction of Coronavirus COVID-19

- Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. As of 12 May 2020, more than 4.17 million cases had been reported across 187 countries and territories, resulting in more than 286,000 deaths. More than 1.45 million people have recovered.
- Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.
- The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.
- The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.
- It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

Who might be harmed:

- Employees, contractors or visitors.
- Employees and their family members
- Students, and their family members

How might people be harmed:

Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth.

Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.

NORTHAMPTON SCHOOL FOR GIRLS

Risk Assessment

Risk Assessment										
Activity:	COVID 19: Preparing for wider re-opening of school					Version No:	1.			
						Assessed By:	Gallagher's			
						Approved By:	Northampton School for Girls Trust			
						Issue Date:	20 January 2021			
						Revision Date:	4 February 2021			
Consequences	Persons affected	Existing Control Measures (Where appropriate)	I M P A C T	L I K E L I H O O D	T O T A L R I S K	Additional Control Measures (Where appropriate)	I m p a c t	L I K E L I H O O D	To tal R e s i d u a l R i s k	
Risk 1: Contact between individuals increasing the risk of COVID 19 transmission										
Increased exposure risk to Covid-19 and potential for spread	Staff Students Visitors Contractors /AMEY	All individuals to be advised not to attend school if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19, or if they have been in close contact with someone who is displaying symptoms. Zones in the testing site have been strategically arranged to limit and reduce interactions. One-way systems across the test site will reduce movements. Separate entrances and exits will be used to guide students/staff when moving from one area of the test site to the next.	5	3	20	Staff should avoid close face-to-face contact and minimise time spent within 1M of anyone. 'Protocol training/guidance delivered to all students/staff taking part. Presentation materials to be made available on shared drives and communicated with parents. Additional reminders provided by staff to students upon entering the testing centre. Students/Staff taking the lateral flow test will not be in the testing site beyond directed times. This will be indicated in the information shared with parents and carers. Marshals will support students with social distancing upon arrival at the test centre.	5	2	10	

NORTHAMPTON SCHOOL FOR GIRLS

Risk Assessment

		<p>Unnecessary equipment has been removed from spaces to avoid potential contamination and reduce cleaning demand.</p> <p>Signage reminders are in place across the testing site to remind students/staff of the systems of infection prevention and control and to ensure that everyone on site has followed appropriate hygiene measures before entering the building and exiting.</p> <p>‘Sneeze-screens’ are in place at each testing booth.</p> <p>Staff/Adults are to maintain 2 metres (M) between them where possible and are reminded of this regularly.</p> <p>Minimise contact between individuals and maintain social distancing where possible.</p> <p>Face coverings to be worn by all individuals at all times in the testing site, except when administering the lateral flow test when face covering should be carefully lowered at the time of swabbing.</p> <p>All individuals arriving at the testing site to use the hand sanitiser provided upon entry.</p> <p>Appointments will be arranged to ensure that to minimise the number of ‘contacts’ between students and staff.</p> <p>Staff and students will be tested at different times to minimise the risk of transmission.</p> <p>Regular ‘clean as you go’ carried out by trained staff working in the testing site.</p>			<p>Strict hygiene rules to be implemented; all students and staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Use alcohol-based hand sanitiser on entry and exit of testing site • Wash or use hand sanitiser at regular intervals throughout the day. <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings?utm_source=3%20February%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=Dfe%20C19</p>			
--	--	---	--	--	---	--	--	--

NORTHAMPTON SCHOOL FOR GIRLS

Risk Assessment

		The Health and Safety manager will undertake weekly quality assurance and inform the Headteacher.							
Risk 2: Contact between subjects and staff increasing the risk of transmission of COVID 19									
Increased exposure risk to Covid-19 and potential for spread	Staff Students Visitors Contractors /AMEY	<p>All staff working in the test site to complete the relevant NHS training.</p> <p>Distribute 'Lateral Flow Testing' information which will communicate expectations of students and staff when taking the test:</p> <ul style="list-style-type: none"> ● Appointments for testing ● No gathering outside the testing site ● Maintaining social distancing at all times ● Wearing a face covering at all times ● No entry to testing site without prior permission <p>Signage at entrance and exit points clarifying expectations and routes of entry / exit. Electronic screens will provide additional reminders.</p> <p>All persons will be required to wash their hands or use hand sanitiser before entering or exiting the testing site. Signage will be used to encourage these behaviours and hand sanitiser will be provided in reception and key areas.</p> <p>Common contact surfaces in the testing site regularly cleaned, particularly during peak flow times.</p> <p>The number of people in attendance at the testing site will be kept to a number that ensured social distancing can be adhered to.</p> <p>All attendees to the site will be made aware of site rules.</p>	5	3	15	<p>Communicate expectations with staff/students/parents/carers regularly including:</p> <ul style="list-style-type: none"> ● New arrangements for testing and changes to government guidance. ● Consent forms must be completed before taking test <p>Staff to receive updated health and safety training in January.</p> <p>Additional arrangements have been made for communication with staff, should this be required.</p> <p>The Health and Safety manager will undertake weekly quality assurance and inform the Headteacher.</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings?utm_source=3%20February%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p>	5	2	10

NORTHAMPTON SCHOOL FOR GIRLS

Risk Assessment

		<p>Only staff involved in the testing will be allowed into the testing site and must have undertaken the health and safety training provided.</p> <p>Students/Staff Students/Staff who are showing any of the symptoms of Covid-19 must not come to school.</p> <p>Students/Staff must declare if they have a member of their family displaying signs of Covid-19 and must not come into school.</p> <p>Reminders of the Government's updates will continue to be shared with staff, parents and students directly and through Edulink or internal communications, for example Monday Morning Messages from the Headteacher.</p>							
Risk 3: Contact between subject and sampler increasing the risk of transmission COVID 19									
Increased exposure risk to Covid-19 and potential for spread	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors /AMEY</p>	<p>All staff working in the test site to complete the relevant NHS training.</p> <p>Distribute 'Lateral Flow Testing' information which will communicate expectations of students and staff when taking the test:</p> <ul style="list-style-type: none"> ● Appointments for testing ● No gathering outside the testing site ● Maintaining social distancing at all times ● Wearing a face covering at all times ● No entry to testing site without prior permission <p>Signage at entrance and exit points clarifying expectations and routes of entry / exit. Electronic screens will provide additional reminders.</p>	5	4	20	<p>Testing team members must check with the Team Leader that their PPE is correct prior to engaging in testing activities.</p> <p>Gloves must be changed after each test subject and hands must be sanitised at this time.</p> <p>PPE should be changed when going for and returning from a comfort break.</p> <p>Testing operatives will be shielded by a screen when administering the tests.</p> <p>Once the testing has been completed, individuals will be asked to leave the testing site immediately following the one way system.</p>	5	2	10

NORTHAMPTON SCHOOL FOR GIRLS

Risk Assessment

		<p>All persons will be required to wash their hands or use hand sanitiser before entering or exiting the testing site. Signage will be used to encourage these behaviours and hand sanitiser will be provided in reception and key areas.</p> <p>Common contact surfaces in the testing site regularly cleaned, particularly during peak flow times.</p> <p>The number of people in attendance at the testing site will be kept to a number that ensured social distancing can be adhered to.</p> <p>All attendees to the site will be made aware of site rules.</p> <p>Only staff involved in the testing will be allowed into the testing site and must have undertaken the health and safety training provided.</p> <p>Students/Staff Students/Staff who are showing any of the symptoms of Covid-19 must not come to school.</p> <p>Students/Staff must declare if they have a member of their family displaying signs of Covid-19 and must not come into school.</p> <p>Reminders of the Government’s updates will continue to be shared with staff, parents and students directly and through Edulink or internal communications, for example Monday Morning Messages from the Headteacher.</p>				<p>Parents may be asked to provide support for students that are not able to self-administer the test. Individual risk assessments will be in place as required.</p> <p>Instructions on swabbing and placing the swab in the test tube will be followed carefully. Staff that have attended the NHS training will supervise this process.</p> <p>Communicate expectations with staff/students/parents/carers regularly including:</p> <ul style="list-style-type: none"> • New arrangements for testing and changes to government guidance. • Consent forms must be completed before taking test <p>Staff to receive updated health and safety training in January.</p> <p>Additional arrangements have been made for communication with staff, should this be required.</p> <p>The Health and Safety manager will undertake weekly quality assurance and inform the Headteacher.</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings?utm_source=3%20February%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p>			
Risk 4: Contact between sample and test centre runner increasing transmission of COVID 19: Sample transport									
Increased exposure risk to Covid-19 and potential for spread	Staff Students Visitors	Testing team members must check with the Team Leader that their PPE is correct prior to engaging in testing activities.	5	4	20	The Health and Safety manager will undertake weekly quality assurance and inform the Headteacher.	5	3	10

NORTHAMPTON SCHOOL FOR GIRLS

Risk Assessment

	Contractors /AMEY	<p>Gloves must be changed after each test subject and hands must be sanitised at this time.</p> <p>PPE should be changed when going for and returning from a comfort bre</p> <p>All PPE to be changed if it becomes dirty, contaminated or torn.</p> <p>Social distancing to be maintained at all times, alongside all other measures of prevention control.</p>				https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings?utm_source=3%20February%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19			
Risk 5: Contact between sample and sample tester increasing transmission of COVID 19: sample process and analysis									
Increased exposure risk to Covid-19 and potential for spread	Staff Students Visitors Contractors /AMEY	<p>Testing team members must check with the Team Leader that their PPE is correct prior to engaging in testing activities.</p> <p>Gloves must be changed after each test subject and hands must be sanitised at this time.</p> <p>PPE should be changed when going for and returning from a comfort break.</p> <p>All PPE to be changed if it becomes dirty, contaminated or torn.</p> <p>Social distancing to be maintained at all times, alongside all other measures of prevention control.</p> <p>Individuals must not approach the testing processor desk to ensure that processors are not distracted.</p>	5	4	20	<p>The Health and Safety manager will undertake weekly quality assurance and inform the Headteacher.</p> <p>All near misses to be recorded and reported to the Headteacher.</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings?utm_source=3%20February%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p>	5	2	10

NORTHAMPTON SCHOOL FOR GIRLS

Risk Assessment

Risk 6: Contact between sample and sample tester increasing transmission of COVID 19: sample disposal and waste disposal									
Increased exposure risk to Covid-19 and potential for spread	Staff Students Visitors	<p>Bins will be placed at each testing zone in the testing site, with ample supply of different waste bags. These will be monitored regularly by the Team Leader.</p> <p>Chemical and Offensive will be separated into different bins to ensure that this can be collected safely. (AMEY)</p> <p>All testers have been provided with training on sample waste disposal. The Team Leader will monitor this process.</p> <p>Testing team members must check with the Team Leader that their PPE is correct prior to engaging in testing activities.</p> <p>Gloves must be changed after each test subject and hands must be sanitised at this time.</p> <p>PPE should be changed when going for and returning from a comfort break.</p> <p>All PPE to be changed if it becomes dirty, contaminated or torn.</p> <p>Social distancing to be maintained at all times, alongside all other measures of prevention control.</p>	5	4	20	<p>The Health and Safety manager will undertake weekly quality assurance and inform the Headteacher.</p> <p>All near misses to be recorded and reported to the Headteacher.</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings?utm_source=3%20February%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p>	5	2	10
Risk 7: Incorrect result communication									
Contamination and spread of the disease	Staff Students	Three identical barcodes are provided to individuals upon arrival at check in. The test subject's name is marked on the barcode card.	5	3	20	The Health and Safety manager will undertake weekly quality assurance and inform the Headteacher.	5	2	10

NORTHAMPTON SCHOOL FOR GIRLS

Risk Assessment

Increased opportunity for spread of the infection	Visitors Contractors /AMEY	Each individual registers their details to a unique ID barcode prior to conducting the test. Barcodes will be attached by fully trained staff at the collection bay. Barcodes are then checked for congruence at the analysis station and then they are applied to the lateral flow device.				All near misses to be recorded and reported to the Headteacher.			
Risk 8: Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic) and NaCl (sodium chloride)									
Allergic reaction	Staff Students Visitors Contractors /AMEY	All staff involved in the testing have received full NHS training. All staff involved in the testing in the testing site will wear specialist PPE: nitrile gloves which meet the Regulation (EU) 2016/425. Face coverings and face shields to be worn at all times when handling the testing solution. Aprons to be worn to protect the body from splashes or spillages. Product not to be disposed of down drains. If a spillage occurs, surfaces will be wiped with disposable wipes and disposed of in line with the testing sites procedures.	4	3	12	Training to be provided in handling potentially biohazardous samples, chemical and good lab practice. Staff will receive regular reminders to ensure that they adhere to training procedures in order to prevent improper handling. The Health and Safety manager will undertake weekly quality assurance and inform the Headteacher. All near misses to be recorded and reported to the Headteacher.	4	2	8
Risk 9: Occupational illness or injury									
Increased opportunity for spread of the infection. People become ill through contracting Covid-19	Staff Students Visitors Contractors	Risk assessment in place to mitigate the risk for all staff involved in the lateral flow testing. Only staff involved in the testing will be allowed into the testing site and must have undertaken the health and safety training provided.	5	2	10	Introduce welfare facility check sheets to confirm that soap and sanitiser dispensers are well stocked in testing site. Allocate a member of staff to ensure that levels of PPE are monitored on a daily basis.	5	2	10

NORTHAMPTON SCHOOL FOR GIRLS

Risk Assessment

	/AMEY	<p>Testing team members must check with the Team Leader that their PPE is correct prior to engaging in testing activities.</p> <p>The number of people in attendance at the testing site will be kept to a number that ensured social distancing can be adhered to.</p> <p>All attendees to the site will be made aware of site rules.</p> <p>Signage reminders are in place across the testing site to remind students/staff of the systems of infection prevention and control and to ensure that everyone on site has followed appropriate hygiene measures before entering the building and exiting.</p> <p>'Sneeze-screens' are in place at each testing booth.</p> <p>Staff/Adults are to maintain 2 metres (M) between them where possible and are reminded of this regularly.</p> <p>Minimise contact between individuals and maintain social distancing where possible.</p> <p>Face coverings to be worn by all individuals at all times in the testing site, except when administering the lateral flow test when face covering should be carefully lowered at the time of swabbing.</p> <p>All individuals arriving at the testing site to use the hand sanitiser provided upon entry.</p> <p>Staff and students will be tested at different times to minimise the risk of transmission.</p> <p>Regular 'clean as you go' carried out by trained staff working in the testing site.</p>				<p>The Health and Safety manager will undertake weekly quality assurance and inform the Headteacher.</p> <p>All near misses to be recorded and reported to the Headteacher.</p>			
--	-------	--	--	--	--	---	--	--	--

NORTHAMPTON SCHOOL FOR GIRLS

Risk Assessment

		<p>Staff and students reminded to avoid touching face/eyes/nose/mouth.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels. (AMEY)</p> <p>Ensure that ventilation is maximised using natural fresh air or mechanical extraction systems.</p> <p>Orders of cleaning supplies, soap and hand sanitiser are processed regularly and stocks securely stored.</p>							
--	--	---	--	--	--	--	--	--	--

NORTHAMPTON SCHOOL FOR GIRLS

Risk Assessment

RISK ASSESSMENT MATRIX

RISK						
Impact	5	5 (Y)	10 (Y)	15 (O)	20 (R)	25 (R)
	4	4 (G)	8 (Y)	12 (O)	16 (O)	20 (R)
	3	3 (G)	6 (Y)	9 (Y)	12 (O)	15 (O)
	2	2 (G)	4 (G)	6 (Y)	8 (Y)	10 (Y)
	1	1 (G)	2 (G)	3 (G)	4 (G)	5 (Y)
G - Green Y - Yellow O - Orange R - Red		1	2	3	4	5
Likelihood						

Impact – consider the potential harm	
5	Critical / catastrophic (fatalities, long term hospitalisation, long term school shutdown)
4	Major injury/issue (multiple injuries requiring professional treatment, temp. school closure)
3	Moderate injury/issue (injury requiring hospital treatment, significant disruption in school)
2	Minor injury/issue (only requiring basic first aid intervention, low level disruption in school)
1	Negligible impact / insignificant (No injury or treatment required, school day not affected)

SCORING GUIDANCE

LIKELIHOOD – how likely is it?	
5	Almost Certain (reasonable to expect it will happen, possibly frequently, and within the current year)
4	Probable (event is likely to occur but is not a persisting issue)
3	Possible (has potential to occur but little likelihood)
2	Remote (unlikely to happen / event not expected)
1	Very unlikely (not foreseeable / exceptional event)

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

Explanatory note:			
<p>RED</p> <p>Very high risk. Stop the activity and make improvements.</p>	<p>AMBER</p> <p>High Risk. Additional measures required.</p>	<p>YELLOW</p> <p>Medium Risk. Tolerable, subject to monitoring.</p>	<p>GREEN</p> <p>Low Risk. Acceptable</p>

