

**COVID-19 RAPID TESTING  
RISK ASSESSMENT**

Risk Assessment carried out by	Claire Sarel School Nurse
Date	08 February 2022
Description of Process	General and clinical activities on the asymptomatic testing site at Forres Sandle Manor School
Activities involved	Testing Pupils and Staff using the lateral flow tests

This is a Risk Assessment for the testing of staff and pupils (Year 3 to Year 8) regarding the Government's Guidelines.

This Risk Assessment should be read alongside the COVID-19 School Risk Assessment (updated 21 January 2020 and made available to all staff and parents).

This Risk Assessment has due regard to the relevant guidance, including, but not limited to, the following: ■

- DfE (2022) 'Coronavirus (COVID-19) asymptomatic testing in schools and colleges'
- DfE (2022) 'Schools and Childcare settings: return in January 2022'
- DfE (2022): 'Guidance for full School and Educational settings updated 2022.'

	<b>Hazards</b> N o	<b>Associated Risks</b>	<b>Control Measures</b>	<b>Risk Evaluation</b>	<b>Additional Controls needed?</b>	<b>Notes</b>
	1 Contact between people increasing risk of transmission of COVID-19	Transmission of the virus leading to ill health	<p>Staff and parents have been advised in advance not to attend if they have any symptoms of COVID-19, or live with anyone who is showing symptoms of COVID-19 (including a high temperature and / or new or persistent cough).</p> <p>All adults and children aged 11+ on site are encouraged to wear face coverings if we have Pupils isolating in the Boarding House</p> <p>Everyone - adults and pupils - are encouraged to use the hand sanitiser on arrival</p> <p>1 metre social distancing is to be encouraged between all people.</p> <p>Cleaning: Regular cleaning after each session by dedicated cleaner, and wipe down of touch points in accordance with PHE guidance.</p> <p>Limited physical handling of documents: Staff to wear gloves.</p>	Moderate	Team Leader and COVID-19 coordinator to remain vigilant throughout process and add any additional control measures	

	<p>2 Contact between those being tested and staff, increasing the risk of transmission of COVID-19</p>	<p>Transmission of the virus leading to ill-health</p>	<p>All staff to wear the correct PPE equipment, as advised by the Government, for the role they are undertaking</p> <p>All the testing staff will be trained and the coordinator and team leader will ensure that they are aware of safety requirements.</p> <p>Aprons to be changed after each session</p> <p>Distance to be adhered to between staff and those being tested</p> <p>Testing room to have adequate air flow (The windows in the DT room will be open at all times)</p> <p>Desks will be a minimum of 2 metres apart</p> <p>Demarcated area to establish clear division between swabbing and processing area</p> <p>A Hand washing station will be provided to enable staff to regularly sanitise (although wearing gloves too). Hand cleanse gel will be available on all used work spaces.</p> <p>Testing room will be cleaned in between each session. Tables wiped down after each sample taken by parent / member of staff being tested</p>	<p>Moderate</p>	<p>Team Leader and COVID-19 coordinator to remain vigilant throughout process and add any additional control measures</p> <p>Staff advised they can raise concerns at any time to the housemaster and Headmaster. These will be addressed and appropriate action taken</p>	
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	3 Incorrect result communication	Wrong samples or miscoding of results	<p>Parent / staff member to complete registration form and will be given a unique code (school registration number for pupils) which will be cross-checked</p> <p>Unique code to be added to registration / consent form, and label onto the test device</p>	Moderate	Processor and Results Coordinator, alongside team leader to check the process works throughout and make any amendments as necessary	
	4.Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards associated 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>PPE: Gloves to be worn at all times when handling the extraction solution (changed after each analysis); Face Shields which are tested and approved to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages</p> <p>The DT room does not have any exposed drains</p> <p>The processor will check that the solution has not expired</p> <p>Training is provided for all staff involved</p> <p>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals</p>	Mild		

	5 Unauthorised access by members of the public	Safeguarding and Security concerns	<p>Children will be accompanied by a parent or 2 members of staff for their testing on return to school if they are a boarder.</p> <p>All the staff trained to do the lateral flow tests are part of the matrons department and the children are familiar with them all.</p>	Mild		
	6. Crowding and contamination	Danger of too many pupils standing too close to each other in the Surgery and risk to analysing and contaminating the sample	<p>Continue to encourage social distancing and good hand and respiratory hygiene. All pupils over the age of 12 years and Staff should be encouraged to be part of the Vaccination Programme. Following the continuous update Service for Covid Testing on the Dof Education Website.</p>	Mild		
	8. Person being tested being unwell		<p>Matron / school nurse on hand</p> <p>Test Assistants have been trained</p> <p>If someone vomits, the test area will be evacuated and cleaned according to Government Guidance</p>	Mild		

	9.Mental Health and Wellbeing		<p>The Testing Team is aware that some pupils or staff being tested may feel anxious about the process or getting the result.</p> <p>Information about the test and process is provided at the Registration desk and the person tested will be supported by the Test Assistant, who will provide reassurance and further information and guidance.</p> <p>The school nurse will also be available to offer additional support</p>	Mild		
	10.Disruption to Pupils sitting exams		<p>Keep updated with the government guidelines and support. Read letters to School from the Educational Minister which contain support and guidance from the Chief Medical officer for pupils staff and parents.</p>	Moderate		

This Risk Assessment operates in conjunction with the following documents:

- Information to parents and staff about the testing
- COVID-19 Risk Assessment
- Administering Medication Policy
- Child Protection and Safeguarding Policy
- Privacy Notice in relation to the testing : this has been shared with staff and parents

Participation in the testing programme is voluntary and tests will only be conducted on staff and pupils for whom consent has been given. Consent forms will ensure that such consent has been given, and the information provided has been understood.

Testing will be conducted on asymptomatic people only; testing will not be conducted on symptomatic individuals as the test may give a false negative result. Anyone with symptoms of COVID-19 should not come into school and must obtain a PCR test as soon as possible, and isolate as per Government guidance. Testing will not be conducted on individuals who have had a positive coronavirus polymerase chain reaction (PCR) test within the prior 90 days as the test may give a false positive result.

Staff and children will administer self-tests with supervision from trained personnel. Staff and children will be supported during the testing process and reassured where they have any concerns. If any children do not feel comfortable doing the test themselves, there will be staff available to do the test for them. Children will be asked to perform a lateral flow test on return to school from home, only if they are a boarder. These children will then have to wait for a negative test result before entering the boarding house. All year 7 and 8 children on site were tested twice at the beginning of term in line with the Government's guidance. All staff will be tested twice a week in line with the Government's new guidance as of 20/2022. All pupils must be tested daily for 7 days if they have been in contact with a pupil who has tested positive and is now isolating.

**Safeguarding:**

Forres Manor School adopts rigorous safeguarding procedures in accordance with the Safeguarding Policy, and will apply these requirements to the testing process. Testing is carried out by school staff and the Team Leader is the school's nurse.

Any concerns about the safeguarding of children will be dealt with in accordance with the Safeguarding Policy.

**Risk Assessment Review**

The School nurse will review this policy throughout its implementation, and all members of staff assigned a role as part of the testing process are required to familiarise themselves with this policy as part of the training.

Claire Sarel

fSM School Nurse February 2022