

## Risk Assessment for LFD Serial Contact Testing in Schools – Coronavirus (Covid-19) Pandemic Risk Assessment V4

<b>Activity:</b>	<b>Lateral Flow Device Serial Contact Testing in Schools during Coronavirus (Covid-19) Pandemic</b>			<b>Location(s):</b>	Whole School	
<b>Assessor:</b>	Richard Aindow	<b>Ref No.:</b>		<b>Distribution:</b>		
<b>Date:</b>	22/1/2021	<b>Proposed Review Date:</b>	22/3/2021	<b>Signed:</b>	R Aindow	
<b>Individuals at Risk</b>	All those accessing the testing and those involved in the administration of the testing process, cleaning staff, those responsible for the disposal of clinical waste, the people they live with and their other close contacts, in particular, vulnerable children (as classified by DfE or LA guidance or school), vulnerable adults, anyone who is Black, Asian, Minority Ethnic (BAME), young/ inexperienced workers, new/ expectant mothers, anyone experiencing ill-health or who has pre-existing medical conditions, and first aiders/nurses/intimate care providers.					
<b>Risks</b>	COVID-19 or the novel coronavirus (Covid-19) is a new, highly infectious and serious respiratory illness that can cause death, critical illness, and other serious and potentially long-term health complications we are still learning about. The virus can be transmitted by contact with a bodily fluid containing it, most commonly saliva droplets dispersed into the air (aerosols) through talking, coughing, sneezing, and the performance of some healthcare tasks, which are then breathed in by other people nearby or the droplets land on surfaces that others touch, getting into their body when they then touch their face, especially their own mouth, nose and eyes. This may lead to anxiety and other wellbeing issues amongst staff, pupils and parents. Risk of transmission to others who are close contacts of those who decline the serial contact testing.					
<p><b>From 20/01/21, the rollout of daily ‘contact or serial testing’ must be PAUSED (refer to <a href="#">Coronavirus (COVID-19) asymptomatic testing in schools and colleges</a> and <a href="#">PHE/NHS daily contact testing in schools statement</a>). Schools should continue to test their staff and others who regularly work in the school (twice-weekly where possible, in line with recommendations for other workforces that need to leave the home to work) and test pupils twice upon return to school, as has been the case since the start of January.</b></p> <p><b>Information contained in this risk assessment is therefore currently not applicable where it relates to 7-day continuous serial or contact testing of pupils. Where pupils have been in close contact in school (in the previous 48 hours) with someone who has tested positive for Covid-19 they must self-isolate for 10 days from the day following the positive test being carried out.</b></p> <p>In order to reduce the risk of the spread of Covid-19, Secondary schools are being asked to carry out daily contact testing of pupils, students and staff who are close contacts of a positive case in someone attending the school. Those identified as a close contact of someone in school who has tested positive will be provided with daily testing for seven consecutive school days. If they test negative on a daily basis, they can continue to attend school without having to self-isolate. If a pupil is a close contact of someone in their household or social bubble who tests positive, they should stay at home and self-isolate for 10 days in line with <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p>This Risk Assessment must be read in conjunction with the school’s existing Covid-19 Risk Assessment(s), the DHSC <a href="#">Clinical Standard Operating Procedure (SOP) for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges</a> and the NHS guidance <a href="#">COVID-19 National Testing Programme: Schools and College handbook</a>. The control measures outlined below will be required in the case of any Serial Contact testing which might be required if a pupil currently attending school tests positive and serial testing of close contacts (within the previous 48 hours) is required. It is strongly recommended that staff working regularly in school are tested weekly.</p> <p><b>Serial contact testing of secondary-aged students is recommended and supported, but not mandated.</b> However, in line with routine infection control practice, close contacts who decide not to be tested on the 7 consecutive school days following close contact (in the previous 48 hours) with a covid-19 positive individual daily will need to self-isolate in line with <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p>Written parental consent for the serial contact LFD test to be administered will be sought for those pupils under the age of 16 and those under 18 who cannot give their own consent because of special needs or learning difficulties. Those aged 18 or over can consent for themselves. <b>If on the day of testing if any pupil does not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.</b> Where consent has been given by the parents and the pupil does not wish to take part in the test on the test date, parents will be notified of their child’s decision and they will be asked to collect their child from school to begin the 10 day isolation period. Those aged 16 and over may give their own consent after discussing the issue with their parent/guardian. Written consent will be sought from staff and other adults taking part in the test. Consent may be withdrawn at any time ahead of the test. School Privacy notice addendum specifically relating to the testing programme will be made available to parents, pupils and staff</p>						

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
Ongoing Covid-19 infection in school because of lack of regular testing	High	<ul style="list-style-type: none"> <li><input type="checkbox"/> After the initial mass testing, all secondary school staff will be able to have routine testing once a week; pupils and staff will be able to do 'serial contact testing' if one of their close contacts within school tests positive.</li> <li><input type="checkbox"/> Pupils and staff will be able to do 'serial contact testing' if they are a <b>close contact of a positive case</b>. This will allow them to stay in education if they provide written consent and agree to take a daily test in the morning for 7 consecutive school days.</li> <li><input type="checkbox"/> Pupils, students and staff who are close contacts of a positive case should repeat daily tests on school days until 7 negative tests days have elapsed. If the week elapses on a non-school day i.e. a weekend, they must isolate during the weekend until they can test one final time on the next school day, and if it is negative they can return to school and their testing period is complete (even if they have not taken 7 tests in total).</li> <li><input type="checkbox"/> If staff or pupils do not wish to be tested daily or are unable to be tested for any reason, they must self-isolate in accordance with national guidance until 10 days after the person they are a contact of tested positive or displayed symptoms.</li> <li><input type="checkbox"/> If at any point they test positive on the lateral flow device they will need to leave school, self-isolate and take a further PCR test. If the PCR test is positive, they will need to self-isolate for 10 days from the point of the positive PCR test. Others in their household or social bubble must also self-isolate for 10 consecutive days from the date the PCR test was administered.</li> <li><input type="checkbox"/> Any new positive cases during serial contact testing will reset the clock for the serial contact testing (daily testing) to the start of 7 days</li> </ul>	<p>Refer to NHS <a href="#">'How to Guide'</a> for schools taking part in the lateral flow device testing programme from January 2021</p> <p>Refer to printable advice for parents/pupils on page 15 of the <a href="#">NHS Handbook for schools/colleges</a>.</p>	
Inappropriate safeguarding arrangements during the testing process and access to pupils by individuals who have not undergone the appropriate checks	High	<ul style="list-style-type: none"> <li><input type="checkbox"/> All adults involved with in the serial contact testing programme will <b>either</b> hold an Enhanced Disclosure for Regulated Activity (i.e. with a children's barred list check, <b>or</b>, if they do not hold an Enhanced Disclosure (with or without a barred list check) will be closely supervised by a member of the school staff who themselves are in regulated activity and hold the appropriate certificate checked by a member of the school staff.</li> <li><input type="checkbox"/> Test Assistants who are physically administering swab tests to pupils <b>MUST</b> hold an Enhanced Disclosure for Regulated Activity, i.e. with a Children's Barred list check. Where assistance is required by pupils aged 18 and over, the Disclosure must also include an Adults Barred List check.</li> </ul>	The administering of swab tests is considered to be personal care and as such an Enhanced Disclosure for Regulated Activity (i.e. includes the appropriate Barred List check) is legally required.	
Contact with individuals who are unwell	High	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that pupils, staff and other adults do not come into school if they have <a href="#">coronavirus (COVID-19) symptoms</a> (a new continuous cough, a temperature in excess of 37.8°C or a loss of, or change in their normal sense of taste or smell (anosmia)) or have tested positive in the last 10 days, and ensure anyone developing those symptoms during the school day is sent home (<a href="#">Stay at home guidance for households with possible Covid-19 infection</a>).</li> <li><input type="checkbox"/> If anyone in the school becomes unwell with coronavirus symptoms, they must be sent home and advised to follow the above <a href="#">Stay at home guidance</a>, which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a>. Other members of their household (including any siblings) should self-isolate for 10 days from the day after contact with the individual who tested positive.</li> <li><input type="checkbox"/> If someone in a child or staff member's <a href="#">support bubble</a> is showing coronavirus symptoms, or otherwise self-isolating, everyone in that support bubble should stay home. If the child/staff member or a member of their support bubble is contacted as part of the <a href="#">NHS Test and Trace</a></li> </ul>	<p>Ensure all staff and parents are made aware.</p> <p>Public Health England has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (Covid-19).</p> <p>Essential workers, which includes anyone involved in education or childcare, have priority access to</p>	

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
		<p><a href="#">programme</a>, the individual contacted should stay at home. If the individual becomes symptomatic, everyone in the support bubble should then isolate.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</li> <li><input type="checkbox"/> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before use by anyone else.</li> <li><input type="checkbox"/> If a child needs direct personal care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child is necessary, then disposable gloves and a disposable apron will also be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn. Refer to <a href="#">safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a>.</li> <li><input type="checkbox"/> In an emergency, call 999 if someone is seriously ill, injured or their life is at risk.</li> <li><input type="checkbox"/> Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test &amp; Trace.</li> <li><input type="checkbox"/> Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. Refer to <a href="#">COVID-19: cleaning of non-healthcare settings outside the home</a>.</li> <li><input type="checkbox"/> If a child starts displaying coronavirus symptoms while at their school they must, wherever possible, be collected by a member of their family or household. In exceptional circumstances, where this is not possible, and the setting needs to take responsibility for transporting them home we will do one of the following: <ul style="list-style-type: none"> <li>- use a vehicle with a bulkhead or partition;</li> <li>- the driver and passenger should maintain a distance of 2m from each other;</li> </ul> </li> <li><input type="checkbox"/> the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so.</li> </ul>	<p>testing. Refer to <a href="#">List of essential workers for priority testing</a></p> <p>A small supply of fluid-resistant (HIR) surgical face masks should be purchased</p> <p>Anyone with coronavirus (Covid-19) symptoms should not otherwise visit the GP, pharmacy, urgent care centre or a hospital.</p>	
Transmission of COVID-19 due to layout and condition of premises e.g. testing location/ environment/ unauthorised access	High	<p><b>Throughout all the following sections we will take account of our wider risk assessments for the management of Covid infection in the school.</b></p> <p><b>Serial Contact (SC) testing site/area</b></p>		

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Under no circumstances should an individual with symptoms of Covid-19 be allowed to access the SC testing area. If the individual has symptoms, (continuous cough, loss of taste or smell (anosmia) or a high temperature) the control measures outlined above will be followed.</li> <li><input type="checkbox"/> Testing will take place indoors in a designated area to be determined by the school.</li> <li><input type="checkbox"/> The testing area should be reasonably close to dedicated toilet facilities for use by both pupils and staff/other adults. Limiting the number of toilets will reduce the number which will require regular cleaning.</li> <li><input type="checkbox"/> The testing area will have ready access to hand hygiene facilities e.g. soap and water/alcohol-based sanitiser (minimum 60% alcohol).</li> <li><input type="checkbox"/> Flooring will be easy to clean and non-porous and the test site cleanable with the approved cleaning product.</li> <li><input type="checkbox"/> Testing area will be well lit and have sufficient ventilation to ensure a good airflow with no recirculation of air. This may be via openable windows or via a forced ventilation system providing fresh air.</li> <li><input type="checkbox"/> Testing area, sample collection stations and privacy booths will be easy to clean and sterilise.</li> <li><input type="checkbox"/> All surfaces will be decluttered of equipment that is not required to run the testing.</li> <li><input type="checkbox"/> Sufficient space will be allocated for storage of both test kits (test kits should be stored at a temperature of between 15-30°C) and Personal Protective Equipment (PPE).</li> <li><input type="checkbox"/> Testing area will have directional signing showing the way in and way out (one directional) where possible – where this is not possible, arrangements will be in place to ensure that test subjects are able to exit the room whilst maintaining a physical distance of 2m.</li> <li><input type="checkbox"/> Testing area will display signage showing those taking the tests how to put on and take of their personal protective equipment (PPE).</li> <li><input type="checkbox"/> Testing area to be laid out with the following: <ul style="list-style-type: none"> <li>- registration desk/reception area at the first point where the test subject would enter the test area and details taken/recorded;</li> <li>- swabbing areas/desks (number to be determined by numbers in school and potential numbers in close contact groups/bubbles) with adjacent chair for test subject. Swabbing areas to be separated by a screen or demarked with tape. Where no screen is available, the swabbing desks/chairs must be 2m apart;</li> <li>- processing desk for each bay close by – no more than 1m away. Test subjects must not enter the processing area;</li> <li>- recording of results desk which will be situated close to the exit and the processing desk and where details of the test results will be recorded;</li> <li>- waste disposal facilities (see below) for general, chemical and offensive waste to be situated close to the processing desk. A clinical waste bin should also be provided in the test zone for use if the test subject vomits;</li> <li>- Guidance on a suitable testing area layout is provided in NHS guidance <a href="#">COVID-19 National Testing Programme: Schools and College handbook</a></li> </ul> </li> <li><input type="checkbox"/> Only authorised personnel will be permitted to access the test area.</li> </ul>	<p>Sports Hall &amp; Store Cupboard</p> <p>Outdoor hand sanitiser</p> <p>Workstations set up in space</p> <p>Yellow waste storage and disposal contract in place.</p> <p>Bins must be lined with the appropriate colour coded bags and staff made aware of the differences in the use of each bag</p>	

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Authorised personnel who are not employees of the school will be issued with appropriate ID or other such method of identification.</li> <li><input type="checkbox"/> The registration desk/reception will be manned at all times whilst the test facility is open.</li> <li><input type="checkbox"/> Each testing marked area/booth will contain a table, chair, mirror, supply of tissues for use prior to the nasal swab, vomit bowl, clinical waste bin (for used tissues and spoilt swabs), hand sanitiser (60% - 80% alcohol) and instructions on self-testing displayed. Suitable posters for test subjects are available in the <a href="#">NHS Handbook for schools</a>.</li> <li><input type="checkbox"/> The following posters will also be displayed: <ul style="list-style-type: none"> <li>- <a href="#">Handwashing poster</a> in the handwashing area;</li> <li>- <a href="#">How to use hand-sanitiser appropriately</a>;</li> <li>- 'Catch it, bin it, kill it' poster</li> <li>- PPE Poster – <a href="#">donning and doffing</a></li> <li>- <a href="#">Social distancing</a> poster</li> <li>- Designated waste disposal area (clinical waste and normal waste)</li> </ul> </li> </ul> <p>In addition, there are a range of <a href="#">posters</a> available from the NHS to assist schools with the serial contact testing programme which can be used.</p> <p><b>Test results waiting area – see also results process below</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An area will be designated for test subjects to await their results which will be manned by supervising adults.</li> <li><input type="checkbox"/> Test subjects will sit 2m apart until they receive their results.</li> <li><input type="checkbox"/> Students attending school, i.e. years 11 and 13, vulnerable pupils and children of critical workers will be allowed to continue to their allocated lessons once the results are known, and only if the result is negative.</li> <li><input type="checkbox"/> At all times, fluid-resistant (IIR) face masks will be worn (unless the individual is exempt from wearing a face covering) until the pupil has returned to their classroom or, if they receive a positive result, they have left the school site.</li> </ul>	<p>Posters about school</p> <p>Refer to <a href="#">Children of critical workers and vulnerable children who can access schools or education settings</a> guidance</p>	
Contact between test subjects and others manning the testing area	High	<p><b>General</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schools should make use of the <a href="#">NHS workforce planning tool</a> to assist in determining how many staff will be required to undertake the regular testing of staff and the serial contact testing of pupils and staff.</li> <li><input type="checkbox"/> Wherever possible, all staff and other adults involved in the testing process will be over the age of 18.</li> <li><input type="checkbox"/> If any of the testing staff are pregnant, a separate risk assessment will be undertaken to ensure their complete safety during the testing process.</li> <li><input type="checkbox"/> Staff and other adults not directly involved in the testing programme will receive one test in the first week and weekly thereafter as part of the longer-term routine testing programme.</li> <li><input type="checkbox"/> All adults supervising the testing process must consent to receiving the LF test prior to their shift in the testing station.</li> <li><input type="checkbox"/> Under no circumstances should an individual with symptoms of Covid-19 continue to work within the testing area. If the individual has symptoms, (continuous cough, loss of taste or smell or a high temperature) the control measures outlined above will be followed.</li> </ul>	<p>All staff offered weekly LFT test</p> <p>Trained testing staff:  RA Online trained  JH Online trained  SM, CL &amp; SK Trained on site by community nurse (H Murdock)</p>	

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Any supervising adult or worker who feels ill during the testing process should remove themselves immediately from the testing area following hand hygiene procedures prior to leaving the area. Any PPE worn by the supervising adult will be disposed of appropriately.</li> <li><input type="checkbox"/> All those working in or attending the testing area will use the hand sanitiser (minimum 60% alcohol) provided on arrival and as directed during testing.</li> <li><input type="checkbox"/> All individuals working in or attending test site will wear face coverings in the form of an IIR fluid resistant mask. These will be provided. No other type of face covering will be permitted to be worn in the testing area or holding area.</li> <li><input type="checkbox"/> 2m social distancing to be strictly observed including when the test subject is in the designated area waiting for test results.</li> <li><input type="checkbox"/> Regular cleaning of the site including wipe down of all potential touchpoints as outlined in the Cleaning section below.</li> </ul> <p><b>Testing area staff training</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All those working during sessions in the testing area will be reminded of the importance of Covid-19 secure guidance – regular handwashing/use of sanitiser and consistent social distancing. This will be supported by frequent cleaning of test areas and high touchpoint areas</li> <li><input type="checkbox"/> All those involved in the supervision of pupils undertaking self-tests will be trained in the testing procedure in accordance with NHS guidance. This will include those who are accompanying SEND pupils for the test.</li> <li><input type="checkbox"/> All testing supervisors and others in the testing area will be trained in the appropriate use of the PPE provided for their role in the testing process: <ul style="list-style-type: none"> <li>- disposable gloves (replaced at the end of each session);</li> <li>- disposable plastic apron (replaced at the end of each session);</li> <li>- goggles or a face visor (cleaned at the end of each session);</li> <li>- disposable surgical mask (a fluid-resistant surgical face mask Type IIR) which should be put on and removed in accordance with the national guidance on <a href="#">donning and doffing PPE</a> (replaced at the end of each session). <b>NOTE: Test Processors must replace their gloves after each test.</b></li> </ul> </li> <li><input type="checkbox"/> Staff will be provided with information regarding the testing process before the testing commences.</li> <li><input type="checkbox"/> Staff who are required to top up supplies of PPE will do so at the beginning of each testing session and when no subjects are present.</li> <li><input type="checkbox"/> All those involved in the testing process will be advised on the appropriate general and spillage cleaning process both during and after the tests have been carried out.</li> </ul> <p><b>Registration area/desk</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Registration Assistant (RA) is responsible for ensuring test subjects have registered and for distributing test kits to close contacts of a positive case in school on arrival.</li> <li><input type="checkbox"/> RA ensures orderly entry of test subjects into the testing site.</li> <li><input type="checkbox"/> Pupils and staff will be asked to register their contact details at the registration desk.</li> <li><input type="checkbox"/> Handling of documents will be restricted to essential paperwork and test kits.</li> </ul> <p><b>Sample collection zone</b></p>	<p>Pupils must be issued with an IIR type face mask whilst waiting for the test which they can dispose of once they have left the results area at the end of the testing process. Those who are exempt will not be required to wear a face mask.</p> <p><b>Note:</b> Sessions are considered to be complete at any break or end of shift. PPE is generally sessional but should be changed if protective properties are compromised or contaminated from secretions.</p> <p>PPE should be changed between sessions for all staff except those who assist an individual with a test (Test Assistant) and the Test Processor. See specific zone information and job roles within the zone for advice on PPE.</p>	

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff will be trained in the use, wear and disposal of appropriate PPE as detailed in 'staff training' above.</li> <li><input type="checkbox"/> Each sample collection booth will be manned by a supervising adult (Test Assistant (TA)).</li> <li><input type="checkbox"/> TAs will be provided with disposable gloves, plastic apron and eye protection. These will be replaced or cleaned after each session rather than between each test subject.</li> <li><input type="checkbox"/> Where the Test Assistant is assisting with the test, all disposable items will be replaced immediately after the test. Visors may be cleaned after each close contact with an individual test subject.</li> <li><input type="checkbox"/> Pupils will be encouraged to self-swab and will be provided with a sealed sterile swab upon registration.</li> <li><input type="checkbox"/> Only one subject is permitted in each sample collection booth. It is, however, permissible for a test subject to be accompanied by a carer in the case of those subjects with a special educational need or disability.</li> <li><input type="checkbox"/> Before commencing swabbing, the test supervisor will explain the process to the subject.</li> <li><input type="checkbox"/> The subject will also be informed that the swab may sometimes make them gag and they should use a vomit bowl if required. Any used vomit bowls will be disposed of in the 'offensive' waste bin.</li> <li><input type="checkbox"/> If the subject vomits, operations at the testing booth will cease and appropriate cleaning will take place prior to resumption of the testing in that particular booth or area.</li> <li><input type="checkbox"/> Hand hygiene must be followed by the test subject prior to removing their mask.</li> <li><input type="checkbox"/> Test subjects should blow their nose prior to the nasal test being taken; consideration to be given to cross contamination of the tissue container. All used tissues to be disposed of as 'chemical' waste in the appropriate waste container.</li> <li><input type="checkbox"/> Once the appropriate swabs have been taken, the test subject places the swab into the prepared extraction tube provided on the table.</li> <li><input type="checkbox"/> Hand hygiene must then be followed by the test subject prior to replacing their mask.</li> <li><input type="checkbox"/> Any areas or equipment (e.g. mirror) must then be disinfected prior to the next test subject entering the sample collection booth or area.</li> <li><input type="checkbox"/> Each testing area will be wiped clean after each test as per the cleaning control measures outlined below.</li> <li><input type="checkbox"/> Appropriately lined waste bins will be provided for disposal of used swabs (chemical waste) and PPE (offensive waste). Waste will be disposed of in accordance with the control measures outlined below.</li> </ul> <p><b>Sample process zone</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff will be trained in the use of and wear appropriate PPE as detailed in 'staff training' above which will be cleaned (visors) and/or replaced at the end of each session. Gloves will be replaced after handling each test.</li> <li><input type="checkbox"/> Each sample collection booth will have its own sample process table for processing samples from that booth only which should be no more than 1m away.</li> <li><input type="checkbox"/> The Test Processor (TP) will only process one sample at a time.</li> <li><input type="checkbox"/> The TP will follow the manufacturer's instructions for dealing with the swab.</li> <li><input type="checkbox"/> Once the swab has been tested, and all details recorded the TP will immediately dispose of the swab into the appropriate chemical waste bin situated close by.</li> </ul>	<ul style="list-style-type: none"> <li>• 11-15 year olds may self-swab (swab their own nose/throat) with supervision of an appropriate member of staff if they have the consent of their parent or guardian.</li> <li>• Young people aged 16+ may self-swab, provided the site staff are satisfied that they are 'Gillick Competent' (able to consent to their own medical treatment without parent or guardian present).</li> </ul>	

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
		<ul style="list-style-type: none"> <li><input type="checkbox"/> The sample processing area will be cleaned with disinfectant (e.g. anti-viral wipe) between each sample received.</li> <li><input type="checkbox"/> The test subject can then leave the testing area to an alternative holding area in the school to await the results of the test. Physical distancing and face covering rules must be maintained in this area.</li> <li><input type="checkbox"/> All those test subjects who receive a positive LFD test result will require a confirmatory PCR (polymerase chain reaction) test in accordance with current public health guidance. <a href="#">Arrange to have a test.</a></li> <li><input type="checkbox"/> All those test subjects who receive a positive LFD test result will be required to isolate in a designated isolation area until they are collected by a parent in accordance with the control measures outlined in section 1 above.</li> </ul> <p><b>Results process</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Test subjects will wait in the designated area until their results are confirmed to them.</li> <li><input type="checkbox"/> Test subjects who receive a negative result do not need to self-isolate unless they are symptomatic, or a contact of a positive case. Such individuals will be advised to seek a further PCR test following the <a href="#">getting tested</a> guidance.</li> <li><input type="checkbox"/> Test subjects who receive an invalid LFD test result will be retested using the test zone or advised to go home and following the national testing guidance and self-isolate in the meantime.</li> <li><input type="checkbox"/> Test subjects who return a positive LFD test result will be required to wait in a separate designated holding area or isolation area until parents can collect them. Parents will be advised to book a follow up test as soon as possible using the <a href="#">getting tested</a> guidance. Until the test subject gets further confirmation of their test result, they must self-isolate immediately for 10 days and everyone in their household must self-isolate for 10 days. They must only leave home for their follow-up test.</li> <li><input type="checkbox"/> Pastoral support will be made available for those pupils who receive a positive test.</li> <li><input type="checkbox"/> Pastoral support might include finding a quiet space to talk with the pupil or student, being mindful of the need for social distancing/PPE.</li> <li><input type="checkbox"/> Prior to leaving the holding area, all issued face masks must be disposed of as clinical waste and the procedures for appropriate waste disposal followed (see below).</li> </ul>	<p>(once pupils/staff have a negative result, they will not have to wait for 30 minutes for the next test, unless the LFT is due to them being in close proximity with another positive case)</p> <p>Refer to NHS <a href="#">Digital Handbook</a> for details of the recording process.</p> <p>Pupils may be anxious about their health and impact on their family. For most people, symptoms will last up to 10 days and be mild or they may have no symptoms at all.</p>	
Poor hygiene/ cleaning regimes	High	<p><b>Regular cleaning plays a vital role in limiting the transmission of Covid-19.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cleaning will take place in accordance with the school's current <a href="#">cleaning during the Covid-19 pandemic risk assessment</a>. Refer to <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a> for further information.</li> <li><input type="checkbox"/> The frequency of the clean is dependent on the number of people using the space, whether they are entering and exiting the setting and touching door handles etc., and access to hand hygiene. As a minimum, frequently touched surfaces should be cleaned twice per day, and one of these should be at the beginning or the end of the working day.</li> <li><input type="checkbox"/> Public areas where a symptomatic subject has passed through and spent minimal time but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</li> <li><input type="checkbox"/> Cleaning staff must follow the PPE guidance and use the equipment provided as listed above. See section in staff training (PPE). Fluid resistant surgical masks (type IIR) must be worn in all non Covid secure areas by cleaning staff including the testing area.</li> </ul>		

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Cleaning staff must only enter the sampling area when the activity is no longer being conducted. In between times, those manning the testing area will undertake the general cleaning.</li> <li><input type="checkbox"/> In the event of a spillage, when cleaners need to enter an active test area, cleaners should ensure that they are wearing appropriate PPE, avoid contact with any test subject within 2m, replace all PPE after cleaning spillages and properly dispose of the used PPE in the 'chemical' waste bins.</li> <li><input type="checkbox"/> Apart from where there has been a spillage, the following cleaning guidance will be adhered to: <ul style="list-style-type: none"> <li>- All surfaces that the test subject has come into contact with must be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as handles, light switches, telephones and the surfaces that the subject may have had contact in between each individual that is tested.</li> <li>- Disposable cloths or paper roll and, where required, disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</li> <li>- Any cloths and/or disposable mop heads used for cleaning must be disposed of appropriately in the 'offensive' waste bin provided.</li> <li>- Surfaces must be cleaned at the end of the session before the next session starts i.e. in between test group batches of subjects.</li> <li>- Desks and surfaces used by those manning the test area should be cleaned twice per day and between staff changes.</li> </ul> </li> <li><input type="checkbox"/> For cleaning, we will use one of the options below and avoid mixing cleaning products: <ul style="list-style-type: none"> <li>- a combined detergent and disinfectant at a dilution of 1000 parts per million(ppm) available chlorine; or</li> <li>- a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants; or</li> <li>- any disinfectant which ensures that it is effective against enveloped viruses.</li> </ul> </li> <li><input type="checkbox"/> Cleaners to observe 2m social distancing.</li> <li><input type="checkbox"/> Fluid resistant surgical masks type IIR are to be worn in all non COVID secure areas by cleaning staff.</li> </ul>		
Covid-19 infection as a result of inappropriate waste disposal	High	<ul style="list-style-type: none"> <li><input type="checkbox"/> LFD test kits will generate waste after they have been used on staff and pupils. This waste is classified as healthcare waste.</li> <li><input type="checkbox"/> Schools are advised to package up the waste into 3 distinct bin bags. These should already have been distributed to schools from a central source. Schools are also advised to contact their waste collection service to ensure that the waste can be safely collected or in the event that additional bins are required. <ul style="list-style-type: none"> <li>- 'General, recycling/non-clinical' waste and all LFD packaging can be disposed of in a suitable black bin bag lined container and placed in the general waste.</li> <li>- 'Chemical' waste which includes swabs, tissues and cartridges/devices should be placed in a suitable yellow bag lined container. Yellow bags which are unmarked are preferable. Clear/white bags can also be used.</li> </ul> </li> </ul>	Contact may need to be made with the current waste contractor for the school to ensure that waste disposal facilities are available on an ongoing basis and/or to arrange separate collection.	

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
		<ul style="list-style-type: none"> <li>- 'Offensive' waste which includes used personal protective equipment (PPE), cleaning mop heads and cleaning cloths should be placed in a suitable tiger bag lined container.</li> <li><input type="checkbox"/> The colour-coded bags should then be placed into separate larger bins ready for collection by the waste contractor.</li> <li><input type="checkbox"/> Each large waste collection bin must be clearly labelled on which waste category it will have.</li> </ul>		
Other building related issues	High	<ul style="list-style-type: none"> <li><input type="checkbox"/> None of the test centre designated areas will breach the school's current fire risk assessment. Doors which are fire doors may be wedged open temporarily to reduce the risk of virus transmission on doors. Any doors wedged open during the testing process will be closed fully at the end of the testing session.</li> <li><input type="checkbox"/> Fire evacuation routes will be kept clear and equipment used will not be permitted to block fire routes or exits from the building.</li> <li><input type="checkbox"/> Access to a telephone will be given for use in an emergency.</li> <li><input type="checkbox"/> Normal emergency procedures will continue throughout the school.</li> <li><input type="checkbox"/> A first aid kit will be made available specifically for the testing designated areas.</li> <li><input type="checkbox"/> School's current accident procedures will be followed in the event of an accident or near-miss.</li> </ul>		

Further Action Required	Date Action Completed	Date RA Reviewed	Significant Changes Y/N	Shared with Staff Date or N/A
This risk assessment must be read and followed in conjunction with other applicable risk assessments.				