

# Risk Assessment for LFD Testing in Secondary/Special Schools – Coronavirus (Covid-19) Pandemic Risk Assessment V5



<b>Activity:</b>	<b>Lateral Flow Device Testing in Secondary/Special Schools and PRUs/APs during Coronavirus (Covid-19) Pandemic</b>			<b>Location(s):</b>	Netherhall School, Maryport, Cumbria, CA15 6NT	
<b>Assessor:</b>	Mark Walsh	<b>Ref No.:</b>	V5	<b>Distribution:</b>		
<b>Date:</b>	6.1.2022	<b>Proposed Review Date:</b>		6.2.2022	<b>Signed:</b>	M. Walsh
<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 waste, the people they live with and their other close contacts, in particular, vulnerable children (as classified by DfE, 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 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 <a href="#">close contacts</a> of those who decline the LFD testing.					
<p><b>Where pupils or staff have been in close contact in school (in the previous 2 full days) with someone who has tested positive for Covid-19 via an LFD or PCR test, they may be notified by NHS Test and Trace and required to self-isolate. (See below for guidance from 14/12/21).</b></p> <p>Close contacts will now be identified via NHS Test and Trace and we will no longer be expected to undertake contact tracing. NHS Test and Trace will work with the positive case and/or their parents to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting Covid-19 due to the nature of the close contact. We may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From Tuesday 14/12/21, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with Covid-19 (regardless of the variant) are strongly advised to take an NHS rapid lateral flow test every day for 7 days before they leave the household and continue to attend their setting as normal, unless they have a positive LFD test result.</p> <ul style="list-style-type: none"> <li>- Household contact – 7 consecutive days or until the household member who has Covid-19 reaches the end of their self-isolation period if this is earlier.</li> <li>- Non-household contact – 7 consecutive days or until 10 days after their last contact with the person who tested positive if this is earlier.</li> </ul> <p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> <li>- fully vaccinated adults – people are fully vaccinated 14 days after having received the 2<sup>nd</sup> dose of an approved vaccine or one dose of the single-dose Janssen vaccine;</li> <li>- all children aged 5 to 18 years and 6 months, regardless of their vaccination status;</li> <li>- people who are not able to get vaccinated for medical reasons;</li> <li>- people taking part, or have taken part, in an approved clinical trial for a Covid-19 vaccine.</li> </ul> <p>Anyone whose LFD test comes back positive or who develops Covid-19 symptoms should self-isolate immediately and take a confirmatory PCR test to verify the result. If the PCR result comes back positive, close contacts must self-isolate for 10 full days from the day they took the positive PCR test or developed symptoms. They do not need to continue taking LFD tests during that 10 day isolation period. If the PCR result comes back negative, contacts can leave self-isolation but should continue to take LFD tests for the remainder of the 7 days. (See guidance on page 4 below for leaving isolation sooner and the steps to take to expedite the shorter isolation period).</p> <p>Adults (over the age of 18 years and 6 months) who are not fully vaccinated are legally required to self-isolate for 10 full days if they are a contact of someone with COVID-19 (whether the Omicron variant or not). They are also advised to get a PCR test as soon as possible.</p> <p>For further information on the above issue and the local Public Health guidance on close contacts, refer to the school operational risk assessment.</p> <p><b>Daily LFD testing is not mandatory; only strongly advised. If individuals are eligible for daily LFD testing but cannot access test kits or do not want to do it, they will not be required to self-isolate instead. The DfE have published a <a href="#">‘frequently asked questions’</a> for those who choose to undertake daily contact testing.</b></p> <p>School will ensure all staff and other adults, pupils, parents and carers are informed of this change in procedures.</p>						

A **close contact** includes:

- anyone who lives in the same household as someone with Covid-19 symptoms or who has tested positive Covid-19;
- anyone who has had any of the following types of contact with someone who has tested positive for Covid-19 with an LFD or PCR test:
  - face-to-face contact including being coughed on or having a face-to-face conversation within 1m;
  - been within 1m for 1 minute or longer without face-to-face;
  - been within 2m of someone for more than 15 minutes (either as a one-off contact, or added up together over one day);
  - travelled in the same vehicle or a plane.

To reduce the risk of the spread of Covid-19, Secondary schools are asked to undertake initial testing of all pupils who wish to participate as they return to school after the Christmas break. We may commence testing from 3 working days before the start of the Spring 2022 term and can stagger return of pupils across the first week to manage this. Following the initial tests, pupils and students will be able to collect their test at home kits and start testing at home on a regular basis and more frequently if they are specifically asked to do so, such as in the event of an outbreak. This will continue until the next Government review.

If they test negative as a result of testing with an LFD at home, they can continue to attend school. If a pupil is a [close contact](#) of someone in their household who tests positive and who has received a confirmatory positive PCR test, they should stay at home and follow the guidance [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). As an alternative to isolating, pupils may self-test with an LFD for 7 consecutive days. If all tests are negative and they do not have Covid-19 symptoms, they can continue to attend school each day.

This Risk Assessment must be read in conjunction with the school's existing Covid-19 Risk Assessment(s), the DHSC [Clinical Standard Operating Procedures LFD testing of pupils in secondary schools](#), the **Self-testing at home of secondary-aged students is recommended and strongly encouraged, but not mandated as is the regular testing at home by school-based staff and other adults regularly working with pupils**. We will not make it a requirement for staff or pupils to have been tested in order to attend the school and no child or young person will be tested unless informed consent has been given by the appropriate person and the child is willing to be tested. However, in line with routine infection control practice, [close contacts](#) (within the previous 2 full days) of those who test positive as a result of a self-test at home will need to self-isolate if asked to do so by NHS Test and Trace and in line with [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Written parental consent for the initial onsite LFD test to be administered was sought for those pupils under the age of 16 and those under 18 who were unable to give their own consent because of special needs or learning difficulties. Those aged 18 or over could consent for themselves. **If on the day of testing in school (where a pupil asks to be tested in school rather than at home), 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 on-site test.** Where consent has been given by the parents and the pupil does not wish to take part in the on-site test they will be allowed to attend school. Those aged 16 and over may give their own consent after discussing the issue with their parent/guardian. Consent may be withdrawn at any time ahead of the test. School Privacy notice addendum specifically relating to on-site testing and the home testing programme will be made available to parents, pupils and staff.

**NOTE:** We will contact staff, pupils and students who provided consent prior to the start of this academic year, to confirm that they are still happy to provide consent to participate in testing onsite. We will also need to do this for any new participating pupils who have not tested before.

Staff and other adults who regularly work in school are requested to test twice weekly (3-4 days apart), the exact details and routine will be determined by the school. This process will continue until the next Government review.

Staff and other adults who regularly work in school are requested to test twice weekly (3-4 days apart) and more frequently if they are specifically asked to do so, such as in the event of an outbreak, the exact details and routine will be determined by the school. This process will continue until the next Government review.

**NOTE: Current UKHSA advice (from 14/12/21), is that if the pupil or staff member has been a close contact of someone who has tested positive for Covid-19, regardless of whether they have tested positive for Covid with a PCR test in the previous 90 days) the pupil or staff member is strongly advised to either self-isolate for 10 full days or take the 7 consecutive day LFD tests. Daily LFD testing is not mandatory; only strongly advised. If people are eligible for daily LFD testing (i.e. are fully vaccinated or under the age of 18 years + 6months) but cannot access test kits or do not want to do it, they will not be required to self-isolate instead.**

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	<input type="checkbox"/> All secondary school staff can self-test with an LFD at home twice per week (3-4 days apart); pupils have also been provided with self-tests which they can perform at home twice weekly (3-4 days apart) prior to attending school. This can be undertaken the evening before if preferable but no earlier. Secondary pupils aged 11 years should be tested/swabbed at home by an adult, and pupils and students aged 12-17 should be supervised by an adult but can swab themselves. <input type="checkbox"/> We will offer LFD home testing to all teaching and non-teaching staff members, which includes: <ul style="list-style-type: none"> <li>- trainee teachers on placement in school</li> <li>- adult community learning providers (ACLPs can place home test kit orders from this <a href="#">link</a>).</li> <li>- supply workforce</li> <li>- contractors</li> <li>- peripatetic staff</li> <li>- clinical practitioners</li> <li>- therapists</li> <li>- other support staff</li> <li>- caterers and cleaners (including those not directly employed by the school)</li> <li>- volunteers</li> <li>- those supporting with wraparound childcare to children attending school</li> </ul> <input type="checkbox"/> Some staff/visitors (particularly those employed through the NHS) may have separate arrangements for regular testing. <input type="checkbox"/> Schools are advised to keep 1-2 school self-testing bays (following the initial AFT testing process at the beginning of January 2022) for those who are not comfortable about testing at home or for those who require supervision. If at any point following a supervised self-test at school an individual (staff or pupil) tests positive on the lateral flow device, they will need to leave school and seek a confirmatory PCR test. Others in their household must also self-isolate for 10 consecutive days from the date the LFD test was administered unless any of the <a href="#">exemptions</a> outlined above apply. <input type="checkbox"/> All positive results from rapid LFD tests, whether conducted at home or at a school need to be confirmed with a PCR test within two days of the positive lateral flow test. Individuals must self-isolate immediately and a confirmatory PCR test should be booked as soon as possible either online or by calling 119. If the PCR test is negative, provided it was taken within two days of the positive LFT, it overrides the lateral flow test and pupils and staff can return to school, and other household members can stop self-isolating. See guidance on page 4 below for leaving isolation early and the steps to take to expedite the shorter isolation period <input type="checkbox"/> As far as is reasonably possible, pupils and staff should be kept apart during any on-site testing programme until their have received a negative LFD test.	Refer to NHS ' <a href="#">How to Guide</a> ' for staff and pupils taking part in the lateral flow device home testing programme from September 2021.  Refer to <a href="#">Clinical standard operating procedures for the rapid asymptomatic testing of pupils in secondary schools</a> and <a href="#">Clinical standard operating procedures for home testing of the education workforce</a> .  Guidance on how to re-order supplies of test kits can be found <a href="#">here</a> and is via the school's DfE Sign-in account.  Further information on staff or pupils who test positive with a PCR test is given at pages 16/17 below.	
Inappropriate safeguarding arrangements during the testing process and access to pupils by individuals who have not undergone the appropriate checks	High	<input type="checkbox"/> All adults involved with supervised onsite LFD 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. <input type="checkbox"/> Test Assistants who are physically administering swab tests to pupils where they cannot self-swab <b>MUST</b> hold an Enhanced Disclosure for Regulated Activity, i.e. with a Children's Barred list check.	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.	

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		Where assistance is required by pupils aged 18 and over, the Disclosure must also include an Adults Barred List check.		
Contact with individuals who are unwell	High	<p><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 or confirmed Covid-19 infection</a>).</p> <p><input type="checkbox"/> If anyone in the school becomes unwell with coronavirus symptoms, however mild, they must be sent home and advised to follow public health advice, self-isolate and <a href="#">arrange to have a PCR test</a>. We will contact the parent or carer who should arrange for the child or young person to journey home as soon as possible. They may walk, cycle or scoot if it is possible for them to do so. Individuals with symptoms of coronavirus must avoid travelling on public transport or in a taxi or private hire vehicle.</p> <ul style="list-style-type: none"> <li>- if a child or member of staff tests negative, then they should stay at home until they feel well and at least 2 more days if they have had <a href="#">diarrhoea or vomiting</a> but can safely return thereafter;</li> <li>- if a child or member of staff with symptoms tests positive, they should follow the '<a href="#">Stay at home: guidance for households with possible or confirmed Covid-19 infection</a>' and must continue to self-isolate for at least from the day of onset of their symptoms and for the following 10 full days and then return to school only if they do not have a temperature (a cough or anosmia can last for several weeks once the infection has gone). The period of isolation starts from the day they became symptomatic and the following 10 full days. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal;</li> <li>- if a child or member of staff is not experiencing symptoms but has tested positive for Covid-19, they must self-isolate starting from the day the test was taken and the next 10 full days. If symptoms develop during this isolation period, then they must restart the 10 day isolation from the day after symptoms developed.</li> </ul> <p><b>Leaving Isolation early</b></p> <p><input type="checkbox"/> Those with Covid-19 symptoms or who have received a positive Covid-19 test result may be able to end their self-isolation period before the end of the 10 full days (<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>):</p> <ul style="list-style-type: none"> <li>- They can take an LFD test from 6 days after the day the symptoms started (or the day the PCR test was taken if they did not have symptoms), and another LFD test on the following day (day 7). The second LFD test should be taken at least 24 hours later. If both these test results are negative, and they do not have a high temperature, they may end their self-isolation after the second negative test result. After each test, the results must be reported via the <a href="#">national test and trace online system</a>.</li> <li>- They should not take an LFD test before the 6th day of their isolation period and should only end their self-isolation following 2 consecutive negative LFD tests which should be taken at least 24</li> </ul>	<p>Ensure all staff and parents are made aware.</p> <p>Other possible symptoms of Covid-19 which may result in a pupil being asked to isolate and get tested include: headache, diarrhoea, severe fatigue and sore throat.</p> <p>UKHSA has advised that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying Covid-19.</p> <p>Anyone with coronavirus (Covid-19) symptoms should not otherwise visit the GP, pharmacy, urgent care centre or a hospital unless they are advised to do so.</p> <p>A <a href="#">Pictorial flowchart</a> explaining the new isolation measures and reproduced from the <a href="#">Covid-19 stay at home guidance</a> (30/12/21) is available from the KAHSC website.</p>	

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		<p>hours apart. Individuals should stop testing after they have had 2 consecutive negative test results.</p> <ul style="list-style-type: none"> <li>- If they take an LFD test from the 6th day of their isolation period, and the test result is positive, they must wait 24 hours before they take the next test. If this LFD test result is positive, they must complete the 10 day self-isolation period.</li> <li>- Those who leave self-isolation on or after day 7 are strongly advised to limit close contact with other people in crowded or poorly ventilated spaces, work from home if possible, minimise contact with anyone who is at higher risk of severe illness if infected with Covid-19 and follow the <a href="#">guidance on how to stay safe and help prevent the spread</a> until 10 full days from when their self-isolation period started.</li> <li>- Even if someone has tested positive for Covid-19 within the last 90 days, they are strongly encouraged to take part in LFD testing on-site through ATS or at home once they have completed their isolation period for their prior infection. (DfE daily update 02/01/22).</li> <li>-</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact or direct contact care is necessary. 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="#">use of PPE in education, childcare and children’s social care settings</a> guidance. Any rooms they use should be cleaned after they have left.</li> <li><input type="checkbox"/> Any member of staff who has provided direct 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 self-isolate immediately and arrange a PCR test) or they have been requested to do so by NHS Test &amp; Trace or the PHE advice service or they have tested positive from a LFD test and this has subsequently been confirmed with a PCR test.</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 in non-healthcare settings outside the home</a>.</li> <li><input type="checkbox"/> The household (including any siblings and pupils in boarding schools) should follow the <a href="#">Stay at home guidance</a> and refer to ‘Close Contacts’ below.</li> <li><input type="checkbox"/> In an emergency, call 999 if someone is seriously ill, injured or their life is at risk.</li> </ul>	<p>A small supply of fluid-resistant (IIR) surgical face masks should be purchased</p>	
Inappropriate management and tracing of close contacts and isolation	High	<ul style="list-style-type: none"> <li><input type="checkbox"/> Close contacts will now be identified via NHS Test and Trace and we will no longer be expected to undertake contact tracing.</li> <li><input type="checkbox"/> NHS Test and Trace will contact the individuals to let them know that they have been identified as a contact and check whether they are legally required to self-isolate. If they are not legally required to self-isolate, they will be provided with advice on testing and given guidance on preventing the</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
		<p>spread of Covid-19. Even if they do not have symptoms, they will be advised to have a <a href="#">PCR test</a> as soon as possible. We will encourage all individuals to take a PCR test if advised to do so. There is no requirement to self-isolate while awaiting PCR test results and so individuals can attend the setting as usual.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> They should not arrange to have a PCR test if they have previously received a positive PCR test result in the last 90 days, unless they develop any new symptoms of Covid-19, as it is possible for PCR tests to remain positive for some time after Covid-19 infection.</li> <li><input type="checkbox"/> Staff/other adults who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school and have been identified as a close contact should follow the updated guidance in the school operational risk assessment.</li> <li><input type="checkbox"/> If they develop symptoms at any time, even if these are mild, they must self-isolate immediately, arrange to have a PCR test and follow the <a href="#">guidance for people with COVID-19 symptoms</a>.</li> <li><input type="checkbox"/> This advice applies until 10 days after their most recent contact with the person who has tested positive for Covid-19 or while any person in their household with Covid-19 is self-isolating.</li> <li><input type="checkbox"/> Even if they are vaccinated, they can still be infected with Covid-19 and pass it on to others. If they are identified as a contact of someone with Covid-19 but are not required to self-isolate and choose to take the 7 consecutive day LFD tests, they can help protect others <b>when not at work/school</b> by following <a href="#">Coronavirus: how to stay safe and help prevent the spread</a>. As well as getting a PCR test, they will be encouraged to follow <a href="#">keeping yourself and others safe</a> by: <ul style="list-style-type: none"> <li>- limiting close contact with other people outside their household, especially in enclosed spaces;</li> <li>- wearing a face covering in enclosed spaces and where they are unable to maintain social distancing unless <a href="#">exempt</a>;</li> <li>- limiting contact with anyone who is clinically extremely vulnerable;</li> <li>- continuing to practice good hand/respiratory hygiene;</li> <li>- taking part in twice weekly LFD testing.</li> </ul> </li> <li><input type="checkbox"/> 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact (as below).</li> <li><input type="checkbox"/> Those who are contacted by NHS Test and Trace as contacts/household contacts and are still legally required to self-isolate i.e. those over 18 years and 6 months who have not been fully vaccinated (unless unable to get vaccinated for medical reasons), must self-isolate for 10 days from the day after contact with the individual who tested positive.</li> <li><input type="checkbox"/> We will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in our setting or if central government offers our area an enhanced response package, a director of public health might advise us to temporarily reintroduce some control measures.</li> </ul>	<p>Refer to Schools Operational Risk Assessment for Cumbria guidance on isolation/daily contact testing of household contacts of positive cases.</p>	

**The following sections refer to the initial creation of an AFT site at the beginning of the Spring Term 2022 and the continuance of possible on-site testing of pupils who do not wish to test at home or who require adult supervision/support. After the initial whole school testing, schools should continue to maintain 1-2 bays should they be needed.**

The UK Health Security Agency (UKHSA) and the Department for Education (DfE) have developed a new [supervised self-test onsite \(SSO\) model of asymptomatic testing](#) for use in schools. SSO is intended to be less burdensome for schools than an Asymptomatic Test Site in terms of workforce requirements and logistics but should deliver similar benefits in terms of increased testing participation.

SSO is intended to help schools reduce the transmission of the virus. It could be deployed to help manage an outbreak, deal with high prevalence across a wider area (e.g. where a school is in an ERA) or to help raise testing participation levels where rates are low. SSO should only be deployed following prior discussion and agreement with your local Director of Public Health (DPH)

SSO can help with the management of outbreaks and keep communities safer by:

- Identifying positive asymptomatic cases of COVID 19 in secondary schools and colleges, to help prevent the spread of the virus by isolating positive cases as soon as possible.
- Increasing participation in regular asymptomatic testing onsite, and in turn improving pupil/ student ability and confidence to self-swab and process the tests when they return to testing at home.

If a school is considering deploying SSO, they should seek advice from their DPH in the first instance.

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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> <ul style="list-style-type: none"> <li><input type="checkbox"/> A new type of lateral flow device (LFD) called Orient Gene is available for use at on-site Asymptomatic Testing Sites (ATS) in schools. These tests involve double nasal swab samples only – a throat sample is not needed. The Orient Gene devices return a positive or negative result in 15 minutes. Do not interpret the result after 20 minutes.</li> <li><input type="checkbox"/> In exceptional circumstances, where a pupil is unable to nasal swab, they should be issued with an Innova test kit for throat swab only.</li> <li><input type="checkbox"/> We will only use one brand of device at any one time for the on-site ATS testing, to minimise the risk of confusion and processing errors.</li> <li><input type="checkbox"/> We will begin using the Orient Gene LFD tests kits for on-site testing when our current supply of Innova LFD test kits are completely depleted although the holding of a small supply of Innova test kits is advised for those who cannot use the Orient Gene device.</li> <li><input type="checkbox"/> We will follow the guidance regarding the use of Orient Gene test kits – <a href="#">‘How to guide’ - Rapid Testing on-site (ATS) in Secondary Schools and Colleges</a> (green guide).</li> </ul> <p><b>Testing site/area</b></p> <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 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> </ul>	<p>The testing area will be located within the McCarron hall. The use of toilet facilities will be to the girls changing room toilets adjacent to the testing area.</p> <p>The use of any mechanical fan convectors to the hall will be</p>	

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		<ul style="list-style-type: none"> <li><input type="checkbox"/> Flooring will be easy to clean and non-porous and the test site cleanable with the approved cleaning product. Where this is not possible, we will take a pragmatic view of what facility/room we can provide for on-site testing.</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.</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 and Personal Protective Equipment (PPE). The ambient temperature should be 15-30°C for the lateral flow devices to operate and 2-30°C for storing them.</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.</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) with adjacent chair for test subject. The swabbing desks/chairs must be minimum of 2m apart to allow for social distancing between participants;</li> <li>- processing desk for each bay close by – no more than 2m 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 waste to be situated close to the processing desk. A lined waste bin should also be provided in the test zone for use if the test subject vomits.</li> </ul> </li> <li><input type="checkbox"/> Guidance on a suitable testing area layout is provided in the NHS booklet (green) <a href="#">‘How to guide’ Rapid Testing on-site (ATS) in Secondary Schools and Colleges</a></li> <li><input type="checkbox"/> Only authorised personnel will be permitted to access the test area.</li> <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, waste bin (for used tissues and spoilt swabs), disinfectant wipes (1 per bay – 70% or above alcohol) hand sanitiser (60% - 80% alcohol) and instructions on self-testing displayed. Suitable posters for test subjects are available from the Secondary School <a href="#">DfE document sharing platform</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>- <a href="#">‘Catch it, bin it, kill it’</a> poster;</li> </ul> </li> </ul>	<p style="color: red;">prohibited during the testing period to reduce the risk of recirculating air which may lead to the spread of covid.</p> <p style="color: red;">Ventilation must be encouraged by opening windows to allow natural airflow.</p> <p style="color: red;">Following on from the initial testing of students, they will leave the school site and return home until they have received their LFT results. When they have received a negative test result they will return to the normal school setting.</p> <p style="text-align: center;">M. Walsh – 6.1.2022</p>	

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		<ul style="list-style-type: none"> <li>- PPE Poster – <a href="#">donning and doffing</a>;</li> <li>- Designated waste disposal area.</li> </ul> <p>In addition, there are a range of <a href="#">posters</a> available from the NHS to assist schools with the testing programme which can be used.</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 initial testing of pupils on-site.</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"/> 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> <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 the test site will wear appropriate PPE as outlined below. PPE will be provided.</li> <li><input type="checkbox"/> Face covering will be worn and 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>	<p><b>Note:</b> Sessions are considered to be complete at any break or end of</p>	

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		<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 and in how to properly dispose of used PPE. Unless stated otherwise, PPE is not required: <ul style="list-style-type: none"> <li>- <b>Site Co-ordinator/Team Leader:</b> Sessional use Fluid Resistant Surgical Mask (FRSM) at all times</li> <li>- <b>Queue Co-ordinator:</b> Sessional use FRSM at all times</li> <li>- <b>Registration Assistant:</b> Sessional use FRSM at all times</li> <li>- <b>Test Assistant:</b> Single use gloves and apron (only if assisting a subject with a test, otherwise not required) Single use FRSM at all times (if assisting a subject with a test, FRSM must be changed between subjects)</li> <li>- <b>Test Processor:</b> Single use gloves and apron (during sample analysis) Sessional use eye/face protection (during sample analysis) Sessional use FRSM at all times</li> <li>- <b>Results Recorder:</b> Single use gloves – only if required to intervene and handle a device Sessional use FRSM at all times</li> <li>- <b>Cleaning staff:</b> Single use gloves during cleaning. Change between cleaning tasks/cleaning a spillage, and if visibly contaminated Single use apron during cleaning. Change between cleaning tasks and if cleaning a spillage Sessional use FRSM at all times Sessional use eye/face protection during cleaning.</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"/> Staff will be trained in the use, wear and disposal of appropriate PPE as detailed in 'staff training' above.</li> <li><input type="checkbox"/> The Registration Assistant (RA) is responsible for ensuring test subjects have registered and for distributing test kits.</li> <li><input type="checkbox"/> RA ensures orderly entry of test subjects into the testing site.</li> </ul>	<p>shift. PPE which is sessional 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.</p>	

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		<ul style="list-style-type: none"> <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> <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"/> Where the TA is assisting with the test, all single use 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"/> Assisted swabbing (such as performing the swab for someone who is unable to self-swab) does not need to be done by a clinician.</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, disability or other health condition.</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 a lined waste bin and disposed of in accordance with the school's current waste procedures.</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.</li> <li><input type="checkbox"/> Test subjects should blow their nose prior to the nasal test being taken and sanitise their hands again once they have disposed of the tissue; consideration to be given to cross contamination of the tissue container. All used tissues to be disposed of 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 pre-prepared extraction tube (vial) provided on the table. The cotton bud end must face down.</li> <li><input type="checkbox"/> Any areas or equipment (e.g. mirror) must then be disinfected with disinfectant wipes 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 and PPE. Waste will be disposed of in accordance with the control measures outlined below.</li> </ul> <p><b>Special needs pupils</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Children and young people aged 11 to 17 can self-test in school and report with adult supervision.</li> <li><input type="checkbox"/> LFD tests (Orient Gene) used at on-site ATS require nasal swabs only and results are returned in 15 minutes. Pupils can return to their classrooms while they wait for the results.</li> <li><input type="checkbox"/> We will take account of the information relating to the introduction of the Orient Gene LFD tests for on-site testing as outlined above and only use one brand of device at any one time at the on-site testing facility unless Innova tests are required in exceptional circumstances.</li> </ul>	<ul style="list-style-type: none"> <li>• 11-15-year olds may self-swab (swab their own nose) 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> <p>Refer to <a href="#">Rapid asymptomatic testing in specialist settings</a> and <a href="#">SEND and specialist settings: additional COVID-19 operational guidance</a></p>	

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		<ul style="list-style-type: none"> <li><input type="checkbox"/> In exceptional circumstances, for students with SEND, if they are unable to nasal swab, we will offer them the Innova test kit to throat swab only. We will retain a supply of Innova ATS test kits for students or staff members who are unable to nasal swab.</li> <li><input type="checkbox"/> We will order further supplies of Innova test kits for the ATS facility where necessary for the sole use of those who are unable to nasal swab.</li> <li><input type="checkbox"/> For at home testing, kits will be either Innova, Orient Gene or Acon-Flowflex self-test kits. Orient Gene and Acon-Flowflex require nasal swabs only.</li> <li><input type="checkbox"/> A number of pupils are unlikely to be able to self-swab at home and therefore are likely to require additional support or reasonable adjustments, if they are disabled, to be put in place. Such pupils will be identified in the early stages or have already been identified. The <a href="#">Clinical standard operating procedures for the rapid asymptomatic testing of pupils in secondary schools</a> provides guidance on ensuring risks are identified, recorded and managed.</li> <li><input type="checkbox"/> Self-swabbing will be supervised. In some cases, the test participant may wish to have a particular trusted adult from the setting to supervise the self-swab of the test. We may consider whether, in exceptional circumstances, a parent will be invited to support their child to self-swab or to swab their child. This is considered a reasonable adjustment for the testing of a child or young person with a disability. Where parents are present, we will put in place suitable measures to manage the infection risk to staff and other children and young people.</li> <li><input type="checkbox"/> We recognise that self-swabbing may not be possible for a wide range of children and young people with SEND, for example, because: <ul style="list-style-type: none"> <li>- they lack the fine motor skills to do so</li> <li>- the process of their inserting the swab into the mouth and nostrils would cause great anxiety (because, for example, they have an aversion to such touch or they are not comfortable with a gagging reflex)</li> <li>- their level of learning difficulty affects their ability to fully understand, and therefore co-operate with, the testing process</li> <li>- the child or young person has medical needs such that this process would present a disproportionate risk given the benefit</li> </ul> </li> <li><input type="checkbox"/> Assisted swabbing (such as performing the swab for someone who is unable to self-swab) does not need to be done by a clinician. We already have a range of staff to meet the health needs of children and young people. These staff members have undertaken a variety of training to support health needs and it might be appropriate for them to swab individuals who cannot self-swab, once they are confident in doing so and familiarised with how to perform assisted swabbing via the training detailed in the training guide on the secure digital platform.</li> <li><input type="checkbox"/> Those assisting with swabs will wear appropriate personal protective equipment (PPE) as set out in the staff training section above.</li> <li><input type="checkbox"/> In circumstances where a pupil would not be able to be tested through an ATS but who could be tested at home by a suitably competent adult, settings can provide home testing kits to them from the outset (without the pupil being tested at an ATS first), where this is appropriate for the pupil. This may for example be suitable for pupils where a parent/carer would be able to support with testing at home whereas the setting is unable to. This approach should be agreed with the parent/carer and,</li> </ul>	<p>All special schools in England are eligible to access the personal protective equipment (PPE) portal provided by the Department of Health and Social Care (DHSC). The PPE portal allows eligible providers to order free PPE on a weekly basis</p>	

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		<p>wherever possible, the young person themselves, following a guided conversation with the school on what is best for the child, whilst ensuring the accuracy of the results.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> As a minimum, the first three tests done at home should be administered by the pupil's parent/carer (i.e. the parent/carer should do the swab as well as the other steps). If the pupil feels confident enough in doing so and can do it effectively, they can self-swab from the fourth test onwards as long as they are supervised by an adult.</li> <li><input type="checkbox"/> If a parent is to swab their child, then we will provide the parent with guidance on swabbing as they would do for those self-swabbing and the parent will be supervised by a person appropriately trained to supervise swabbing.</li> <li><input type="checkbox"/> Where possible a nose swab will be taken. However, a person-centred approach will be used to assess which sample to take from each child or young person.</li> <li><input type="checkbox"/> Swabbing will be carried out in line with the <a href="#">Clinical standard operating procedures for the rapid asymptomatic testing of pupils in secondary schools</a>.</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.</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 2m 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 lined waste bin situated close by.</li> <li><input type="checkbox"/> The sample processing area will be cleaned with disinfectant wipes 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 are legally required to self-isolate for 10 full days (day 1 being the day after the test). A confirmatory PCR (polymerase chain reaction) test is required.</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 return home and await their LFD results.</li> <li><input type="checkbox"/> Test subjects who receive a negative result do not need to self-isolate and may continue to classes unless they are symptomatic. Such individuals will be advised to seek a 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. If a second invalid test result is recorded the test subject will be advised to go home and follow 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. They must self-isolate immediately and seek a confirmatory PCR test. If the PCR result (taken within 2 days of the LFD test returns a negative</li> </ul>	<p>for their coronavirus (Covid-19) PPE requirements.</p> <p>Processing desk to be equipped with:</p> <ul style="list-style-type: none"> <li>- Buffer solution</li> <li>- Vials</li> <li>- Test tube racks</li> <li>- LFD devices</li> <li>- Clock/Timer (x2 minimum)</li> <li>- Stationery (black markers)</li> <li>- Waste bin, bags etc.</li> <li>- Disinfectant wipes (1 per bay)</li> </ul> <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.</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>result, the test subject may cease isolation and return to school and other household members can stop self-isolating unless they are already <a href="#">exempt</a>.</p> <ul style="list-style-type: none"> <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.</li> </ul>	For most people, symptoms will last up to 10 days and be mild or they may have no symptoms at all.	
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 practices. 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> <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 waste bags which will then be double bagged and placed in the school normal 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 accordance with the school's current cleaning procedures.</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> </ul> </li> </ul>	Following on from all testing, rigorous cleaning will be carried out by cleaning staff to the whole area.	

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>- 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/disinfectant wipes which ensures that it is effective against enveloped viruses.</li> </ul> <input type="checkbox"/> Fluid resistant surgical masks type IIR are to be worn in all non-Covid secure areas by cleaning staff.		
Covid-19 infection as a result of inappropriate waste disposal	High	<input type="checkbox"/> LFD test kits will generate waste after they have been used on staff and pupils. <input type="checkbox"/> Where tests are used and discarded in a school setting, they are classified as municipal waste. This is because testing is not the school or workplace primary activity, so would not be classified as a healthcare waste. They should be placed in a bag and then into a 'black bag' (i.e. double-bagged) - this may not be black depending on local arrangements, it may be clear - with other non-recyclable wastes generated from that environment. They should not be discarded in any recycling streams as they are not suitable for recycling. These wastes have been assessed and are not considered to pose any more risk to waste handlers than any other waste from personal care.	All contaminated waste must be disposed of by the testing co-ordinator at the end of each session. This must be double bagged and placed in the general waste bin.	
Other building related issues	High	<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. <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. <input type="checkbox"/> Access to a telephone will be given for use in an emergency. <input type="checkbox"/> Normal emergency procedures will continue throughout the school. <input type="checkbox"/> A first aid kit will be made available specifically for the testing designated areas. <input type="checkbox"/> School's current accident procedures will be followed in the event of an accident or near-miss.	The fire exit doors to the hall will be wedged open as an exit of the one-way system for testing. These must be securely shut at the end of the session by the test co-ordinator and checked by site staff before the locking up procedures.	

The following sections refer to the ongoing home testing of both pupils and staff following the initial testing on-site.

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
Transmission of Covid-19 due to not having appropriate arrangements in place for the collection and distribution of home test kits	High	<b>The Test Collection Point</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The LFD collection point does not need any extra infrastructure. However, it will:               <ul style="list-style-type: none"> <li>- be able to be secured to prevent unauthorised access to the test kits, such as the staff room;</li> <li>- not be outside. The test kits need to be stored in temperatures between 2 and 30 degrees;</li> <li>- have a desk or space for individuals to sign for the test kits they are collecting;</li> <li>- allow enough space for social distancing.</li> </ul> </li> <li><input type="checkbox"/> The collection point does not need to be at a fixed point within the school, and it may be easier to distribute test kits to pupils directly during the registration process in classrooms.</li> </ul>	The designated distribution point will be from the canteen area bi-weekly, staff members will be informed by email for collection of kits. There will be an adequate amount of test kits distributed to each individual to last 1 week.	

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		<ul style="list-style-type: none"> <li><input type="checkbox"/> The member of staff coordinating the handing out of the test kits either at the designated collection point or within a classroom will wear an appropriate face covering at all times and maintain 2m distance from those coming to collect their test kits.</li> <li><input type="checkbox"/> Those collecting kits will wear an appropriate face covering unless they are exempt.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/> Details of tests and who has collected them will be held in the <a href="#">test kit collection log</a>.</li> <li><input type="checkbox"/> All those collecting the test kits will be issued with the correct instructions for use.</li> </ul>		
Transmission of Covid-19 virus as a result of lack of regular ongoing home testing of staff and pupils	High	<p><b>Staff and others regularly working in school:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and other adults who regularly work in schools should test from home (3-4 days apart) until the end of September when the programme will be reviewed by the Government.</li> <li><input type="checkbox"/> Testing is voluntary but encouraged. Staff and other adults will not be prevented from attending school if they do not take part.</li> <li><input type="checkbox"/> To opt into the testing programme, staff must read key information and the school's privacy notice to understand data protection for testing. Once staff have collected and opened their test at home kits, they are legally committed to reporting their results via the NHS Test and Trace reporting system.</li> <li><input type="checkbox"/> Collect test kits from the collection point at the education setting and take them home. The Instructions for use held within the test kits provides details of how to correctly interpret the test result.</li> <li><input type="checkbox"/> Records of tests distributed and when will be held by the school following advice provided in the <a href="#">NHS Digital Handbook</a> and/or <a href="#">test kit log</a>. The Digital Handbook also includes details of how to record results off-line.</li> <li><input type="checkbox"/> Staff must report their result to NHS Test and Trace as soon as the test is completed either <a href="#">online</a> or by telephone as per the instructions in the home test kit. Staff must also share their result, whether void, positive or negative, with the school to help with contact tracing.</li> <li><input type="checkbox"/> If at any point the staff member tests positive on the lateral flow device they will need to register their result with the <a href="#">national test and trace online system</a>, inform the 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 date they took the LFD test. No further LFD testing is required during the 10 day isolation period following a positive PCR test. See guidance on page 4 above for leaving isolation early and the steps to take to expedite the shorter isolation period. If the PCR test is negative, the individual may return to school and other household members can stop self-isolating unless they are already <a href="#">exempt</a>.</li> <li><input type="checkbox"/> Where the test results in a void result, a second LFT test should be taken. If 2 void results are recorded in a row the test participant must not attend school and must book a <a href="#">PCR test</a>.</li> <li><input type="checkbox"/> If an asymptomatic individual test positive with an LFD and subsequently (during the 10-day isolation period) starts with symptoms, they must seek a further confirmatory PCR test (unless they have tested positive for Covid-19 in the previous 90 days) and re-start their full 10-day isolation from the day following the onset of symptoms.</li> <li><input type="checkbox"/> Any <a href="#">close contacts</a> will be identified by NHS Test and Trace and support from the school may be required for this process.</li> <li><input type="checkbox"/> Adults who are identified as close contacts who have received <b>both</b> Covid-19 vaccinations (including 18 year old pupils from 6 months after their 18<sup>th</sup> birthday) will no longer be required to self-isolate if</li> </ul>	<p>Refer to NHS <a href="#">guide to Orient Gene Self-Test</a> and the NHS '<a href="#">How to Self-test at home guide</a>' for staff and other adults taking part in the lateral flow device home testing programme. All staff and other adults will be issued with a copy of these documents.</p> <p>Ensure staff have been issued with the <a href="#">privacy notice</a> for testing at home.</p> <p>Individual <a href="#">receipts</a> are available for staff to sign to confirm they have received their test kits</p> <p>Ensure parents and pupils have been issued with or given access to the <a href="#">privacy notice</a> for testing at home.</p>	

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		<p>they are contacted by NHS Test and Trace as a close contact of a positive Covid-19 case unless the close contact has been identified as having the Omicron variant of Covid-19. Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We will encourage all individuals to take a PCR test if advised to do so.</p> <p><b>Pupils and students</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pupils can now self-test at home on a regular basis. This will continue until the next Government review.</li> <li><input type="checkbox"/> Testing is voluntary but encouraged. Pupils will not be prevented from attending school if they do not take part.</li> <li><input type="checkbox"/> To opt into the testing programme, pupils must read key information and the school's privacy notice to understand data protection for testing. Once pupils have collected and opened the test at home test kits the individual gives medical consent and is legally committed to reporting their results via the NHS Test and Trace reporting system. There is no need to specifically ask for medical consent for test at home.</li> <li><input type="checkbox"/> Collect test kits from the collection point at the education setting and take them home. The Instructions for use document included in the test kit provides details of how to correctly interpret the test result.</li> <li><input type="checkbox"/> Records of tests distributed and when will be held by the school following advice provided in the <a href="#">NHS Digital Handbook</a> and/or <a href="#">test kit log</a>. The Digital Handbook also includes details of how to record results off-line.</li> <li><input type="checkbox"/> Pupils aged 11 years and those with special needs or disabilities who cannot self-administer the test should have the test administered at home by an adult, and pupils aged 12-17 should be supervised by an adult but can swab themselves.</li> <li><input type="checkbox"/> It is recommended that pupils self-test in the morning before attending school (so there is less chance of becoming infected between taking the test and attending school). However, pupils may choose to do the testing the evening before, especially the first time, to give you more time to get accustomed to the test, and to have more time for the school to react to a positive test result.</li> <li><input type="checkbox"/> If the pupil receives a <b>positive</b> LFD result, they must self-isolate immediately and book a confirmatory PCR test. We would advise visiting a community or drive through test site as this is the quickest way to get tested, or parents can order a home test kit. It is important, however, that a pupil who records a positive LFD test self-isolate until the result of the PCR test is received. If the PCR test is taken within 2 days of the positive LFD test and is <b>negative</b>, the individual may return to school and other household members can stop self-isolating unless they are already <a href="#">exempt</a>.</li> <li><input type="checkbox"/> If an asymptomatic individual tests positive with an LFD and subsequently (during the 10-day isolation period) starts with symptoms, they must seek a further confirmatory PCR test and re-start their full 10-day isolation from the day following the onset of symptoms. See guidance on page 4 above for leaving isolation early and the steps to take to expedite the shorter isolation period.</li> <li><input type="checkbox"/> Pupils must report their result to NHS Test and Trace as soon as the test is completed either <a href="#">online</a> or by telephone as per the instructions in the home test kit. Pupils must also share their result, whether void, positive or negative, with the school to help with contact tracing.</li> <li><input type="checkbox"/> Where the test results in a <b>void</b> result, a second LFT test should be taken. If 2 void results are recorded in a row the pupil must not attend school and must book a <a href="#">PCR test</a>.</li> </ul>		

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		<input type="checkbox"/> Any <a href="#">close contacts</a> will be identified by NHS Test and Trace and support from the school may be required for this process. <input type="checkbox"/> Children under the age of 18 years old and adults (including 18 year olds pupils from 6 months after their 18 <sup>th</sup> birthday) who have received <b>both</b> Covid-19 vaccinations will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive Covid-19 case who is not a suspected or confirmed case of the Omicron variant, Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We will encourage all individuals to take a PCR test if advised to do so.		
Lack of incident reporting and follow-up resulting in unreported damaged items or void results	High	<p><b>Incident Reporting – Participant (in all cases, inform the school of the incident)</b></p> <p><b>Clinical issues:</b>            If there is a clinical incident which led to or has potential for harm, participants are advised to report it on <a href="https://coronavirus-yellowcard.mhra.gov.uk">https://coronavirus-yellowcard.mhra.gov.uk</a> - in the box which asks what you wish to report, record 'Lateral Flow Antigen Test' and follow the recording process. Examples of clinical incidents include swab breaking in the mouth, bleeding, allergic reaction on using the kit etc.</p> <p><b>The above is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</b></p> <p><b>Non-clinical issues</b>            For incidents occurring at home setting, participants are advised to report any issues to 119 in England. Examples of non-clinical incidents include something damaged or missing or difficult to use in the kit, unable to log result etc.</p> <p><b>Incident Reporting – School</b></p> <input type="checkbox"/> In the case of an issue or incident, it is most likely that this will be experienced by an individual at home. However, should there be repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc. these will be recorded by the school on the <a href="#">Test Result register</a> and reported to the DfE Helpline who will escalate to the DHSC for investigation. We will record the time, date and details reported. <input type="checkbox"/> DHSC/MHRA may require school to provide more information if further investigation is required.	DfE Coronavirus Helpline: 0800 046 8687	
Transmission of Covid-19 through contacts in the wider community	High	<p><b>Wider testing of others in the household</b></p> <input type="checkbox"/> All individuals can now access free LFD test kits. Individuals can use the <a href="#">online service</a> if they: <ul style="list-style-type: none"> <li>- do not have <a href="#">coronavirus (COVID-19) symptoms</a></li> <li>- are aged 11 or older</li> <li>- have not been told to self-isolate</li> <li>- cannot get tests from work, school, college or university</li> </ul> <input type="checkbox"/> Test kits are also available: <ul style="list-style-type: none"> <li>- from a <a href="#">local pharmacy</a>;</li> <li>- at a local <a href="#">PCR test site</a>;</li> <li>- by collecting a home test kit from a <a href="#">test site</a>;</li> </ul>		

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		<ul style="list-style-type: none"> <li>- through their employer if they offer testing to employees (contact employers direct to see if they offer the programme).</li> </ul> <p><b>Collect test kits</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Eligible individuals can collect up to 4 home test kits at a local collection point. Each kit contains 7 tests.</li> <li><input type="checkbox"/> Anyone 18 or over can collect. Check online to establish if the location is busy prior to attending. <a href="#">Find the nearest home test kit collection point.</a></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.				