

Risk Assessment for Mass Lateral Flow Testing

Current Number of Staff: 275	Name of Person Completing the Risk Assessment: Rachel Amey	Date of assessment: 6 January 2021
Current Number of Students: 1322 (testing currently only applies to Senior School)	Review Dates: 26 th February 2021	
Description of task / process:	General and clinical activities on the asymptomatic testing site at RGS Newcastle	
Consultation: The Mass Lateral Flow Testing Risk Assessment shared with the Governing Body and Staff members.		
Communication: The Mass Lateral Flow Testing Risk Assessment shared with the whole staff team Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators. A copy of this risk assessment has been placed on the school website. Letters of consent have been sent out to Parents/Carers.		
People covered by this assessment:	Whole school community, students, staff, parents, contractors & visitors	
<p>This risk assessment is based on guidance in the Schools & Colleges Testing Handbook (v4.1.21) which has been developed with the Department for Education and the How To Guide and currently applies to England only. The handbook provides an overview of how to begin rapid lateral flow device (LFD) coronavirus testing of staff, pupils or students in secondary schools and colleges from January 2021 in order to identify asymptomatic cases. It is part of a suite of training materials which will be made available to schools and colleges to support preparations for coronavirus testing in education settings.</p> <p>Please note the following updates (28.1.21 & 22.2.21): Following further advice, NHS Test and Trace and Public Health England paused the need for a confirmatory PCR test following a positive result with a lateral flow test in secondary schools and colleges, for tests completed in school. In line with clinical advice, confirmatory PCR testing will remain in place for staff or students who receive a positive LFD test result when LFD testing is completed at home. Following a positive test result, an individual will need to self-isolate in line with government guidance, and contact tracing will need to be undertaken. It will also be the trigger for self-isolation payments. In summary:</p> <ul style="list-style-type: none">• Any school-completed positive lateral flow tests will be sent home and will not be permitted into school until <u>10-day isolation completed</u>.• A positive lateral flow test completed at home will need to be confirmed by a PCR test and isolation required until that point.		

The other documents that are available for schools and colleges include:

[-Schools and colleges document sharing platform](#)

[-Consent Form for School Lateral Flow Testing](#)

[-Staff Consent letter](#)

[-Leaflets and posters](#)

[-Rapid Testing for Schools and Colleges Training Guide](#)

[-How To Guide](#)

COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates. **The virus is thought to spread mainly from person-to-person.**

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

Lateral Flow Antigen test -Lateral Flow Antigen testing involves the processing of human nasal and throat swab samples with a Lateral Flow device. The device detects a protein (antigen) produced by the virus at its most infectious stage. If present in the person's sample, a coloured line appears on the device that can be read between 20-30 minutes.

Target population: Secondary schools (including all-through schools and middle deemed secondary schools), colleges, special schools and colleges and AP students.

Testing regime: January 2021: Two Lateral Flow Device (**LFD**) tests spaced 3-5 days apart for Pupils returning to School/College, and weekly tests for Staff, from 4 January 2021, with confirmatory Polymerase Chain Reaction (PCR) test carried out where a LFD is positive to confirm a COVID-19 Positive case.

February 2021 update: Amended to twice-weekly tests for Staff, spaced 3-5 days apart, **with no confirmatory PCR test required.**

Update for the full reopening of school w/c 8th March 2021:

- On return to school students will access 3 Lateral Flow Tests (3-5 days apart). Students can access home LFT tests after completing 3 school LFT tests. Age 12+ can complete home tests themselves, Age 11 must have parental help. Not required for Y3-6.
- Staff to be tested in school until 5.3.21 and can access Home LFT from 8.3.21.
- Twice-weekly testing for staff and students to continue at home with test kits provided.

Daily Contact Testing: Initial guidelines in January 2021 stated that close contacts of positive cases could be tested daily for 7 days and, if they tested negative each time, they could remain in school/college each day. However, this guidance was removed in February 2021. Please see above for up-to-date guidelines on what to do in case of a positive LFD test.

Tests will be based on a self-swabbing model with the processing and other roles being undertaken by a trained workforce.

England is currently in [National lockdown: Stay at Home - GOV.UK](https://www.gov.uk/government/news/national-lockdown-stay-at-home)

Viewed in conjunction with the following policies:

- Health and Safety
- Safeguarding and Child Protection
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Students with Medical Conditions Assessment
- Data Protection
- Safe System of Work Guidance – Covid-19 Pandemic

RISK RATING		Likelihood		
		Probable Occurs repeatedly or could affect large number of people	Possible Could occur sometime or affect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

Risk	High Medium Low	Prevention	Action(s)
Initial Preparations for testing on the school site insufficient	Medium	<ul style="list-style-type: none"> • Overarching Whole School COVID-19 risk assessment and systems of controls in place. • Workforce planning tool kit completed to identify the number of staff required to ensure rapid asymptomatic testing can be undertaken on the school site. • Staff team contacted to identify a team of staff to support pupils and staff members to undertake the lateral flow testing. • Storage for additional PPE stock identified. • Suitable and sufficient storage for the lateral flow devices identified. • Guidance How To Guide read by test team • Suitable and sufficient testing area identified that has staff welfare facilities in the immediate proximity. • Furnishings needed for the test area identified. • Additional resources identified, including IT equipment. • Resources for hand and respiratory hygiene for the test area. • Hand sanitiser • Cleaning schedule created for the testing area in line with the guidance provided. • First Aid box located in test area. A list of qualified first aiders and their extension numbers to be held in the test area. • NHS Test and Trace Schools & Colleges Testing Handbook (v4.1.21) shared with staff. • Consent forms prepared for Staff and Pupils Consent Form for School Lateral Flow Testing 	<ul style="list-style-type: none"> • Identify further volunteers and their availability to support test team • How to do your COVID test leaflet to be shared with Staff/Parents and Carers. Parents/Carers to be advised to share the test leaflet with students and talk through with them what the test will entail. • Purchase room thermometers so that an ambient temperature of 15-30°C can be maintained for the lateral flow devices to operate and that a temperature of 2-30°C can be achieved when storing the devices.

Training	Low	<ul style="list-style-type: none"> • Rapid Testing for Schools and Colleges Training Guide shared with testing staff. • Testing roles and responsibilities clearly identified and appropriate training to be undertaken; Summary of staff training required detailed in-Rapid Testing for Schools and Colleges Training Guide -Modules 1-6 available. • Testing staff are able to register online to access a training platform to ensure that their training needs are met. • Guidance for the PPE to be worn by testing staff is clearly detailed in the Rapid Testing for Schools and Colleges Training Guide • PPE and Infection Control online training completed by relevant Testing staff (Module 3 in the Training Guide). • Testing staff have to attain 100% pass mark for each module they are directed to complete before they can be active members of the testing team. Guidance followed in How To Guide for putting on PPE and removing PPE 	<ul style="list-style-type: none"> • Testing staff undertake training for their identified roles as per the How To Guide and Rapid Testing for Schools and Colleges Training Guide. • All training undertaken is assessed. • Training records to be maintained; Competency Checklist for Key Roles • If the testing staff fails the assessment module, they are able to repeat the assessment until they attain a pass. • Print copies of the PPE requirements for testing staff and ensure that copies are laminated and accessible to staff in the testing area. • Quality Checklist completed by Team Leader /Quality Lead prior to the commencement of testing. • An onsite run through to be carried out on the first day of testing. • Testing staff training to be reviewed on a week to week basis to account for potential change of roles/additional roles undertaken and new staff introduced. • Where new staff/volunteers are introduced to the team repeat the onsite run through prior to starting that day's testing. • Educate and raise Pupil and Staff awareness of testing activities taking place and the importance of them in the fight against COVID-19 in the community. Posters and user guides are available from Storicise
Staff/Parent/Carer consent	Low	<ul style="list-style-type: none"> • Consent forms (insert link) sent out to Staff and Parents/Carers. • Staff and Pupils advised that wearing of face coverings is mandatory in the testing area. 	<ul style="list-style-type: none"> • Consent needs to be for weekly testing and for daily contact testing component of the programme • How to do your COVID test leaflet to be shared with Staff/Parents and Carers. Parents/Carers to be

			<p>advised to share the test leaflet with their young people (YP) and talk through with them what the test will entail.</p> <ul style="list-style-type: none"> • Testing team to be advised of Staff members and pupils who are exempt from wearing face coverings. • Reminder Staff Consent letter to be sent to Staff and Parents/Carers where need identified. • Testing staff to be made aware of Pupils and Staff members who have not given consent to take part in the testing process. • Data Protection information to be made available to Staff and Parent/Carers
Scheduling testing	Low (will increase post Lockdown when numbers increase)	<ul style="list-style-type: none"> • The groups attending school and college from 4 January 2021 will be prioritised for rapid asymptomatic testing, alongside the school workforce that are on site during Lockdown. • New guidance to be followed for the full reopening of school w/c 8/3/2021. • Create a testing schedule for staff members. • Identify pupils who will need to be supported by a member of staff in the testing area. • Provide more time for those Staff/Pupils who may need longer preparation time to reduce their anxieties. • Prioritise pupils who may struggle with maintaining social distancing. 	<ul style="list-style-type: none"> • Testing capacity each day/week to be identified. • Ensure guidance is updated and communicated whenever necessary. • Concerns to be raised with the local authority if unable to fulfil testing needs to ensure the safety of Staff and Pupils.
Setting up the Test area	Medium	<ul style="list-style-type: none"> • How To Guide guidance followed for setting out the test area and resources needed. • NHS Test and Trace test kit will contain; <ul style="list-style-type: none"> ○ Lateral flow test kits ○ Barcodes ○ Waste disposal bags 	<ul style="list-style-type: none"> • The school is to provide the following; <ul style="list-style-type: none"> ○ Identify a test area within the school ○ Tables & chairs ○ Hand sanitiser/disinfectant wipes ○ Mop and bucket/hazard cone

		<ul style="list-style-type: none"> ○ PPE: disposable gloves ○ PPE: disposable plastic aprons ○ PPE: Type 11R surgical masks ○ PPE: eye protection (goggles/visors) ○ Bowls ● Example layout of the test area and desk layout detailed in How To Guide and Appendix 1 and 2. ● Dedicated area identified for the testing area. ● Flooring must be non-porous and the test site cleanable with the approved cleaning product. ● All staff members made aware of the location of the test area within the school. ● Doors leading to the test area kept in the closed position and signs placed on the doors advising that authorised personnel only to enter the test area. ● Only authorised access permitted to the testing area. ● Test site must be well lit and have good airflow with no recirculation of air ● The ambient temperature should be 15-30°C for the lateral flow devices to operate and 2-30°C for storing them ● Registration desk at the first point where individual being tested would enter the test site ● One-way direction of travel for pupils/students or staff being tested. If not possible, enough room should be provided for individuals being tested to exit the room whilst maintaining social distance ● Chairs in the swabbing bay should be minimum of 2m apart ● Each swabbing desk must have a processing desk close by –no more than 1m away. Recording desk to be located close by ● Clear division between swabbing and processing area. This should be clearly set out. Individuals being tested must not enter the processing area. 	<ul style="list-style-type: none"> ○ Tissues/bins-for each test bay/general waste bin ○ Signage that can be cleaned, and laminated instructions on swabbing and processing for each bay. ○ Computer(s)for test registration upload. ○ Clocks/timer ○ Mirrors ○ Trays to transfer tests to the processing table ○ Tube racks or equivalent (can be microarray test tube racks) ○ Tape and/or plastic sheets to separate testing bays ○ First aid supplies ○ Stationery supplies markers, pens and printers. ● Social distancing markings to be used where need identified. ● Testing area to be included in the Indoor Whole School risk assessment. ● Test area to be included in the cleaning schedule currently in place. ● Daily inspections of the test area to be completed to ensure that they are free from slip/trip/fall hazards. ● Ensure delivery of testing site materials and PPE has been received w/c 4th January 2021. ● PCR kits will be provided to the schools to be handed out to Staff/Parents/Carers in the event of a positive LFD test result to support swift access to these tests. ● Report any missing equipment immediately to RapidTesting.SCHOOLS@education.gov.uk or via the form at the following link:
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Volunteers to support the testing on the school site-Increased transmission of COVID-19		<ul style="list-style-type: none"> • Volunteers/New staff receive an induction into the school; • Whole School COVID-19 Risk Assessment to be shared with new staff. • Rapid Testing for Schools and Colleges Training Guide shared with testing staff. • Testing roles and responsibilities clearly identified and appropriate training to be undertaken; Summary of staff training required detailed in Rapid Testing for Schools and Colleges Training Guide -Modules 1-6 available. 	
Pupil refusal to undertake test/becoming anxious	Medium	<ul style="list-style-type: none"> • Pupils identified that may present challenging behaviours/become anxious • Consent obtained from Parent/Carer to undertake the test. • Those pupils with known needs are given identified support from the testing staff. • Test undertaken with identified staff member present who has a good working relationship with the pupil. • Pupil given additional time to undertake the test. 	<ul style="list-style-type: none"> • Consider having water available for Pupils and Staff to access. • Where need identified pupils are supported by a trained member of staff to undertake the test. • Where staff carry out the test for a pupil Parent/Carer informed immediately. • Where pupil refuses to undertake the test Parent/Carer to be informed immediately.
Pupil or parent not consenting to student participation in testing	Medium	<ul style="list-style-type: none"> • Communications to be made to pupils and parents to explain the testing process and reassure students that 	<ul style="list-style-type: none"> • Pupil to still attend school and follow all Covid-19 measures set out in the Covid-19 Risk Assessment

		<p>are anxious with additional support offered where requested</p> <ul style="list-style-type: none"> • Testing is voluntary and pupils not undergoing testing should attend school in line with the phased return arrangements 	<ul style="list-style-type: none"> • Future opportunities offered to all pupils to participate in testing.
<p>Isolating Staff/Pupils following Positive LFD test during the school day</p>	<p>High</p>	<ul style="list-style-type: none"> • For on-site testing, guidance in Appendix 3 to be followed. • Following a positive LFD test Head teachers will apply and follow the guidance in the Covid-19 Risk Assessment • If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a secure isolation room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation. • Where it is not possible to isolate Staff/Pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff. • Where supervision or comfort has to be provided PPE is to be worn, in accordance with the: safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. • Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible. • Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else. 	<ul style="list-style-type: none"> • If at any point a member of staff, pupil or student tests positive on a test taken in school, they will need to leave school and follow isolation guidelines. If they test positive on an LFD test at home, they will need to take a confirmatory PCR test (and isolate until this point). • If the school has PCR test kits they are to issue them to the Staff/Parent/Carer Pupil. • Procedure followed for issuing PCR Test kits. • Where PCR test kits not available Staff to be referred to request a test via NHS 119 service. • Parent/Carers to contact NHS/119 service. • Staff/Parent/Carers are to inform the school of the PCR test. • Where the PCR test is positive Staff/Pupil are to isolate for 10 days • Staff members to be assessed as to whether they are fit enough to drive themselves home. If they are not fit to drive their next of kin are to be contacted. • Staff are aware that they may be contacted by NHS Test and Trace. • Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser. • Waste is to be double bagged and stored securely for at least 48hrs away from normal waste. The area around the person with symptoms must be

			cleaned with normal household bleach after they have left the room to reduce the risk of passing the infection on to other people, following the guidance: COVID-19: cleaning of non-healthcare settings guidance .
Invalid LFD Test result	High	<ul style="list-style-type: none"> Staff/Pupils supervised to undertake the test. Testing carried out in line with the How To Guide Rapid Testing in Schools and Colleges Guidance followed contained in the How To Guide. 	<ul style="list-style-type: none"> Staff/Pupils who return an invalid (or could not read sample) LFD result, should repeat the test. If the second test is invalid, the Staff/Pupil should take a PCR test. Staff/Pupil to be isolated/sent home
Negative LFD Test Result	Medium	<ul style="list-style-type: none"> Staff/Pupils supervised to undertake the test. Testing carried out in line with the How To Guide Rapid Testing in Schools and Colleges Guidance followed contained in the How To Guide. 	<ul style="list-style-type: none"> Staff/Pupils who return a negative test result do not need to self-isolate unless: <ul style="list-style-type: none"> a. They are symptomatic (they'll need to book a PCR test) b. someone they live with tests positive (or has symptoms and has not been tested yet) or c. they've been traced as a contact of someone who tested positive. They must continue with daily contact testing, if part of a school daily-testing bubble and follow national and local guidance on Covid-19 control measures.
Incorrect result communication due to wrong samples or miscoding of results	Low	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay. Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 	<ul style="list-style-type: none"> Ensure clear process documents at each station to ensure correct process is followed at all times Training given to all test team members
Damaged barcode, lost LFD, failed scan of barcode leading to orphaned record and	Low	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within x hrs of registration Subjects are called for a retest 	<ul style="list-style-type: none"> Ensure system in place to confirm receipt of results by subjects

no result communicated to individual			
Testing area staff absence-COVID-19 symptoms	High	<ul style="list-style-type: none"> • Staff are aware of the known symptoms of COVID-19. • Staff/Volunteers to follow the school's sickness absence procedure, advising if they are experiencing COVID-19 symptoms. • Where Staff/Volunteers are presenting with COVID-19 symptoms they are advised to request a test via NHS 119 service. • School to contact Council Public health outbreak management officers at earliest opportunity where there may be a situation involving testing site staff having to self-isolate • Arrangements for replacement testing site staff to be identified at a local level wherever possible to support continuity of testing activities 	<ul style="list-style-type: none"> • Continuity and resilience arrangements to be put in place as part of testing site set up phase • Revisit Use the workforce planning tool available via the Schools/Colleges Portal.
Testing Staff becoming unwell or injured during the school day	Medium	<ul style="list-style-type: none"> • Staff are aware of the known symptoms of COVID-19. • Test area set out in line with How To Guide. • Appropriate PPE worn for roles undertaken • Staff to isolate and remove themselves from the testing area immediately and request a test via DCC occupational health service or NHS 119 service. • A list of qualified first aiders and their contact details held in the test area. • First aid resources located in the test area. • Where need identified 111/999 to be contacted. • The Public Health team and 03000 263430 are to be contacted in the event of a member of the testing staff testing positive for COVID-19. 	<ul style="list-style-type: none"> • Reiterate instruction for testing area staff to take an LFD test immediately if symptomatic in school. • Head teacher to be made aware if testing staff present with COVID-19 symptoms. • Those who test positive from an LFD test in school will be required to self-isolate in line with the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. If the positive result was from a test taken at home, they will need to take a confirmatory PCR test, and isolate until that point. • Where PCR test kits not available Staff to be referred to occupational health service or NHS 119 service.

Lack of PPE to operate test site	Medium	<ul style="list-style-type: none"> • PPE and Infection Control online training completed by relevant Testing staff (Module 3 in Training Guide). • Testing staff are aware of the PPE they must wear when undertaking their tasks. • Testing staff have to attain 100% pass mark for each module they are directed to complete before they can be active members of the testing team. Guidance followed in How To Guide for putting on PPE and removing PPE • PPE delivered on 4 January and regularly thereafter 	<ul style="list-style-type: none"> • Stock levels checked on a daily basis. Where need identified stock, levels replenished. • Arrangements and contacts for central distribution sources documented to ensure PPE is being delivered as appropriate • School to contact 03000 263430 should centralised supplies of PPE not be delivered and testing site operation becomes problematic
Cleaning the Test Area	High	<ul style="list-style-type: none"> • <u>Cleaner wears</u>- Fluid resistant (Type11R) surgical mask, disposable gloves, disposable plastic apron and eye protection (goggles or visor). • PPE and Infection Control online training completed by relevant Testing staff (Module 3 in Training Guide). • Testing staff are aware of the PPE they must wear when undertaking their tasks. • The Cleaner follows Guidance followed in How To Guide for putting on PPE and removing PPE • Cleaning schedule in place for the Test Area and Welfare facilities accessed by Test staff • Test area and welfare facilities well ventilated. • Cleaner issued with products needed to keep the Test Area clean e.g mop/mop bucket/cleaning products and cloths. Cleaning equipment located in the test area and not used in other areas of the school. • Additional storage facilities provided for PPE. • Guidance available in How To Guide for removal of waste and clarification of waste 	<ul style="list-style-type: none"> • The cleaner is to report any concerns with cleaning/PPE stocks to the Team Leader/Quality Lead. • Clinical waste contract to be put in place where need identified.
Control of Substances Hazardous to health (COSHH).	Low	<ul style="list-style-type: none"> • Cleaning products stored away from pupils in the test area. • All cleaning products clearly labelled and used as directed. 	<ul style="list-style-type: none"> • Frequently purchased products COSHH risk assessments available from Domestic manager • COSHH file containing products in use in the test area held by the Cleaner. • Review cleaning products in use on a frequent basis.

		<ul style="list-style-type: none"> • Staff directed to the COSHH assessment in place for the products that they use. • PPE readily available. 	
Mental health and wellbeing of Pupils and Staff involved in testing process	High	<ul style="list-style-type: none"> • Educate and raise awareness of testing activities, provide reassurance (e.g. staff meetings, parental communications, assemblies, bubble group discussions) and use resources to support young people to explore, learn, discuss testing and the impact of COVID-19. • Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). • Staff have been provided with COVID-19 mental health link • Staff receives sufficient breaks during the school day. • The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing • Focused pastoral support in place. • Place2Be-Coronavirus: wellbeing activity • Regular contact made with pupils who are currently not attending the school. • Safeguarding Policy in place and updated to include controls in place for Staff/Volunteers working out of the test area. • Students have access to the Student Hub Wellbeing Channel with a range of resources and signposting to points of support to manage their physical and emotional wellbeing • Staff have access to the Staff Hub Wellbeing Channel which has a bank of resources to help staff support their physical and emotional wellbeing 	<ul style="list-style-type: none"> • Staff members with health concerns to speak with their line manager in the first instance if they have concerns regarding returning to school. • Where need identified staff are to be referred to TEK/LL, and/or liaise with the School medical team for advice • Staff to be reminded of the counselling services available to all staff and the Workplace Options counselling support option • Staff workload monitored by the SLT. • HR colleagues contacted for support where need identified. • Regular optional staff wellbeing surveys sent out • Regular student wellbeing surveys sent out • Students have daily check-ins with their form supervisor to monitor wellbeing
Fire alarm activation	Low	<ul style="list-style-type: none"> • Testing Staff and those being tested will congregate at the fire assembly point with the PPE and face 	<ul style="list-style-type: none"> • Testing area to be included in the Fire Emergency Plan.

		coverings they were wearing during the testing area activity	<ul style="list-style-type: none"> Testing Staff to be allocated an Assembly Point.
Pupils safeguarding	Medium	<ul style="list-style-type: none"> All testing area staff who are not an existing member of staff will undergo an enhanced DBS check to ensure safeguarding of pupils and to mitigate against any situations where they are not being supervised by existing school staff School will, wherever possible, ensure that non-school testing staff are supervised by existing members of school staff 	<ul style="list-style-type: none"> Schools to identify those requiring DBS checks
Pupils refusing to social distance/follow hand washing/face covering procedures for Testing Area	Medium	<ul style="list-style-type: none"> Parents/Carers advised prior to the pupils returning to the school that all pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety. Hand sanitiser made available where pupils refuse to wash hands. Pupils are supervised when using hand sanitiser considering risks around ingestion. Individual needs of pupils identified and managed and risk assessments put in place where need identified. Cleaning schedule in place for the testing area Where possible social distancing to be maintained whilst in testing area Staff supporting pupil continue to adhere to regular hand washing in testing area 	<ul style="list-style-type: none"> If pupils are unable to take the LFD test when required then 10-day isolation period should be alternatively undertaken with remote learning activated Where defiant behaviours are anticipated review the schools Behaviour Policy. Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school. Consideration be given to a phased return for identified pupil to manage risk. Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible. Area where the pupil has been located within the building to be thoroughly cleaned. Where need identified support be sought from the SEND Team and Educational Psychologist Team. Where need identified Staff wearing PPE when supporting pupils reviewed with the Head teacher.
Waste Management at the school testing site	Low	<ul style="list-style-type: none"> External bin store in place Guidance for colour coding of waste contained in How To Guide <p>-Waste categories are:</p>	<ul style="list-style-type: none"> Where need identified clinical waste contract to be put in place.

		<ul style="list-style-type: none"> ○ Domestic / recycling (all packaging) -Black bag ○ Chemical (swabs/cartridges/tissues) -Unmarked Yellow or Clear bag ○ Offensive (PPE, cloths, mop heads) - Tiger bag ● Cleaner wears identified PPE for their role when handling waste. ● Contractor SLA in place to remove waste materials from the school site. ● Waste removed from the school building at the end of each day and placed in the designated bin store area. 	<ul style="list-style-type: none"> ● Review refuse collection SLA to ensure that it meets the current needs of the school given the potential increased waste from testing site activities
Testing Staff/Pupil with a recent Covid-19 diagnosis:		<ul style="list-style-type: none"> ● Current advice is that for most a previous confirmed Covid-19 diagnosis in the last 90 days is likely to make testing with an LFD antigen test not necessary. ● If these individuals choose to have an LFD test as part of this programme, please ensure the LFD test is not taken whilst they are within period of isolation following the last confirmed test. If symptoms persist, this could be longer than the normal 10-day self-isolation period for confirmed cases. 	<ul style="list-style-type: none"> ● Request evidence of when the Staff member/Pupil tested positive for COVID-19
<p>Increased contact:</p> <p>i. Contact between subjects increasing the risk of transmission of COVID19</p> <p>ii. Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration</p> <p>iii. Contact between subject and sampler</p>	Medium	<ul style="list-style-type: none"> ● Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. ● Face masks: <ul style="list-style-type: none"> ○ Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. ○ Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. 	<ul style="list-style-type: none"> ● Asymptomatic: Ensure communication of Covid-19 Risk Assessment is continued ensuring that no one comes on site with Covid-19 symptoms ● Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the test area. ● Hand hygiene: Hand sanitizer available at each station – registration desk, sampling booth and at exit ● Social distancing: Clear signage to maintain social distance and test area set out with two metres space between stations ● Cleaning: waste bins available at each test area station with marked waste bins to dispose of health waste and general waste

<p>increasing the transmission of COVID19: Sample taking</p> <p>iv. Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport</p> <p>v. Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.</p> <p>vi. Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal</p>		<ul style="list-style-type: none"> ○ Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. ○ Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. ● Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. ● Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. <ul style="list-style-type: none"> ○ A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. ● Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	
<p>Extraction solution which comes with the lab test kit contains the following components: NA₂HPO₄ (disodium hydrogen phosphate), NaH₂PO₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>Low</p>	<ul style="list-style-type: none"> ● These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure. ● PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields 	<ul style="list-style-type: none"> ● Ensure PPE training has been received and is followed. Provided reminder process documents at each station on how to put on and remove PPE ● Ensure training provided on disposal of test kits and waste disposal process followed

		<p>which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</p> <ul style="list-style-type: none"> • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	
Manual Handling - Setting up the test area and moving testing equipment around the test area.	Low	<ul style="list-style-type: none"> • Premises staff support staff to set up the testing area. • All materials are divided into small light weight packages. • Manual handling aids and information provided • Domestic remove waste bags from the testing area 	
Unauthorised access by members of the public	Low	<ul style="list-style-type: none"> • Secure school site and kits stored securely with limited access 	
Electrical safety / plant & equipment maintenance Defective electrical equipment		<ul style="list-style-type: none"> • All equipment in the testing site area is either within twelve months of purchase or has an in-date PAT certificate/test label. 	<ul style="list-style-type: none"> • Where need identified electrical equipment PAT.
Use of shared equipment		<ul style="list-style-type: none"> • There is to be no shared equipment. • Where resources tables/chairs etc. have been used by other persons, they are to be cleaned between users. 	

		<ul style="list-style-type: none">• Bins located in the area of the testing stations.• Bins emptied throughout the testing process by the domestic team	
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Reference Documents:

Google drive: [Training - Google Drive](#)

Standard Operating Procedure

For How To Guide, follow this link: [How To Guide](#); or go to [Resources - Google Drive](#)

For Training Guide Rapid Testing in Schools, follow this link: [Rapid Testing for Schools and Colleges Training Guide](#); or go to [Training - Google Drive](#)

Training webinars: [Accessing webinars - Google Docs](#)

Appendices:

Appendix 1:

Testing Area Layout Guidance

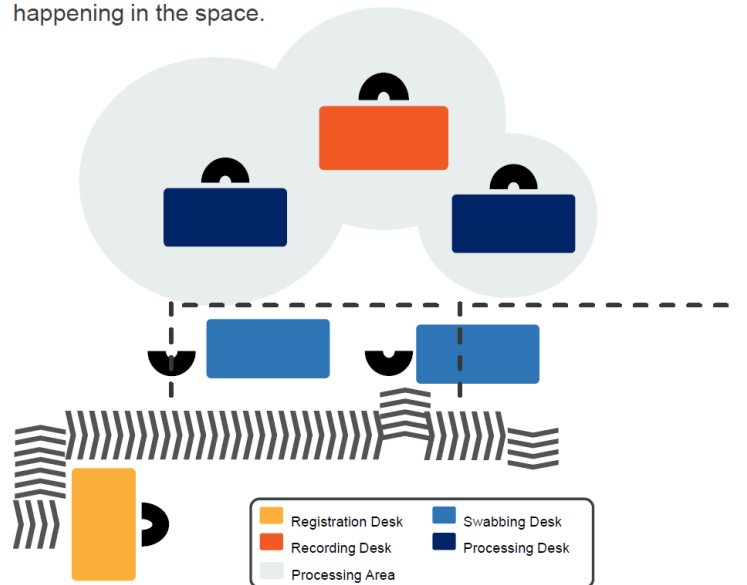


Test and Trace

Setting up your test site

What your testing site should look like

We know every setting is different. That's why this testing site is flexible – it can be set up and dismantled to accommodate other things happening in the space.



If the students/pupils or staff are being tested because they are a close contact they will need to wait somewhere before being allowed to begin normal school activities until they receive a negative test result.

Key layout requirements

- Test site flooring must be **non-porous** and the test site cleanable with the approved cleaning product
- Test site must be **well lit** and have **good airflow** with no recirculation of air
- The ambient **temperature should be 15-30°C** for the lateral flow devices to operate and 2-30°C for storing them
- **Registration desk** at the first point where individual being tested would enter the test site
- **One-way direction of travel** for pupils/students or staff being tested. If not possible, enough room should be provided for individuals being tested to exit the room whilst maintaining social distance
- Test subject chairs in the swabbing bay should be **minimum of 2m apart**
- Each **swabbing desk must have a processing desk** close by – no more than 1m away. **Recording desk** to be located close by
- **Clear division between swabbing and processing area.** This should be clearly set out. Individuals being tested must not enter the processing area

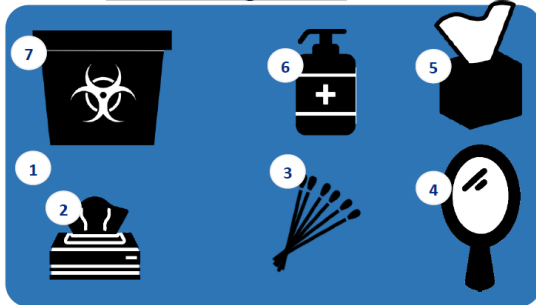
Appendix 2: Desk Layouts

Setting up your test site

Desk Layouts

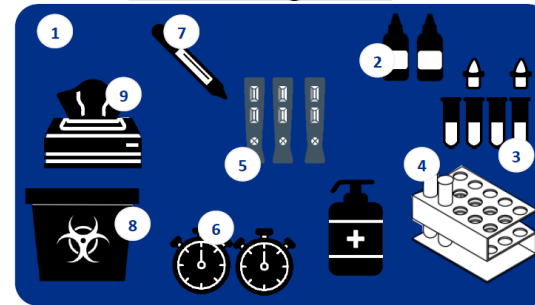
1. Table
2. Disinfectant wipes (1 per bay)
3. Swabs / test kit (LFD & PCR) – keep in cover
4. Mirror (for supervised swabbing only)
5. Tissues (for test participants)
6. Sanitiser (1 per bay)
7. Waste (bin, bags & disposal)

Swabbing Desk



1. Table
2. Buffer solution
3. Vials
4. Test tube racks (to place vials & transport)
5. LFD devices – keep in cover
6. Clock / Timer (x2 minimum)
7. Stationery (black markers)
8. Waste (bin, bags & disposal)
9. Disinfectant wipes (1 per bay)

Processing Desk



1. Table
2. Computer
3. Sanitiser (x1 bottle)
4. Barcodes (roll of multiple)
5. Test Registration cards (multiple)

Registration Desk



1. Table
2. Computer
3. Waste (bin, bags & disposal)

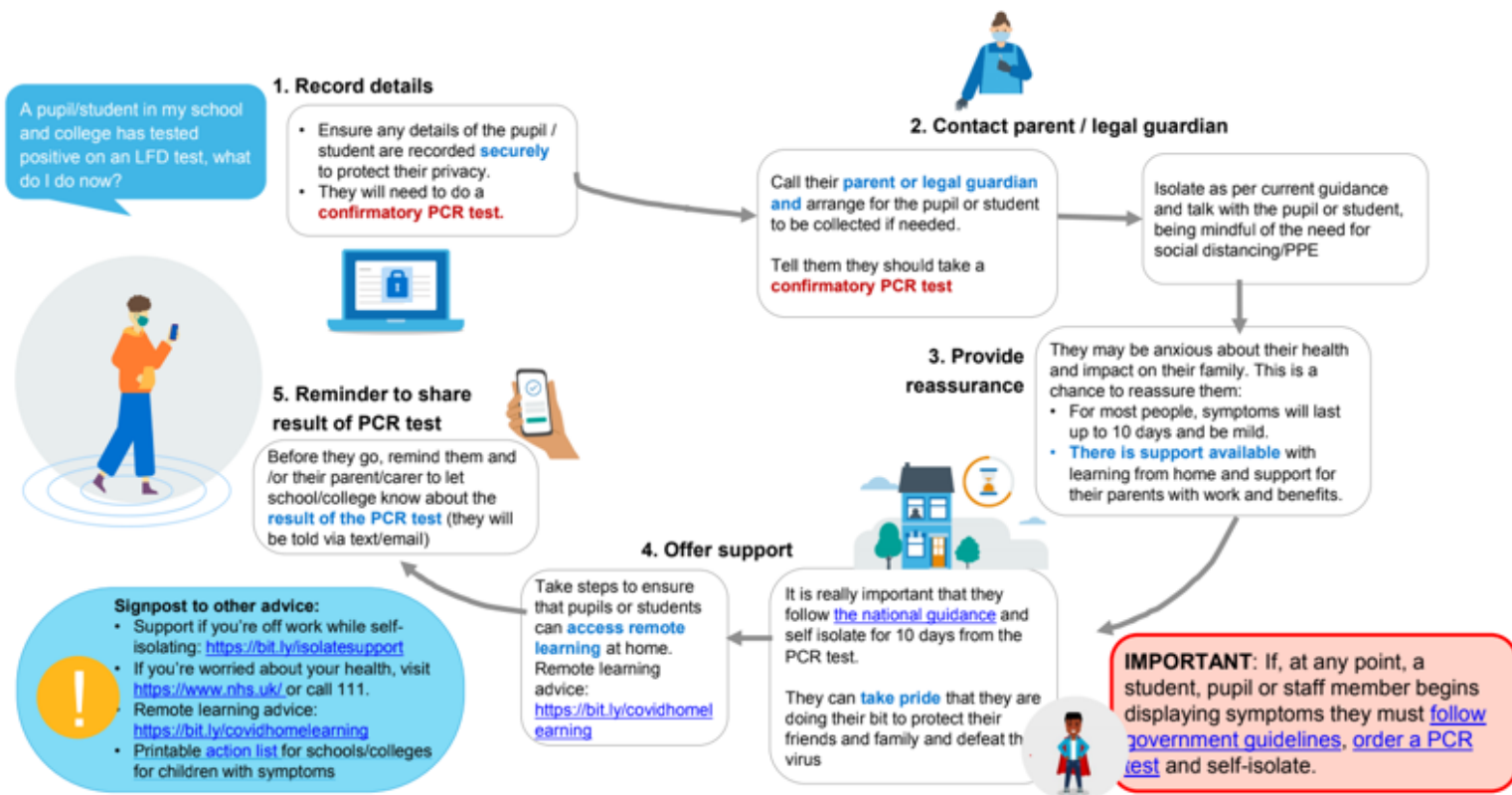
Recording Desk



No personal items should be brought to the test site. Disposal water glasses/ bottles may be provided in a dedicated area to support hydration during long testing sessions but this activity should only be undertaken after removing PPE and proper handwashing. All disposables should be discarded before leaving the testing area.

Communicating Results

What to do if a pupil/student tests **positive** for COVID-19 on a Lateral Flow Device (LFD).



N.B. Taking a confirmatory PCR test is temporarily suspended until further notice. Therefore any actions linked to it in the above should not be taken. Importantly individuals should isolate from the point of receiving a positive LFD.