

Queen's College Risk Assessment for LFD Testing in Secondary Schools – Coronavirus (Covid-19) Pandemic Risk Assessment V3i



Activity:	Lateral Flow Device Testing in Secondary Schools during Coronavirus (Covid-19) Pandemic			Location(s):	Queen's College, Taunton
Assessor:	Andrew Free			Distribution:	All Staff, Parents, Governors & website
Date:	4/1/2021	Proposed Review Date:	7 June 2021	Signed:	
Individuals at Risk	All those accessing the testing and those involved in the administration of the testing process, cleaning staff, those responsible for the disposal of clinical waste, the people they live with and their other close contacts, in particular, vulnerable children (as classified by DfE or LA guidance or school), vulnerable adults, anyone who is Black, Asian, Minority Ethnic (BAME), young/ inexperienced workers, new/ expectant mothers, anyone experiencing ill-health or who has pre-existing medical conditions, and first aiders/nurses/intimate care providers.				
Risks	COVID-19 or the novel coronavirus (Covid-19) is a new, highly infectious and serious respiratory illness that can cause death, critical illness, and other serious and potentially long-term health complications we are still learning about. The virus can be transmitted by contact with a bodily fluid containing it, most commonly saliva droplets dispersed into the air (aerosols) through talking, coughing, sneezing, and the performance of some healthcare tasks, which are then breathed in by other people nearby or the droplets land on surfaces that others touch, getting into their body when they then touch their face, especially their own mouth, nose and eyes. This may lead to anxiety and other wellbeing issues amongst staff, pupils and parents. Risk of transmission to others who are close contacts of those who decline the the LFD testing.				
<p>From 20/01/21, the rollout of daily 'contact or serial testing' was PAUSED (refer to Coronavirus (COVID-19) asymptomatic testing in schools and colleges: Rapid asymptomatic testing in specialist settings and PHE/NHS daily contact testing in schools statement).</p> <p>Where pupils have been in close contact in school (in the previous 48 hours) with someone who has tested positive for Covid-19 via an LFD or PCR test, they must self-isolate for 10 days from the day following the positive test being carried out.</p> <p>A close contact includes:</p> <ul style="list-style-type: none"> - 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 a PCR or LFD test: <ul style="list-style-type: none"> ▪ face-to-face contact including being coughed on or having a face-to-face conversation within 1m, skin-to-skin physical contact for any length of time; ▪ been within 1m for 1 minute or longer without face-to-face contact; ▪ sexual contacts; ▪ been within 2m of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day); ▪ travelled in the same vehicle or a plane. <p>In order to reduce the risk of the spread of Covid-19, Secondary schools are being asked to undertake initial testing of all pupils before they return to school from 8 March 2021. When returning to their school, pupils and students will be offered 3 Lateral Flow Device (LFD) tests spaced 3-5 days apart (minimum 3 days). This is so students have undertaken some testing in a supervised setting and have had the chance to familiarise themselves with self-swabbing. Following the 3 initial tests, pupils and students can collect their test at home kits and start testing at home on a regular basis.</p> <p>If they test negative as a result of testing at home, they can continue to attend school. If a pupil is a close contact of someone in their household or social bubble who tests positive, they should stay at home and self-isolate for 10 days in line with Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>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 DHSC Clinical Operating Standards for LFD testing of the education workforce self-test at home, the 'How to guide' Rapid Testing on-site (ATS) in Secondary Schools and Colleges, and the 'How to guide' Rapid Testing of Education Staff and Secondary Age Pupils at Home (Self-Test). It is strongly recommended that all staff and other adults working regularly in school test at home twice weekly.</p>					

Initial testing followed by self-test at home of secondary-aged students is recommended and supported, but not mandated as is the regular testing at home by school based staff and other adults regularly working with pupils. However, in line with routine infection control practice, [close contacts](#) (within the previous 48 hours) of those who test positive either during the initial testing or as a result of a subsequent test at home will need to self-isolate 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 has already been sought for those pupils under the age of 16 and those under 18 who cannot give their own consent because of special needs or learning difficulties. Those aged 18 or over can consent for themselves. **If on the day of testing in school at the initial stages, 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 the initial on-site testing programme and the subsequent home testing programme will be made available to parents, pupils and staff.

For looked after children, local authorities may already have arrangements in place that cover medical treatment, which may extend to this form of testing. Where that is not the case, parental consent has been secured via the child's social worker, who may need to contact the birth parents or other persons who hold parental responsibility.

NOTE: Where initial consent was sought for testing on site in January 2021 and there is a record of this, no further consent is required.

Staff and other adults who regularly work in school will begin their home self-testing from 25 February or from the date the test kits are delivered whichever is the soonest. Testing should be twice weekly (3-4 days apart), the exact details and routine will be determined by the school.

Pupils and staff who have tested positive for Covid-19 in the previous 90 days will not be tested using the lateral flow device (LFD) and should not take part in the home testing programme until 90 days has lapsed. This is because although not infectious, they could still be carrying residual Covid-19 virus. If, however, an individual who previously tested positive in the previous 90 days develops new symptoms, they must self-isolate and [arrange to have a test](#).

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
Ongoing Covid-19 infection in school because of lack of regular testing	High	<ul style="list-style-type: none"> □ all secondary school staff will be able to self-test at home twice per week (3-4 days apart); pupils will also be 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 have the test administered by an adult, and pupils and students aged 12-17 should be supervised by an adult but can swab themselves. □ Pupils, students and staff who are close contacts of a positive case should be identified as quickly as possible and where they are considered to be a 'close contact' should be advised to self-isolate for 10 days following the day they last had close contact with the positive person. Once the 10-day isolation period has elapsed, they may return to school but should be advised and encouraged to take the LFD test themselves prior to returning to school. □ If at any point during the initial mass testing (3 consecutive tests 3-5 days apart) an individual (staff or pupil) tests positive on the lateral flow device they will need to leave school and self-isolate. 	<p>Refer to NHS 'How to Guide' for staff and pupils taking part in the lateral flow device on-site testing programme from 8 March 2021.</p> <p>Refer to NHS 'How to Guide' for staff and pupils taking part in the lateral flow device home testing programme from 8 March 2021.</p> <p>Refer to standard operating procedures (SOP) for the</p>	

		<ul style="list-style-type: none"> □ LFD tests taken on test sites, such as on school and college grounds, do not need a confirmatory PCR test. This is because these tests are done in a controlled environment and trained staff read the results. □ If a pupil or student received a supervised school-based LFD test, as part of the rapid asymptomatic testing programme, and it was positive then they and other members of their household must self-isolate. PCR testing is not advised if you have received a positive result from an LFD test at a school or college test site. If a parent was to do this and it returned a negative result, the policy remains that the pupil or student, their close contacts, and other members of their household must still self-isolate. □ As far as is reasonably possible, pupils and staff should be kept apart during the initial on-site testing programme until their have received a negative LFD test. 	management of the on-site testing and standard operating procedures for home testing of the education workforce.	
Inappropriate safeguarding arrangements during the testing process and access to pupils by individuals who have not undergone the appropriate checks	High	<ul style="list-style-type: none"> □ All adults involved in the initial onsite LFD testing programme will either hold an Enhanced Disclosure for Regulated Activity (i.e. with a children’s barred list check, or, 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. □ Test Assistants who are physically administering swab tests to pupils MUST hold an Enhanced Disclosure for Regulated Activity, i.e. with a Children’s Barred list check. Where assistance is required by pupils aged 18 and over, the Disclosure must also include an Adults Barred List check. 	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.	Low
Contact with individuals who are unwell		<ul style="list-style-type: none"> □ Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms (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 (Stay at home guidance for households with possible Covid-19 infection). □ If anyone in the school becomes unwell with coronavirus symptoms, they must be sent home and advised to follow the above Stay at home guidance, which sets out that they must self-isolate for at least 10 days and should arrange to have a test. Other members of their household (including any siblings) should self-isolate for 10 days from the day after contact with the individual who tested positive. □ If someone in a child or staff member’s support bubble is showing coronavirus symptoms, or otherwise self-isolating, everyone in that support bubble should stay home. If the child/staff member or a member of their support bubble is contacted as part of the NHS Test and Trace programme, the individual contacted should stay at home. If the individual becomes symptomatic, everyone in the support bubble should then isolate. □ If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. 	<p>Ensure all staff and parents are made aware.</p> <p>Public Health England has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (Covid-19).</p> <p>Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Refer to List of essential workers for priority testing</p>	Medium

		<ul style="list-style-type: none"> □ If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before use by anyone else. □ If a child needs direct personal care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child is necessary, then disposable gloves and a disposable apron will also be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn. Refer to safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE). □ If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household/designated Medical Centre. Most children will benefit from self-isolating in their boarding house/designated Medical Centre so that their usual support can continue. Others will benefit more from self-isolating in their family home. Refer to guidance on isolation for residential educational settings. □ In an emergency, call 999 if someone is seriously ill, injured or their life is at risk. □ Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless the symptomatic person subsequently tests positive; they develop symptoms themselves (in which case, they should self-isolate immediately and arrange a test); they have been requested to do so by NHS Test & Trace or the PHE advice service or they have tested positive from a LFD test. □ 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 COVID-19: cleaning of non-healthcare settings outside the home. □ If a child starts displaying coronavirus symptoms while at their school or setting they must be sent home. We will contact the parent or carer who should make arrangements for the child or young person to journey home as soon as possible. They may walk or cycle if it is possible for them to do so and they are able to wear a face covering and keep a safe distance from others. They must not travel on public transport or in a taxi or private hire vehicle. In exceptional circumstances, where this is not possible, and the setting needs to take responsibility for transporting them home we will do one of the following: <ul style="list-style-type: none"> - use a vehicle with a bulkhead or partition; - the driver and passenger should maintain a distance of 2m from each other; - the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so. 	<p>A small supply of fluid-resistant surgical face masks should be purchased e.g. https://www.medisave.co.uk/surgical-face-masks-type-iiir-x-50.html</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>	
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The following sections refer to the initial on-site testing of pupils during the first phased return of those pupils from 8 March 2021. Following the initial on-site testing (3 tests, 3-5 days apart) the sections relating to initial on-site testing can be deleted from the Risk Assessment. Schools should continue to maintain 1-2 bays in the event that they are needed for those pupils who do not wish to test at home or who require adult supervision/support.

<p>Transmission of COVID-19 due to layout and condition of premises e.g. testing location/ environment/ unauthorised access</p>	<p>High</p>	<p>Throughout all the following sections we will take account of our wider risk assessments for the management of Covid infection in the school.</p> <p>Testing site/area</p> <ul style="list-style-type: none"> <input type="checkbox"/> We aim to prioritise pupils who are vulnerable, children of critical workers, and year groups 10 to 13. <input type="checkbox"/> Under no circumstances should an individual with symptoms of Covid-19 be allowed to access the SC testing area. If the individual has symptoms, (continuous cough, loss of taste or smell (anosmia) or a high temperature) the control measures outlined above will be followed. <input type="checkbox"/> Testing will take place indoors in a designated area to be determined by the school. <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. <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). <input type="checkbox"/> Flooring will be easy to clean and non-porous and the test site cleanable with the approved cleaning product. <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. <input type="checkbox"/> Testing area, sample collection stations and privacy booths will be easy to clean and sterilise. <input type="checkbox"/> All surfaces will be decluttered of equipment that is not required to run the testing. <input type="checkbox"/> Sufficient space will be allocated for storage of both test kits (test kits should be stored at a temperature of between 2-30°C) and Personal Protective Equipment (PPE). <input type="checkbox"/> Testing area will have directional signing showing the way in and way out (one directional) where possible – where this is not possible, arrangements will be in place to ensure that test subjects are able to exit the room whilst maintaining a physical distance of 2m. <input type="checkbox"/> Testing area will display signage showing those conducting the tests how to put on and take off their personal protective equipment (PPE). <input type="checkbox"/> Testing area to be laid out with the following: <ul style="list-style-type: none"> - registration desk/reception area at the first point where the test subject would enter the test area and details taken/recorded; - at least two swabbing area/desks (number to be determined by numbers in school and potential numbers in close contact groups/bubbles) with adjacent chair for the test subject. 	<p>Refer to Children of critical workers and vulnerable children who can access schools or education settings guidance</p>	<p>Low</p>
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<p>Contact between test subjects and others manning the testing area</p>	<p>High</p>	<p>General</p> <ul style="list-style-type: none"> □ Schools should make use of the NHS workforce planning tool to assist in determining how many staff will be required to undertake the initial testing of pupils on-site. □ Wherever possible, all staff and other adults involved in the testing process will be over the age of 18. □ If any of the testing staff are pregnant, a separate risk assessment will be undertaken to ensure their complete safety during the testing process. □ Students will undergo three Lateral Flow Device (LFDs) rapid tests spaced 3 to 5 days apart at the QC Asymptomatic Testing Site and will then be offered two home tests per week as part of the longer-term routine testing programme. □ Staff and other adults will be offered two on-site/home tests per week as part of the longer-term routine testing programme. □ All adults involved in the testing process will be offered a LF test prior to their shift in the testing station. □ 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. □ 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. □ 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. □ All individuals working in the test site will wear face coverings in the form of an IIR fluid resistant mask. These will be provided. □ 2m social distancing to be strictly observed including when the test subject is in the designated area waiting for test results. □ Regular cleaning of the site including wipe down of all potential touchpoints as outlined in the Cleaning section below. <p>Testing area staff training</p> <ul style="list-style-type: none"> □ 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 □ 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. 	<p>Note: Sessions are considered to be complete at any break or end of shift. PPE is generally sessional but should be changed if protective properties are compromised or contaminated from secretions.</p>	<p>Low</p>

	<ul style="list-style-type: none"> □ All testing supervisors and others in the testing area will be trained in the appropriate use of the PPE provided for their role in the testing process: <ul style="list-style-type: none"> - disposable gloves (replaced at the end of each session); - disposable plastic apron (replaced at the end of each session); - goggles or a face visor (cleaned at the end of each session); - disposable surgical mask (a fluid-resistant surgical face mask Type IIR) which should be put on and removed in accordance with the national guidance on donning and doffing PPE (replaced at the end of each session). NOTE: Test Processors must replace their gloves after each test. □ Staff will be provided with information regarding the testing process before the testing commences. □ 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. □ 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. <p>Registration area/desk</p> <ul style="list-style-type: none"> □ The Registration Assistant (RA) is responsible for ensuring test subjects have registered and for distributing test kits to close contacts of a positive case in school on arrival. □ RA ensures orderly entry of test subjects into the testing site. □ Pupils and staff will be asked to register their contact details at the registration desk. □ Handling of documents will be restricted to essential paperwork and test kits. <p>Sample collection zone</p> <ul style="list-style-type: none"> □ Staff will be trained in the use, wear and disposal of appropriate PPE as detailed in 'staff training' above. □ Each sample collection booth will be manned by a supervising adult (Test Assistant (TA)). □ TAs will be provided with disposable gloves, plastic apron and eye protection. These will be replaced or cleaned after each session rather than between each test subject. □ Where the Test Assistant is assisting with the test, all disposable items will be replaced immediately after the test. Visors may be cleaned after each close contact with an individual test subject. □ Trained staff will be available to assist pupils and staff who require assistance in administering the test. □ Only one subject is permitted in each sample collection booth. It is, however, permissible for a test subject to be accompanied by a carer in the case of those subjects with a special educational need or disability. □ Before commencing swabbing, the test supervisor will explain the process to the subject. 	<p>PPE should be changed between sessions for all staff except those who assist an individual with a test (Test Assistant) and the Test Processor. See specific zone information and job roles within the zone for advice on PPE.</p> <ul style="list-style-type: none"> ● 11-15 year olds may self-swab (swab their own nose/throat) with supervision of an appropriate member of staff if they have the consent of their parent or guardian. ● Young people aged 16+ may self-swab, provided the site staff are satisfied that they are 'Gillick Competent' (able to consent to 	
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	<ul style="list-style-type: none"> <input type="checkbox"/> The subject will also be informed that the swab may sometimes make them gag and they should use a vomit bowl if required. Any used vomit bowls will be disposed of in the 'offensive' waste bin. <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. <input type="checkbox"/> Hand hygiene must be followed by the test subject prior to removing their mask. <input type="checkbox"/> Test subjects should blow their nose prior to the nasal test being taken; consideration to be given to cross contamination of the tissue container. All used tissues to be disposed of as 'chemical' waste in the appropriate waste container. <input type="checkbox"/> Once the appropriate swabs have been taken, the test subject places the swab into the prepared extraction tube provided on the table. <input type="checkbox"/> Hand hygiene must then be followed by the test subject prior to replacing their mask. <input type="checkbox"/> Any areas or equipment (e.g. mirror) must then be disinfected prior to the next test subject entering the sample collection booth or area. <input type="checkbox"/> All those test subjects who receive a positive LFD test result will require a confirmatory PCR (polymerase chain reaction) test in accordance with current public health guidance. Arrange to have a test. <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. <input type="checkbox"/> Each testing area will be wiped clean after each test as per the cleaning control measures outlined below. <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. <p>Sample process zone</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff will be trained in the use of and wear appropriate PPE as detailed in 'staff training' above which will be cleaned (visors) and/or replaced at the end of each session. Gloves will be replaced after handling each test. <input type="checkbox"/> Each sample collection booth will have its own sample process table for processing samples from that booth only which should be no more than 1m away. <input type="checkbox"/> The Test Processor (TP) will only process one sample at a time. <input type="checkbox"/> The TP will follow the manufacturer's instructions for dealing with the swab. <input type="checkbox"/> Once the swab has been tested, and all details recorded, the TP will immediately dispose of the swab into the appropriate chemical waste bin situated close by. <input type="checkbox"/> The sample processing area will be cleaned with disinfectant (e.g. anti-viral wipe) between each sample received. 	<p>their own medical treatment without parent or guardian present).</p>	
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		<ul style="list-style-type: none"> □ 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. <p>Results process</p> <ul style="list-style-type: none"> □ Test subjects who receive a negative result do not need to self-isolate and may continue to classes □ Test subjects who receive an invalid LFD test result will be retested using the test zone or advised to go home and follow the national testing guidance and self-isolate in the meantime. □ Test subjects who return a positive LFD test result will be required to wait in a separate designated holding area or isolation area until parents can collect them. Parents will be advised to book a follow up test as soon as possible using the getting tested guidance. Until the test subject gets further confirmation of their test result, they must self-isolate immediately for 10 days and everyone in their household must self-isolate for 10 days. They must only leave home for their follow-up test. □ Pastoral support will be made available for those pupils who receive a positive test. □ Pastoral support might include finding a quiet space to talk with the pupil or student, being mindful of the need for social distancing/PPE. □ Prior to leaving the holding area, all issued face masks must be disposed of as clinical waste and the procedures for appropriate waste disposal followed (see below). 	<p>Refer to NHS Digital Handbook for details of the recording process.</p> <p>Pupils may be anxious about their health and impact on their family. For most people, symptoms will last up to 10 days and be mild or they may have no symptoms at all.</p>	
<p>Poor hygiene/ cleaning regimes</p>	<p>High</p>	<p>Regular cleaning plays a vital role in limiting the transmission of Covid-19.</p> <ul style="list-style-type: none"> □ Cleaning will take place in accordance with the school’s current cleaning during the Covid-19 pandemic risk assessment. Refer to COVID-19: cleaning in non-healthcare settings outside the home for further information. □ 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. □ 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. □ 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. □ 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. 		<p>Low</p>

		<ul style="list-style-type: none"> □ In the event of a spillage, when cleaners need to enter an active test area, cleaners should ensure that they are wearing appropriate PPE, avoid contact with any test subject within 2m, replace all PPE after cleaning spillages and properly dispose of the used PPE in the 'chemical' waste bins. □ Apart from where there has been a spillage, the following cleaning guidance will be adhered to: <ul style="list-style-type: none"> - 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. - Disposable cloths or paper roll and, where required, disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. - Any cloths and/or disposable mop heads used for cleaning must be disposed of appropriately in the 'offensive' waste bin provided. - Surfaces must be cleaned at the end of the session before the next session starts i.e. in between test group batches of subjects. - Desks and surfaces used by those manning the test area should be cleaned twice per day and between staff changes. □ For cleaning, we will use one of the options below and avoid mixing cleaning products: <ul style="list-style-type: none"> - a combined detergent and disinfectant at a dilution of 1000 parts per million(ppm) available chlorine; or - 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 - any disinfectant which ensures that it is effective against enveloped viruses. □ Cleaners to observe 2m social distancing. □ 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	<ul style="list-style-type: none"> □ LFD test kits will generate waste after they have been used on staff and pupils. □ Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for Covid-19 (refer to the separate Queen's College Cleaning Schools during Coronavirus Pandemic Risk Assessment). □ Dispose of routine waste as normal, placing any used cloths or wipes and used PPE in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away. Do NOT use recycling bins for the disposal of cloths, wipes or PPE. 	Contact may need to be made with the current waste contractor for the school to ensure that waste disposal facilities are available on an ongoing basis and/or to arrange separate collection.	Low
Other building related issues	Injury	<ul style="list-style-type: none"> □ 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. 		Low

		<ul style="list-style-type: none"> <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. 		
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The following sections refer to the ongoing home testing of both pupils and staff following the initial testing on-site. Additional control measures are included for those in the wider households of pupils and staff.

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	<p>The Test Collection Point</p> <ul style="list-style-type: none"> <input type="checkbox"/> The LFD collection point does not need any extra infrastructure. However, it will: <ul style="list-style-type: none"> - be able to be secured to prevent unauthorised access to the test kits, such as the staff room; - not be outside. The test kits need to be stored in temperatures between 2 and 30 degrees; - have a desk or space for individuals to sign for the test kits they are collecting; - allow enough space for social distancing. <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. <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. <input type="checkbox"/> Details of tests and who has collected them will be held in the test kit collection log. <input type="checkbox"/> All those collecting the test kits will be issued with instructions for use (v1.3.2). 		
Transmission of Covid-19 virus as a result of lack of regular ongoing home testing of staff and pupils	High	<p>Staff and others regularly working in school:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff and other adults who regularly work in schools can start testing from home (3-4 days apart) from 25 February or when the test kits have been delivered whichever is the soonest. <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. <input type="checkbox"/> In order to opt in to 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 	Refer to the NHS self-testing at home simple guidance and the NHS ' How to Guide ' for staff and other adults taking part in the lateral flow device home testing programme from 25 February 2021. All staff and other adults will be issued with a copy of these documents.	

	<p>home kits, they are legally committed to reporting their results via the NHS Test and Trace reporting system.</p> <ul style="list-style-type: none"> □ Collect test kits from the collection point at the education setting and take them home after signing for the updated instructions for use (v1.3.2). The Instructions for use document also provides details of how to correctly interpret the test result. A 'How to self-test YouTube video is also available to view. □ Records of tests distributed and when will be held by the school following advice provided in the NHS Digital Handbook and/or test kit log. The Digital Handbook also includes details of how to record results off-line. □ Staff must report their result to NHS Test and Trace as soon as the test is completed either online 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. □ If at any point the staff member tests positive on the lateral flow device they will need to register their result with the national test and trace online system, 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. Others in their household or support bubble must also self-isolate for 10 consecutive days from the date the LFD test was administered. No further LFD testing is required during the 10 day isolation period following a positive PCR test. 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. Others in the household do not need to extend their 10-day isolation period unless they themselves develop symptoms either during or following the end of their 10 day isolation period. □ 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 PCR test. □ Any close contacts (within the previous 48 hours) of those staff and other adults responding with a positive LFD test will be identified by the school and asked to self-isolate for 10 days from the day following their last contact with the positive individual. <p>Pupils and students</p> <ul style="list-style-type: none"> □ Following the 3 initial onsite tests, pupils can collect their test at home kits and start testing at home on a regular basis. □ Testing is voluntary but encouraged. Pupils will not be prevented from attending school if they do not take part. □ In order to opt in to 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. □ Collect test kits from the collection point at the education setting and take them home after signing for the updated instructions for use (v1.3.2). The Instructions for use document also provides details 	<p>Ensure staff have been issued with the privacy notice for testing at home.</p> <p>Individual receipts are available for staff to sign to confirm they have received their test kits</p> <p>Please report you home test results HERE</p> <p>Ensure parents and pupils have been issued with or given access to the privacy notice for testing at home.</p> <p>Individual receipts are available for staff to sign to confirm they have received their test kits</p> <p>Refer to the NHS self-testing at home simple guidance and the NHS 'How to Guide' for staff and other adults taking part in the lateral flow device home testing programme from 25 February 2021. All staff and other adults will</p>	
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		<p>of how to correctly interpret the test result. A 'How to self-test YouTube video is also available to view.</p> <ul style="list-style-type: none"> □ Records of tests distributed and when will be held by the school following advice provided in the NHS Digital Handbook and/or test kit log. The Digital Handbook also includes details of how to record results off-line. □ Pupils aged 11 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. □ 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. □ If the pupil receives a positive LFD result they must 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 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. Others in the household do not need to extend their 10-day isolation period unless they themselves develop symptoms either during or following the end of their 10 day isolation period. □ Pupils must report their result to NHS Test and Trace as soon as the test is completed either online 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. □ 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 pupil must not attend school and must book a PCR test. □ Any close contacts (within the previous 48 hours) of those pupils responding with a positive LFD test will be identified by the school and asked to self-isolate for 10 days from the day following their last contact with the positive individual. 	<p>be issued with a copy of these documents.</p> <p>Please report you home test results HERE</p>	
<p>Lack of incident reporting and follow-up resulting in unreported damaged items or void results</p>	<p>High</p>	<p>Incident Reporting – Participant (in all cases, inform the school of the incident)</p> <p>Clinical issues: If there is a clinical incident which led to or has potential for harm, participants are advised to report it on https://coronavirus-yellowcard.mhra.gov.uk - 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>The above is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</p> <p>Non-clinical issues</p>		

		<p>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>Incident Reporting – School</p> <ul style="list-style-type: none"> □ 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 Test Result register and reported to the DfE Helpline who will escalate to the DHSC for investigation. We will record the time, date and details reported. □ DHSC/MHRA may require school to provide more information if further investigation is required. 	<p>DfE Coronavirus Helpline: 0800 046 8687</p>	
<p>Transmission of Covid-19 through contacts in the wider community</p>	<p>High</p>	<p>Wider testing of others in the household, childcare/support bubbles</p> <p>The following will have access to LFD testing from 1 March 2021:</p> <ul style="list-style-type: none"> - households, childcare and support bubbles of primary and secondary-age pupils - households, childcare and support bubbles of primary and secondary staff <p>If an individual is a member of a household, childcare bubble or support bubble of staff or a pupil they can get a twice-weekly test:</p> <ul style="list-style-type: none"> - through their employer if they offer testing to employees (contact employers direct to see if they offer the programme); - at a local test site; - by collecting a home test kit from a test site; - by ordering a home test kit online; - Take a test at a rapid lateral flow test site <p>Eligible individuals can take a rapid lateral flow test at a local site. Testing at these sites is assisted, which means they will swab themselves under the supervision of a trained operator. They may need to book an appointment. Find the nearest rapid lateral flow test site.</p> <p>Collect test kits</p> <p>Eligible individuals can collect up to 4 home test kits at a local collection point. Each kit contains 7 tests. Anyone 18 or over can collect. Check online to establish if the location is busy prior to attending. Find the nearest home test kit collection point.</p> <p>Order home test kits online</p> <p>If you cannot get tested at your workplace, or are unable to go to a test site or collect test kits, you can order a home test kit online.</p> <p>Eligible individuals will be asked to:</p> <ul style="list-style-type: none"> - take a test twice a week (every 3 or 4 days apart); - report every result to NHS Test and Trace on the same they you take the test. Report test result online or by calling 119. <p>If anyone tests positive or gets coronavirus symptoms, they must inform the school and:</p> <ul style="list-style-type: none"> - self-isolate immediately; - get a PCR test to confirm the result; 		

	<ul style="list-style-type: none"> - follow the stay at home guidance for households with possible coronavirus infection <p>A negative result means the test did not find signs of coronavirus. But this does not guarantee that the individual does not have coronavirus, so they must keep following all coronavirus advice including:</p> <ul style="list-style-type: none"> - regular handwashing - social distancing - wearing a face covering where recommended <p>Further advice and guidance is available from: Rapid lateral flow testing for households and bubbles of school pupils and staff</p>		
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Further Action Required	Date Action Completed			
This risk assessment must be read and followed in conjunction with other applicable risk assessments and any plans/layouts of the school site and testing area.				