

Activity/ Situation	General and Clinical Activities on the Asymptomatic Testing Site				
Location	Erymsted's Grammar School				
Persons at Risk	Pupils <input type="checkbox"/>	Employees <input type="checkbox"/>	Visitors <input type="checkbox"/>	Contractors <input type="checkbox"/>	
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Inadequate Staffing/Information/Instruction/Training ✗ Inadequate Infection Prevention and Control (IPC) ✗ Inadequate Setting Up Of Testing Environment and Testing Arrangements ✗ Inadequate PPE for Staff ✗ Inadequate Self-Swabbing Sample Collection Procedure ✗ Inadequate Sample Processing and Analysis Procedure ✗ Recording of Results ✗ Negative Results ✗ Invalid Results ✗ Positive Results ✗ Travel Advice for Positive Results ✗ Inadequate Infection Prevention and Control: Equipment ✗ Inadequate Cleaning Regime ✗ Spillages ✗ Inadequate Waste Management 				
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>					
<p>Schools MUST follow the Clinical Standard Operating Procedure (SOP) for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges to ensure they are administering the tests correctly and that they are covered from an indemnity perspective</p>					
		School comments have been added in red in this column			
<p>Inadequate Staffing/Information/Instruction/Training</p>					
<p>School follows the Clinical Standard Operating Procedure (SOP) for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges and ensures that tests are administered correctly</p>		<p>Once mass testing is implemented (currently paused) all staff involved will be provided with training information.</p> <p>Links to written information and video</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>guidance have been prepared and already shared with staff who are likely to be involved.</p> <p>The School Business Leader has sent detailed instructions to all staff (12 January) concerning the provision for staff testing including links to both written and video guidance.</p>			
Covid Coordinator/Team Leader is (name)	<p>Mr Evans (Headmaster)</p> <p>Mr Wooley (School Business Leader)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The nominated Quality Lead is (name)	<p>Mr Evans (Headmaster)</p> <p>Mr Wooley (School Business Leader)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Queue Coordinator in place each day		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registration Assistant in place each day		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One or more Test Assistants in place each day		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One or more Processing Operatives in place each day		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results Recorder in place each day		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaner(s) in place at the time of testing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate training package in place for operators to be trained to be able to conduct the test in a safe and effective manner	<p>Information and video links have been sent to all staff.</p> <p>Additional role specific training will be provided before mass testing is started.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff have watched the approved video package which demonstrates how physical tests are conducted	<p>Information and video links have been sent to all staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff have read through of materials outlining the infection prevention and control measures and the appropriate use of personal protective	<p>Information and video links have been sent to all staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

equipment, including the proper procedure for donning and doffing	Additional role specific training will be provided before mass testing is started.			
Staff have undertaken several tests under supervision	The first test of a small cohort of pupils were conducted on 22 and 25 January.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School conducts a regular audit of performance and overall testing process PPE, dealing with any contamination or other untoward incidents	All testing will be supervised by a member of SLT. Protocols are in place for the recording of incidents to the School Business Leader	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly (minimum six monthly) undertaking updated online training to ensure standards are adhered to and any new requirements are included. Or as required should new training modules be provided	Will be established at the appropriate time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are required to top up supplies within test areas should do so at the beginning of each testing group and when no subjects are present		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All staff are reminded of the importance of IPC guidance. Regular handwashing and consistent social distancing are key to ensuring safety for all roles		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Infection Prevention and Control (IPC)				
Asymptomatic: All subjects are 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 have been in close contact with someone who is displaying symptoms	Advice and guidance shared repeatedly with staff, parents and pupils over many months.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those staff who may be exposed to symptomatic individuals will be provided with IPC advice based on government guidance for managing a Subject with possible COVID-19		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers on site are fully briefed and trained about PPE and IPC standards, including those approved by the NHSE/I IPC Cell		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidance of IPC standards is clearly displayed		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All staff members are encouraged to not neglect the importance of hand hygiene, not to touch their face whilst working with samples,		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

and importantly stay at home if they develop COVID-19 related symptoms				
Testing booths or sample collection areas are equipped with hand sanitiser dispensers for use throughout the testing process		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will focus on maintaining social distancing when communicating with subjects	Advice and guidance shared repeatedly with staff, parents and pupils over many months.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Setting Up Of Testing Environment and Testing Arrangements				
The test cartridge and extraction solution is stored at ambient temperature (2-30 degrees Centigrade)	Materials are stored on the balcony outside the main hall of the Refectory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The reagents and devices are at room temperature (15-30 degrees centigrade) when used for testing	Materials are stored on the balcony outside the main hall of the Refectory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The manufacturer's instructions for use are shared with all relevant members of staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Site set up in accordance with the "Rapid Testing in Schools and Colleges – How To Guide"		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Site is separate from the main area of business operations for privacy, safe queue management, and to limit disruption to both testing and BAU activity	Testing is being carried out in the Refectory which allows for all of the guidelines in terms of queue management, flow of people and distancing to be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient space for appropriate social distancing	The testing of pupils is being carried out in the Refectory which allows the guidelines concerning distancing to be maintained. The testing of staff is being carried out in the Staff Room where two distanced stations have been set up. Staff have been advised to limit use to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	one or two people at a time.			
Test Site contains easy to clean floor and surfaces	The testing of pupils is being carried out in the Refectory with a non-porous floor. The testing of staff is being carried out in the Staff Room where new non-porous matting has been installed on the floor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Site has resistant, non-absorbent, non-porous flooring	The testing of pupils is being carried out in the Refectory with a non-porous floor. The testing of staff is being carried out in the Staff Room where new non-porous matting has been installed on the floor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Airflow and ventilation is natural not recirculated air		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ambient temperature of 15-30 C maintained in Test Room		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One-way flow from entry to exit in place as much as possible	In place for pupil testing in the Refectory. Not possible in Staff Room – only one door.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test subject chairs in the swabbing bay are a minimum of 2m apart		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each swabbing desk has a processing desk close by no more than 1m away		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recording desk is located close to the swabbing desks		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is clear division between swabbing and processing area	Including screens.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals being tested must not enter the processing area		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clear access maintained to PPE donning and doffing area		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ready access to hand hygiene (soap and water/appropriate alcohol-based hand rub) available		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consideration of the need for privacy for participants to self-administer a test has been given		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and safety, disability access, and fire safety regulations that govern deployment sites		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All surfaces are de-cluttered with no personal or non-essential equipment		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate space available for storage		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate testing site waste management arrangements in place		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation is voluntary for the programme and consent has been received from either by participants or parents /legal guardians, as appropriate	Consent forms have been sent to parents of pupils currently attending the site. Forms will be sent to all parents before mass testing starts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School will need to identify the contacts of a confirmed case	Protocols have been in place and utilised since September.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are identified as close contacts of a confirmed will follow the usual national guidelines and are legally obliged to self-isolate according to the advice given to them by the NHS Test and Trace service	Protocols have been in place and utilised since September.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For looked after children, local authorities may already have arrangements in place that cover medical treatment, which may extend to this sort of testing. Where that is not the case, parental consent should be secured via the child's social worker, who may need to contact the birth parents or other persons who hold parental responsibility		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-15 year olds may self-swab with supervision of a parent /guardian/ appropriate member of staff with consent of parent/ guardian		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young people aged 16-17 are able to consent to their own medical treatment without parent or guardian present and therefore can self-swab without supervision	Consent forms will be sent to all parents and students asked to discuss with their parents to confirm agreement before mass testing starts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young people with SEND aged 16 to 25 years old do not need parental consent, provided that they are Gillick Competent and able to make the decision for themselves	No such cases known at the School.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Under circumstances where a subject is unable to swab themselves such as due to physical disability or special needs, they may be swabbed by - a parent/ guardian, guided by a Test Assistant - an adequately trained school staff member (where permission and consent of the parent/ guardian has been taken as part of initial consent process) - trained swabbers who are part of testing workforce	No such cases known at the School.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
For children or young people where it has been determined that they will be unable to swab themselves, and the parent/guardian is not swabbing, consent should be sought to enable a third party to do this.	No such cases known at the School.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	Records will be checked prior to testing and rechecked for confirmation to eliminate the risk.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff	Unlikely to be "security" staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Not every part of the Refectory floor has two metre markings but chairs are separated to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

reception, queue management & sampling staff	deliver the desired distancing.			
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limited clutter such as chairs available only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects	There will not be that many pupils involved at any one time. Single Year Groups mean an absolute maximum of 120 but expected to be split by class so 30 is maximum normal number.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a legal obligation to ensure all test kits are registered via the Lite Registration service	Registration will be recorded appropriately once mass testing is initiated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inadequate PPE for Staff				
School ensures that Processing Operatives wear disposable gloves, disposable plastic aprons, Fluid-resistant (Type IIR) surgical mask (FRSM) and eye protection.	Instructions and guidance will be provided to all staff involved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that Cleaning Staff wear disposable gloves, disposable plastic aprons, Fluid-resistant (Type IIR) surgical mask (FRSM) and eye protection.	Instructions and guidance will be provided to all staff involved. Supplies of all PPE available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that Test Assistant(s) wear Fluid-resistant (Type IIR) surgical masks (FRSM)	Instructions and guidance will be provided to all staff involved. Supplies of all PPE available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that the Covid Coordinator / Team Leader wears Fluid-resistant (Type IIR) surgical masks (FRSM)	Instructions and guidance will be provided to all staff involved. Supplies of all PPE available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School ensures that Registration Assistant(s) wear Fluid-resistant (Type IIR) surgical masks (FRSM)	Instructions and guidance will be provided to all staff involved. Supplies of all PPE available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that the Results Recorder wears Fluid-resistant (Type IIR) surgical masks (FRSM)	Instructions and guidance will be provided to all staff involved. Supplies of all PPE available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Results Recorders handle LFD cartridges, they wear gloves on sessional basis	Instructions and guidance will be provided to all staff involved. Supplies of all PPE available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that the Supplies Coordinator wears Fluid-resistant (Type IIR) surgical masks (FRSM)	Instructions and guidance will be provided to all staff involved. Supplies of all PPE available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that the Queue Coordinator wears Fluid-resistant (Type IIR) surgical masks (FRSM)	Instructions and guidance will be provided to all staff involved. Supplies of all PPE available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable gloves are single use and are changed after each test	Instructions and guidance will be provided to all staff involved. Supplies of all PPE available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable aprons are replaced after each testing session	Instructions and guidance will be provided to all staff involved. Supplies of all PPE available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fluid-resistant (Type IIR) surgical masks (FRSM) are replaced after each testing session	Instructions and guidance will be provided to all staff involved. Supplies of all PPE available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Eye protection is replaced after each testing session	Instructions and guidance will be provided to all staff involved. Supplies of all PPE available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE is changed if protective properties are compromised, if contaminated, or if suspected to be contaminated	Instructions and guidance will be provided to all staff involved. Supplies of all PPE available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Self-Swabbing Sample Collection Procedure				
Before commencing swabbing, the process must be explained to the subject	Explanation and guidance will be provided to pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject is given a sealed sterile swab directed to a sample collection booth from the check-in zone	Pupils taking the test will be registered on arrival in the Refectory .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once at the sample collection station, the barcode is handed to the Processing Operative		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject should remove mask to administer swab	Explanation and guidance will be provided to pupils.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject should open their mouth and visually identify the left and right tonsils (or tonsillar pits for subjects with the previous tonsillectomy). A mirror is provided in each booth for this	Explanation and guidance will be provided to pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject completes hand hygiene using the alcohol-based hand rub provided in the booth	Explanation and guidance will be provided to pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The swab is removed from sterile packaging by the subject	Explanation and guidance will be provided to pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The swab should be kept dry before taking a sample from the back of the throat and therefore it must not touch any surfaces including the teeth, gums, and tongue or cheek surfaces when conducting the test	Explanation and guidance will be provided to pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holding the swab in their hand, the subject should open their mouth wide and rub the		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

fabric tip of the swab over both tonsils (and where they would have been) at the back of the throat with good contact at least 3 times. Carefully remove the swab stick from the back of the throat taking care to ensure that it does not come into contact with any other structure or surface	Explanation and guidance will be provided to pupils.			
In the event that a subject vomits, operations at the testing bay shall be ceased and the site personnel should follow the spillage guidelines until the area has been cleaned adequately to allow resumption		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject should then insert the same swab into one nostril. The swab tip should be inserted up to 2.5 cm (1 inch) from the edge of the nostril. Roll the swab 5 times along the mucosa of the inside of the nostril to ensure that both mucus and cells are collected	Explanation and guidance will be provided to pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject will be required to place their swab directly into the prepared extraction tube on the bench at the window with the cotton bud end facing down	Explanation and guidance will be provided to pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject will complete hand hygiene using alcohol-based hand rub in the booth		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the operational model includes the subject handling any equipment (e.g. hand mirror) they should disinfect the surfaces with anti-viral wipes	Additional provision from cleaning staff in attendance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject will put back on their face covering and leave the site	Explanation and guidance will be provided to pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Sample Processing and Analysis Procedure				
The Processing Operative prepares the area in advance of receiving the sample and barcode from the subject	Inappropriate for the organisation of the process at Ermysted's	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Processing Operative only processes one sample at a time and watch not more than 5-6 samples at a time	Inappropriate for the organisation of the process at Ermysted's	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Processing Operative will receive the barcode directly from the subject	Inappropriate for the organisation of the process at Ermysted's	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Processing Operative will remove the LFD device from the pouch and apply the		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

barcode to the underside of the LFD cartridge				
<p>The Processing Operative sets up the extraction tube by following these steps:</p> <p>a) Place the extraction tube in the tube rack with the opening facing up (or use some alternates like disposable cups as holders or hold the tube in hand)</p> <p>b) Press the extraction solution bottle to drip 6 drops of extraction solution into the extraction tube without touching the edge of the tube.</p> <p>c) If a rack or alternate is available, the extraction tube should be left in it on the processing bench next to the window for the subject to place the swab</p>	Inappropriate for the organisation of the process at Ermysted's	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>The Subject will place the swab sample into the prepared extraction tube (as described in self-swab section above) located on the table at the window (to potentially prevent the swab from drying out)</p>	Inappropriate for the organisation of the process at Ermysted's	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>The Processing Operative then takes the swab and commences the following steps:</p> <p>a) Extract: Hold and press the swab head against the wall of the tube with force while rotating the swab for about 10 seconds to release the antigen into the extraction solution from the swab head</p> <p>b) Remove swab: Squeeze the swab head by squeezing the lower end of the tube while removing the swab in order to remove as much liquid as possible from the swab</p> <p>c) On withdrawal, immediately dispose of the swab into healthcare waste bin.</p> <p>d) Install a nozzle cap onto the extraction tube</p> <p>e) Load: drip 2 drops of the sample inside the extraction tube into the sample well of the LFD cartridge</p> <p>f) Record the time of test in marker on the LFD and make sure you have set a timer to read the results at 30 minutes.</p> <p>g) Re-check that the liquid can be seen seeping through the cartridge (to ensure the drop was not an air bubble)</p>	<p>Pupils not processing operatives.</p> <p>Explanation and guidance will be provided to pupils.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


h) If the cartridge appears dry, the subject will need to be recalled for a further sample to be taken.				
i) If needed, move the cartridge to a defined processing space for reading and leave for between 20-30 minutes as below.				
The sample preparation area and equipment are cleaned thoroughly with disinfectant (e.g. anti-viral wipe)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recording of Results				
All LFD results must be logged on the government Log Results Website	This is completed by the Results Recorder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The LFD results are reported into the public health bodies in the UK as per the latest amendments to the Health Protection Regulations relating to notifiable diseases reporting		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marked LFDs are placed into trays in batches and taken to the recording area		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The recorder will collect the tray, pick up the cartridge, only touching the side, and avoiding the sample well, reads the result and inputs the data	LFD tray handled by pupil and result shown to recorder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The cartridge is disposed of in the healthcare waste bin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The keyboard is wiped and the wipe is disposed of as healthcare waste		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The tray is wiped and the wipe is disposed of as healthcare waste		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When done, gloves are removed and disposed of as healthcare waste		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negative Results				
Subjects who return a negative test result do not need to self-isolate unless: 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	Anybody returning a positive result is issued with a PCR test and sent home to isolate pending the result of the PCR test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Invalid Results				
Subjects who return an invalid (or could not read sample) LFD result repeats the test		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the second test is invalid, the subjects should book a PCR test	Anybody returning a second invalid result is issued with a PCR test and sent home to isolate pending the result of the PCR test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Results				
In the event that a subject tests positive during on-site testing at school, the school follows the school's standard Covid response protocol for when a person becomes symptomatic on site	Anybody returning a positive result is issued with a PCR test and sent home to isolate pending the result of the PCR test. Other protocols followed as normal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who return a positive LFD result must take a different follow-up test by PCR on the same day (or as soon as possible)	Anybody returning a positive result is issued with a PCR test and sent home to isolate pending the result of the PCR test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject should follow the instructions given to take the follow-up test		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Until the subject gets further advice, they must self-isolate immediately for 10 days and everyone in their household must self-isolate in line with national policy		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School will identify close contacts of the case in the school setting (excluding household and social contacts outside of school) following a positive LFD case	Other contact tracing protocols followed as normal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the confirmatory PCR test is negative, the individual may stop self-isolating and their contacts do not need to self-isolate or be part of daily contact testing unless a) they are symptomatic (they'll need to book a PCR test),		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 or someone who tested positive				
Those who are found to be positive after a confirmatory PCR test, need to inform their school as soon as possible and continue self-isolating in line with the national guidance	Instructions and guidance provided to all staff, parents and pupils on multiple previous occasions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Advice for Positive Results				
Where a child or young person is able to wear a face covering and keep a safe distance from others they could walk or cycle home where this is possible	Safeguarding issue! Parents to be contacted and consulted first.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who have tested positive should not travel home using public transport	Parents to be contacted to arrange collection of pupil.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asymptomatic contacts of positives cases should go home as they would normally do	If the contact becomes symptomatic, they should follow same travel advice as positive cases.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Infection Prevention and Control: Equipment				
All digital equipment is regularly wiped between batches of tests and at the beginning and end of each session		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanable keyboard and mouse are used in testing areas	Keyboard covers are used to make cleaning easier and more effective around the School site and have been since the start of the pandemic.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The cleaning wipe used should meet the requirement set out in the Inadequate Cleaning Regime section and be effective against enveloped viruses		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The keyboard and mouse should be cleaned at the start of the day, after each batch of cartridge have been reviewed and uploaded and at the end of the day (and if they become contaminated with any form of spillage)	Cleaning staff and users have been given appropriate guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An equipment cleaning regime is in place and clearly communicated	Cleaning staff have been given appropriate guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A replacement schedule is in place to replace damaged covers and the equipment should not be used if the cover is torn/worn	Staff involved are aware and know where to access a replacement. If required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any trays that are used for e.g. to move LFDs for recording after reading and marking of results should be made from a material that will tolerate being cleaned with chlorine releasing agents at 1000ppm, are straight sides, and smooth		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inadequate Cleaning Regime				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of surfaces that have been touch frequently	The School has implemented a cleaning regime which significantly exceeds the guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public areas where a symptomatic subject has passed through and spent minimal time, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaners should only be entering the testing area when testing activity is no longer being conducted	Cleaning staff have been given appropriate guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In case of a spillage when they need to enter an active test area, cleaners should ensure that they have appropriate PPE	Cleaning staff have been given appropriate guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When entering an active test area cleaners ensure that the listed PPE is worn	Cleaning staff have been given appropriate guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When entering an active test area to clean up spillages staff ensure they replace their PPE after cleaning	Cleaning staff have been given appropriate guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid mixing cleaning products together as this can create toxic fumes	Cleaning staff have been given appropriate guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid creating splashes and spray when cleaning	Cleaning staff have been given appropriate guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any cloths and mop heads used must be disposed of and should be put into the offensive waste stream	Cleaning staff have been given appropriate guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The minimum specifications stipulated by the government for surface disinfectant wipes, is that the disinfectant is effective against envelop viruses		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is recommended were possible that combined detergent and disinfectant wipes is used, as they will both clean and sanitise the surface at the same time		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a disinfectant wipes are used, it is important to note that they do not contain a detergent. If this method is used, it is important that the area is cleaned properly with a detergent, rinse before a disinfectant wipe is used		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spillages				
All surfaces that the 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction and place in the offensive waste bin (tiger bag)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any cloth and mop heads used for cleaning must be disposed of and should be placed into the offensive (tiger bag) waste bin provided		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Surfaces will require to be cleaned at the end of the session before the next session starts i.e. in between test group batches of Subjects		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D10 is used to disinfect the area	D10 is the standard cleaning agent used around the School site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Waste Management				
<p>The waste contractor is required to extend their current collection of general waste from the school, to include the waste generated from asymptomatic testing. As part of this, the waste collector may be asked by a school to:</p> <p><input type="checkbox"/> Provide extra wheelie bins for waste storage</p> <p><input type="checkbox"/> Provide extra bin bags, as required (tiger , yellow/clear, black)</p> <p><input type="checkbox"/> Collect waste regularly (frequency to be agreed with individual school)</p>	Investigated and arrangements will be put in place before mass testing starts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools are advised to package up the waste into 3 distinct bin bags	Understood and arrangements will be put in place before mass testing starts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The bags should be placed into a larger bin ready for collection by their waste contractor	Understood and arrangements will be put in place before mass testing starts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each large bin must be clearly labelled on which waste category it will have	Understood and arrangements will be put in place before mass testing starts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Waste is split into the following categories:</p> <p>Domestic / recycling (all packaging)→Black bag</p> <p>Chemical (swabs/cartridges/tissues)→Unmarked Yellow or Clear bag</p> <p>Offensive (PPE, cloths, mop heads)→Tiger bag</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
ACTION PLAN (insert additional rows if required)		To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name		Date	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>	
Is such a risk level deemed to be as low as reasonably practical?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Assessor(s):	Alan Wooley School Business Leader	Signature(s):			
Position(s):	Alan Coney Premises Manager				
Date:	22 January 2021	Review Date:	Continuous depending on Government guidance		
Distribution:					

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	
Possible	
Unlikely	
Remote	Less likely to occur



POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD