

## LFT (Rapid Testing in schools) ATS Site Specific

| Hazard/<br>Activity   | Persons<br>at Risk | Risk                  | Control measures in use   | Residual<br>risk rating<br>H / M / L | Further Action<br>Required |          |
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|   |                    |                       |   |                                      | YES                        | NO       |
| Week 1 Initial Testing from week beginning 8 <sup>th</sup> March                | Pupils<br>Staff    | Not competent to test | <ul style="list-style-type: none"> <li>• Planning support for schools will be provided by the central Estates and HR team</li> <li>• The testing workforce will be made up of paid agency staff via Hays recruitment, volunteers sought via the DFE 'How to buy Guide' or Academy staff.</li> <li>• Training has been provided, and ATT Academies will receive funding to help them with testing costs. This will be collated and claimed centrally via information provided by each academy.</li> </ul>  | Medium                               |                            | <b>N</b> |
| Commencement of Spring Term 2021 8 <sup>th</sup> March Testing Pupils for COVID | Pupils<br>Staff    | Risk of contact       | <ul style="list-style-type: none"> <li>• Staff to be trained in testing or assisting in testing of consenting pupils prior to March 8<sup>th</sup> return.</li> <li>• Testing will be completed on a rota basis by year group, with each pupil who tests negative returning to face to face education.</li> <li>• Those who do not consent will return immediately to Face-to-Face education and follow the ATT guidance for symptomatic pupils and confirmed cases and PHE/Guidance for self-isolation(10 days) and be referred to NHS Test and Trace</li> </ul> | Medium                               |                            | <b>N</b> |
| Prior to Commencement of Spring Term  | Pupils<br>Staff    | Risk of contact       | <ul style="list-style-type: none"> <li>• Pupils of vulnerable children, children of critical workers will have already accessed testing</li> </ul>  | High                                 |                            | <b>N</b> |

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| 2021 W/C 1 <sup>st</sup> March                          |                 |                   | <p>during the partial opening between January and March.</p> <ul style="list-style-type: none"> <li>• Testing taken place W/c 1<sup>st</sup> March which can count towards the three required tests these pupils must take before returning to face-to-face education.</li> </ul>   |      |  |          |
| Commencement of Spring Term 2021 15 <sup>th</sup> March | Pupils<br>Staff | Risk of infection | <ul style="list-style-type: none"> <li>• All pupils should return to on-site education with two test completed w/c March 15<sup>th</sup>.</li> <li>• those who test positive or are self-isolating will continue to receive remote/blended learning</li> </ul>  | High |  | <b>N</b> |
| Carrying out tests                                      | Pupils<br>Staff | Risk of infection | <ul style="list-style-type: none"> <li>• Carry out the tests as instructed in the Orange, Green and blue handbooks issued by DFE/ATT DOO and training received.</li> <li>• <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf</a></li> </ul> | High |  | <b>N</b> |
| Volunteers Helpers                                      | Pupils          | Not DBS checked   | <ul style="list-style-type: none"> <li>• Volunteers must have a current DBS if they are going to be alone with pupils.</li> <li>• If they are not DBS checked they must be supervised at all times and wear identification which highlights this (possibly a different coloured lanyard)</li> <li>• ATT guidance is to only use pre-approved volunteers via Hays recruitment central ATT HR or via DFE How to Buy Guide, further advice available from ATT HR</li> </ul>                              | High |  | <b>N</b> |
| Testing site set up                                     | Staff           | Risk of infection | <ul style="list-style-type: none"> <li>• Testing site must be in a suitable area of the academy</li> </ul>  | High |  | <b>N</b> |

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|  |  |  | <ul style="list-style-type: none"><li>• Flooring must be non-porous and the test site cleanable with the approved cleaning products</li><li>• Cleaning will be carried out by Vertas staff.</li><li>• ATS area must be well lit and have good airflow and no recirculation of air.</li><li>• Ambient temperature should be 15-30°C for the lateral flow devices to operate and 2-30°C for storing them.</li><li>• Registration desk at the first point where individual being tested would enter the test site.</li><li>• One-way direction of travel for pupils or staff being tested. If not possible, enough room should be provided for individuals being tested to exit the room whilst maintaining social distance.</li><li>• Test subject chairs in the swabbing bay should be minimum of 2m apart</li><li>• Each swabbing desk must have a processing desk close by – no more than 1m away. Recording desk to be located close by</li><li>• Clear division between swabbing and processing area. This should be clearly set out.</li><li>• Individuals being tested must not enter the processing area.</li><li>• All waste can be disposed of in standard black waste bags.</li><li>• Pupil who test positive via LFD Test must be picked up by parents and kept separate from the main academy population in a well vented area until they are collected.</li></ul> |  |  |  |
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| Information to Parents and Stakeholders | Parents Stakeholders | Lack of information | <ul style="list-style-type: none"> <li>• Relevant information is given to Parents and Stakeholders</li> <li>• Consent is required prior to testing of pupils</li> </ul>  | High |  | <b>N</b> |
| Privacy notice                          | Staff Pupils Parents | Data Breaches       | <ul style="list-style-type: none"> <li>• The privacy notice must be shared with Staff, Parents and Pupils regarding Data Protection.</li> </ul>  |      |  |          |
| <b>Roles for testing</b>                |                      |                     |  |      |  |          |
| Quality Lead/ Team Leader               | Staff Helper         | Infection Control   | <ul style="list-style-type: none"> <li>• Responsible for the overall on-site operations at the test site, including day-to-day workforce management. Ensure quality assurance, incidents, risks mitigation across the testing service</li> </ul> | High |  | <b>N</b> |
| Test Assistant                          | Staff Helper         | Infection Control   | <ul style="list-style-type: none"> <li>• Provides guidance and supervision to subjects on swabbing as requested. Collects completed swabs and pass them to the Processor. ensures cleaning of swabbing bays.</li> </ul>                          | High |  | <b>N</b> |
| Processor                               | Staff Helper         | Infection Control   | <ul style="list-style-type: none"> <li>• Prepares test sample for analysis, conducts processing of LFD and interprets result. Provides results to Results Recorder.</li> <li>• Ensures cleaning of processing bays.</li> </ul>                   | High |  | <b>N</b> |
| COVID-19 Coordinator                    | Staff Helper         | Infection Control   | <ul style="list-style-type: none"> <li>• Signs off and schedules testing activities; ensuring communications and consents are actioned; management of positive cases as per academy guidelines.</li> </ul>                                       | High |  | <b>N</b> |
| Registration Assistant                  | Staff Helper         | Infection Control   | <ul style="list-style-type: none"> <li>• Responsible for ensuring subjects have registered and distributing test kits on arrival.</li> <li>• Ensures orderly entry of subjects onto the testing site.</li> </ul>                                 | High |  | <b>N</b> |
| Results Recorder                        | Staff Helper         | Infection Control   | <ul style="list-style-type: none"> <li>• Collates results from Processor and uploads to digital solution.</li> </ul>   | High |  | <b>N</b> |

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|                            |              |                   | <ul style="list-style-type: none"> <li>• Further details on the digital solution will be provided in the 'How to' Guide provided separately</li> </ul>   |      |  |          |
| Cleaner                    | Staff Helper | Infection Control | <ul style="list-style-type: none"> <li>• Cleans the testing bays, and ensures waste is correctly disposed of, including working with clinical waste provider to dispose of clinical waste</li> </ul>   | High |  | <b>N</b> |
| Pupils self-swabbing       | Pupils       | Competences       | <ul style="list-style-type: none"> <li>• 11-15 year olds may self-swab (swab their own nose/throat) with supervision of an appropriate member of staff if they have the consent of their parent or guardian.</li> <li>• Young people aged 16+ may self-swab, provided staff are satisfied that they are 'Gillick Competent' (able to consent to their own medical treatment without parent or guardian present)".</li> </ul> | HIGH |  | <b>N</b> |
| Looked after Children      | Pupils       | No permissions    | <ul style="list-style-type: none"> <li>• For looked after children, local authorities may already have arrangements in place that cover medical treatment this may extend to this form of testing.</li> <li>• 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.</li> </ul>          | High |  | <b>N</b> |
| Pupils receiving LFD Tests | Pupils       | Risk of infection | <ul style="list-style-type: none"> <li>• Pupils will be offered two Lateral Flow Device (LFD) rapid tests spaced three to five days apart (minimum 3 days).</li> <li>• The LFDs provided are simple to use (pupils can swab themselves, with a trained person supervising them). They produce a result in around 30 minutes.</li> </ul>  | High |  | <b>N</b> |

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|                                   |       |                   | <ul style="list-style-type: none"> <li>• Anyone with a positive result will need to leave the academy and follow the self-isolation guidelines (currently 10 days).</li> <li>• Pupils who test positive must be collected by their parents and self-isolate for 10 days, if they develop symptoms during this time, they must begin the self-isolation period again for another 10 days.</li> <li>• Pupils who test positive at an ATS site must be kept in a well vented area separate to the main academy until they are collected by parents.</li> <li>• The ATS centre will be cleaned daily by our cleaning services partner Vertas, will ensure social distance is in place and that all staff wear and will not need to follow the ATT measures in place for medical fogging should a pupil show symptoms whilst in the classroom i.e. closure following any positive tests.</li> <li>• This will enable the testing to take place and enable those who test negative to return to face-to-face education where our standard Risk assessments and measures apply.</li> </ul> |      |  |          |
| Staff receiving LFT Tests at home | Staff | Risk of infection | <ul style="list-style-type: none"> <li>• All academies should offer regular twice weekly testing to their staff and to carry out LFT at home.</li> <li>• Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend the academy, although participation in testing is strongly encouraged.</li> <li>• Anyone with a positive result will be required to stay at or if already on site go home immediately.</li> </ul>   | High |  | <b>N</b> |

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|  |       |                   | <p>The person is required to isolate for 10 days from the date of the positive LFT (with the test date being day 0). The legal duty to self-isolate is triggered by a positive LFT. It is also necessary for the setting to isolate any close contacts of the case for the 48 hours prior to the LFT test being conducted. This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines</p>   |      |  |          |
| Staff receiving LFD Tests at home                                | Staff | Risk of infection | <ul style="list-style-type: none"> <li>• Anyone with a positive result will need to take a confirmatory Polymerase Chain Reaction test,</li> <li>• If the confirmatory PCR test is positive, the person is required to continue to isolate for the 10-day period. If the confirmatory PCR test is negative, the person can end isolation and return to their normal routine.</li> <li>• It is necessary for the setting to isolate close contacts of the case for the 48 hours prior to the LFT being conducted. A negative PCR would allow the close contacts to end isolation so we would advise that the wording used allows this is an option.</li> <li>• Should the person go on to develop symptoms during the isolation period, the isolation period will restart from the first day symptoms appear.</li> </ul> | High |  | <b>N</b> |
| Testing Staff who have recently returned after a positive result | Staff | False Positives   | <ul style="list-style-type: none"> <li>• If staff have recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity.</li> <li>• These people are exempt from testing by both PCR and LFT within 90 days of a positive test, unless they develop new symptoms.</li> </ul>   | HIGH |  | <b>N</b> |

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|   |                           |  | <ul style="list-style-type: none"> <li>• However, they may choose to take a LFT after the isolation period. If found positive on LFT, they will be required to self-isolate for 10 days or longer if symptomatic. This should only be done after completion of the required self-isolation period.</li> <li>• A new LFT must not be taken whilst the person is still within a period of isolation. If symptoms (other than cough or a loss of, or change in, your normal sense of taste or smell) persist for longer than 10 days, this isolation period could be longer.</li> <li>• Further PCR tests, within 90 days of a positive test result, should only be obtained where the person develops a new incidence of symptoms.</li> </ul> |        |  |          |
| Concerns or issues regarding testing and COVID                          | Staff                     | Complaints or concerns   | <ul style="list-style-type: none"> <li>• Academies in England can raise questions, concerns or report issues, via the DfE coronavirushelpline:08000 468687 or at RapidTesting.SCHOOLS@education.gov.uk.</li> </ul>  | Medium |  | <b>N</b> |
| Contact between subjects increasing the risk of transmission of COVID19 | Staff<br>Pupils<br>Others | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> <li>• <b>Asymptomatic:</b> All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</li> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> </ul>   | High   |  | <b>N</b> |

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|  |  |  | <ul style="list-style-type: none"><li>• Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li><li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</li><li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / staff.</li><li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li><li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by staff.</li><li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management &amp; sampling staff.</li><li>• A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</li><li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li><li>• Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</li></ul> |  |  |  |
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| Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration | Staff<br>Pupils<br>others | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> <li>• All staff will be wearing a face mask and shield while carrying out this task.</li> <li>• Hand sanitiser to be made available and used on a regular basis.</li> <li>• Ventilation required at all times.</li> <li>• Base layers are advised to be worn in the event of adverse temperatures.</li> </ul>  | High |  | <b>N</b> |
| Contact between subject and sampler increasing the transmission of COVID19: Sample taking                 | Staff<br>Pupils<br>others | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> <li>• All staff will be wearing a face mask and shield while carrying out this task.</li> <li>• Hand sanitiser to be made available and used on a regular basis.</li> <li>• Ventilation required at all times.</li> <li>• Base layers are advised to be worn in the event of adverse temperatures.</li> <li>• Where possible samples will be taken by person undertaking the test and not required by staff.</li> <li>• If staff have to undertake the role of sampler, they must have received training / guidance and wear the appropriate PPE which is disposed of after each test conducted by staff.</li> </ul> |      |  |          |
| Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport    | Staff<br>Pupils<br>others | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> <li>• The test centre area will be as close as possible to the area being utilised to carry out tests.</li> <li>• Person taking tests to the area must wear PPE and sensible footwear to reduce slip and trips.</li> <li>• <b>They must sanitise their hands on a regular basis both on leaving and entering the ATS centre</b></li> </ul>   | High |  | <b>N</b> |

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| Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.   | Staff<br>Pupils<br>others | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> <li>• Training and guidance adhered to at all times.</li> <li>• They must ensure full PPE is worn and cleaning of the area on a regular basis.</li> <li>• Sensible footwear to be worn to reduce risk of slips and trips.</li> </ul> | High |  | <b>N</b> |
| Incorrect result communication   | Staff<br>Pupils<br>others | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> <li>• If in the event of an incorrect result communication the guidance must be followed and the person / parents contacted as quickly as possible.</li> <li>•</li> </ul>  | High |  | <b>N</b> |
| Damaged barcode, lost LFD, failed scan of barcode  | Staff<br>Pupils<br>others | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> <li>• If any of the information is missing or damaged the test must be redone and the damaged testing equipment reported to the required agencies.</li> </ul>  | High |  | <b>N</b> |
| Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), | Staff<br>Pupils<br>others | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> <li>• All staff and others to ensure they are following all the guidelines and in the event of a spillage to follow procedures stated in guidance.</li> </ul>  | High |  | <b>N</b> |

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| NaH <sub>2</sub> PO <sub>4</sub><br>(sodium phosphate monobasic),<br>NaCl<br>(Sodium Chloride) |                           |                              |   |      |  |          |
| Occupational illness or injury   | Staff<br>Others           | Mental Health and well-being | <ul style="list-style-type: none"> <li>• Management to carry out regular welfare checks on all staff either working in the academy and at home.</li> <li>• Provided up to date information</li> </ul>   | High |  | <b>N</b> |
| Manual handling  | Staff                     | Injuries                     | <ul style="list-style-type: none"> <li>• Staff are informed to take care when carrying out manual handling tasks.</li> <li>• Staff have received awareness training which can be accessed via LMS every training</li> </ul>                           | High |  | N        |
| Unauthorised access by members of the public   | Staff<br>Pupils<br>others | Security breaches            | <ul style="list-style-type: none"> <li>• The academy building is secured and no access will be permitted for unauthorised visitors.</li> </ul>  | High |  | N        |
| Uneven surfaces (floor protection in the Testing and Welfare areas)                            | Staff<br>Pupils<br>others | Slips<br>Trips<br>Falls      | <ul style="list-style-type: none"> <li>• The testing area is in a good condition and no obvious areas which can contribute to slips trips and falls.</li> <li>• Vertas to complete regular floor cleaning carried out when heavy footfall.</li> </ul> | High |  | N        |
| Stairs to / from sample processing / registration area and welfare space                       | Staff<br>Pupils<br>others | Slips<br>Trips<br>Falls      | <ul style="list-style-type: none"> <li>• Stairs will be kept as dry as possible if accessing the test centre.</li> <li>• Stairs in these areas will be cleaned regularly</li> </ul>   | High |  | N        |

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| Inclement weather   | Staff<br>Pupils<br>others | Slips<br>Trips  | <ul style="list-style-type: none"> <li>• Staff and pupils will be informed to wipe feet before entering the academy building.</li> <li>• Mats available at entrances to mop up any liquid from footfall.</li> </ul>   | High |  | N |
| Electrical safety / plant & equipment maintenance<br>Defective electrical equipment | Staff<br>Pupils<br>others | Electric Shock  | <ul style="list-style-type: none"> <li>• All electrical equipment is checked prior to use and PAT tested on a regular basis.</li> <li>• Any issues with equipment it will be immediately taken out of use.</li> </ul>   | High |  | N |
| Use of shared equipment   | Staff<br>Pupils<br>others | Contamination   | <ul style="list-style-type: none"> <li>• Any equipment which is shared must be sanitised on a regular basis.</li> </ul>   | High |  | N |
| Incorrect result communication  | Staff<br>Pupils<br>others | Wrong samples or miscoding of results   | <ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to subject at check in</li> <li>• The subject registers their details to a unique ID barcode before conducting the test</li> <li>• Barcodes are attached by trained staff at the sample collection bay.</li> <li>• Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul> | High |  | N |
| Damaged barcode, lost LFD, failed scan of barcode                                   | Staff<br>Pupils<br>others | Orphaned record on registration portal & No result communicated to individual | <ul style="list-style-type: none"> <li>• Rule based recall of subjects who have not received a result within 2 hrs of registration<br/>Subjects are called for a retest</li> </ul>  | High |  | N |

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| <p>Extraction solution which comes with the lab test kit contains the following components: <math>\text{Na}_2\text{HPO}_4</math> (disodium hydrogen phosphate), <math>\text{NaH}_2\text{PO}_4</math> (sodium phosphate monobasic), <math>\text{NaCl}</math> (Sodium Chloride)</p> | <p>Staff<br/>Pupils<br/>others</p> | <p>These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</p> | <ul style="list-style-type: none"> <li>• PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</li> <li>• Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution.</li> <li>• Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li>• <b>Environmental:</b> do not let product enter drains</li> <li>• <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>• Do not use if the solution has expired.</li> <li>• Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> <li>• Vertas to handle all waste removal of ATS sites at ATT academies</li> </ul> | <p>High</p> |  | <p>N</p> |
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| Advice on symptoms | Staff<br>Pupils<br>Others | Unknown symptoms   | <ul style="list-style-type: none"> <li>• Anyone with one or more of symptoms of coronavirus - a high temperature, a new continuous cough; or a</li> <li>• loss or change in sense of smell or taste - should self-isolate and book a test or call 119 in England</li> </ul> | High |  | N |
| Issues with media  | Staff                     | Negative publicity | <ul style="list-style-type: none"> <li>• If you have an urgent media query or you or your academy is approached by a member of the media, please contact the Department of Health and Social Care press office in the first instance.</li> </ul>                            | High |  | N |