

Activity/ Situation	General and Clinical Activities on the Asymptomatic Testing Site			
Location				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" 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
<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>				
<p>Inadequate Staffing/Information/Instruction/Training</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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Covid Coordinator/Team Leader is Lynn Riley-Fox and Tom Kelly	Responsible for the overall on-site operations at the test site, including day-to-day workforce management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The nominated Quality Lead is Lynn Riley Fox	This individual will have accountability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	for the quality of the service within the context of a non-laboratory environment testing			
Queue Coordinator in place each day	Ensures orderly entry of subjects onto the testing site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registration Assistant in place each day	Responsible for ensuring subjects have registered and distributing test kits on arrival	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One or more Test Assistants in place each day	Provides guidance to subjects on swabbing as requested and ensures cleaning of booths or sample collection station.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One or more Processing Operatives in place each day	Prepares test sample for analysis and interprets result	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results Recorder in place each day	Collates results from Processing Operatives and uploads to digital solution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaner(s) on site and available to be called upon at the time of testing	Keeps the test site clean to prevent cross contamination and Spread of Covid 19	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff have watched the approved video package which demonstrates how physical tests are conducted		<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 equipment, including the proper procedure for donning and doffing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff have undertaken several tests under supervision		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly (minimum six monthly) undertaking updated online training to ensure standards are		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

adhered to and any new requirements are included. Or as required should new training modules be provided				
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	Symptomatic individuals are advised to book a PCR test on the NHS App, online or by calling 119	<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	https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control	<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	Sites will display appropriate signage, including: 1. Hand washing 2. Respiratory hygiene - 'Catch it, bin it, kill it' 3. Personal Protective Equipment (PPE) (Donning and Doffing) 4. Social distancing: All workers should always remain 2 metres apart where possible, in accordance with government guidance 5. Equipment distancing and cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	6. Effective segregation and disposal of waste			
All staff members are encouraged to not neglect the importance of hand hygiene, not to touch their face whilst working with samples, and importantly stay at home if they develop COVID-19 related symptoms		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing booths or sample collection areas are equipped with hand sanitiser dispensers for use throughout the testing process	In accordance with guidance from the WHO 2020 – effective alcohol-based hand rub products should contain between 60% - 80% of alcohol and its efficacy should be proven according to EN1500	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will focus on maintaining social distancing when communicating with subjects		<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)		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The manufacturer's instructions for use are shared with all relevant members of staff	Innova SARS-Cov-2 Antigen Test IFU	<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	Gym: one way system and separate entrance/exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient space for appropriate social distancing	Where space is limited, test queues should be managed safely to avoid disruption – seating/waiting area well separated from testing area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Site contains easy to clean floor and surfaces		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Site has resistant, non-absorbent, non-porous flooring		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

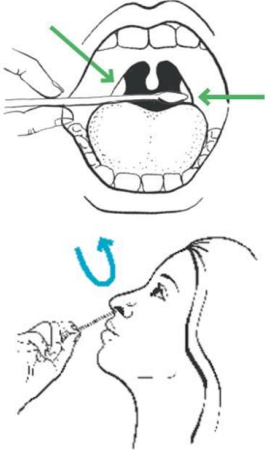
Airflow and ventilation is natural not recirculated air		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ambient temperature of 15-30 C maintained in Test Room		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One-way flow from entry to exit in place as much as possible		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals being tested must not enter the processing area		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	Fire, health and safety, and evacuation routes should be clearly marked in line with the rest of the building	<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	Test site and non-healthcare BAU waste should be segregated in accordance with the waste management section	<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 needs to be for weekly testing and for daily contact testing component of the programme (if this is initiated)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School will need to identify the contacts of a confirmed case		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

guidelines and are legally obliged to self-isolate according to the advice given to them by the NHS Test and Trace service				
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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		<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	The setting will need to decide whether the pupil can reasonably provide informed consent on their own behalf and may need to consider undertaking a Mental Capacity Assessment if appropriate. Settings may want to draw on any MCAs completed for the student previously, including referring to parents if the parent has acted as the Appropriate Person for previous decisions. Students themselves should be given the opportunity to express their views and preferences to the extent that they are able. Schools should keep a record of how the decision on consent was made. If school has any queries they should seek their own legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	advice on the particular circumstances			
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	Swabbing is a relatively safe procedure that does not need to be carried out by a clinician. The schools/ colleges should ensure that the person undertaking swabbing have been trained and assessed as competent to undertake swabbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building	Individuals should not attend a test site unless wearing an appropriate face covering. Face coverings are not required for individuals who: • cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability • speak to or provide assistance to someone who relies on lip reading, clear	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	sound or facial expression to communicate			
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		<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 reception, queue management & sampling staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects		<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	Tests can be registered via the Lite Registration service in the following timescales: <input type="checkbox"/> up to 24 hours before a test <input type="checkbox"/> up to 24 hours after a test for a positive or void result <input type="checkbox"/> up to 7 days after a test for a negative result	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.	Processing Operatives should wear apron/visor and mask	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	sessionally and change gloves between samples			
School ensures that Cleaning Staff wear disposable gloves, disposable plastic aprons, Fluid-resistant (Type IIR) surgical mask (FRSM) and eye protection.	Cleaners need to change gloves and apron if cleaning a spillage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that Test Assistant(s) wear Fluid-resistant (Type IIR) surgical masks (FRSM)	In this SOP the Test Assistant is not administering the swab and is only supervising, therefore Test Assistants do not need to wear apron, gloves and visor, but they need immediate access to gloves if intervening	<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)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that Registration Assistant(s) wear Fluid-resistant (Type IIR) surgical masks (FRSM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that the Results Recorder wears Fluid-resistant (Type IIR) surgical masks (FRSM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Results Recorders handle LFD cartridges, they wear gloves on sessional basis		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that the Supplies Coordinator wears Fluid-resistant (Type IIR) surgical masks (FRSM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that the Queue Coordinator wears Fluid-resistant (Type IIR) surgical masks (FRSM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable gloves are single use and are changed after each test		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable aprons are replaced after each testing session		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fluid-resistant (Type IIR) surgical masks (FRSM) are replaced after each testing session		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye protection is replaced after each testing session		<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		<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	The subject should also be informed that the swab may	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	sometimes make them gag and they should use a sick bowl for any expectoration or vomit			
Subject is given a sealed sterile swab directed to a sample collection booth from the check-in zone		<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		<input checked="" 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		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The swab is removed from sterile packaging by the subject		<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		<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 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	The swab will be invalid if it touches these parts during or after sampling and it must be put in healthcare (chemical) waste container and a fresh swab selected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Note: Where there are physical/medical issues or an individual has a very sensitive gag reflex that prohibits the throat swab from being completed successfully, double nasal swabbing can be undertaken. Under circumstances, where a nasal swab is not feasible (e.g. a student is prone to nasal bleeds), it is acceptable to swab only the back of the throat without nostrils	<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 with the cotton bud end facing down	Note: The subject should not grasp the cotton bud end, which has been in contact with the tonsils and nostril	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject will put back on their face covering and leave the site		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Processing Operative only processes one sample at a time and watch not more than 5-6 samples at a time		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The Processing Operative will receive the barcode directly from the subject</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The Processing Operative will remove the LFD device from the pouch and apply the barcode to the underside of the LFD cartridge</p>	<p>LFD cartridges should be used as soon as possible after opening the pouches in which they are supplied.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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>	<p>Do not let the buffer bottle touch the edge of the tube. The extraction solution bottle should be decontaminated with anti-viral using wipes between samples to prevent cross-contamination</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


<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>h) If the cartridge appears dry, the subject will need to be recalled for a further sample to be taken.</p> <p>i) If needed, move the cartridge to a defined processing space for reading and leave for between 20-30 minutes as below.</p>	The LFD movement should be kept to a minimum and where it is required to be moved, keep horizontal using a tray			
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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		<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The tray is wiped and the wipe is disposed of as healthcare waste		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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		<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	While awaiting PCR results they'll only need to self-isolate if 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 or someone who tested positive	<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		<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)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject should follow the instructions given to take the follow-up test	They should go to https://www.gov.uk/get-coronavirus-test to book a follow-up test on the same day or as soon as possible. They	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	should choose to visit a test site (preferably regional testing site (RTS) or mobile testing unit (MTU), as these are drive-through and allow safe travel without the risk of spreading the infection from people who have tested positive on LFD test and are faster than requesting a home test.			
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	They should only leave home for their follow-up test, if needed	<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	Contacts should self-isolate from this point.	<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), 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who have tested positive should not travel home using public transport	Exceptionally the local authority may	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	be able to help source a suitable vehicle which would provide appropriate protection for the driver			
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	If a cover is used silicone option is preferable as it is more user friendly and will last longer than the plastic versions	<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)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An equipment cleaning regime is in place and clearly communicated		<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		<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	As a minimum frequently touched surfaces should be cleaned twice a day, and one of these should be at the beginning or the end of the working day	<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	In accordance with NHS guidance 'Cleaning and Disinfection process COVID -19' there should be no subject contact within 2m	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When entering an active test area cleaners ensure that the listed PPE is worn	See below	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid mixing cleaning products together as this can create toxic fumes		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid creating splashes and spray when cleaning		<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		<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 enveloped 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Waste Management				
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: <input type="checkbox"/> Provide extra wheelie bins for waste storage <input type="checkbox"/> Provide extra bin bags, as required (tiger , yellow/clear, black) <input type="checkbox"/> Collect waste regularly (frequency to be agreed with individual school)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools are advised to package up the waste into 3 distinct bin bags	Bags will be distributed to schools and colleges from a central source	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each large bin must be clearly labelled on which waste category it will have		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste is split into the following categories: Domestic / recycling (all packaging)→Black bag		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chemical (swabs/cartridges/tissues)→Unmarked Yellow or Clear bag Offensive (PPE, cloths, mop heads)→Tiger bag				
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 checked="" type="checkbox"/>	Med <input 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 checked="" 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 checked="" type="checkbox"/>	Low <input type="checkbox"/>	
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" 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):	T.KELLY Headteacher		Signature(s):	T.KELLY
Position(s):				
Date:	25.1.21		Review Date:	22.2.21
Distribution: Website				

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		LIKELIHOOD	
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓
Moderate	RIDDOR reportable over 7 day injury	Possible	
Minor	Minor injury (requiring first aid)	Unlikely	Less likely to occur
Insignificant	Minor injury	Remote	

POTENTIAL OUTCOME		LIKELIHOOD				
Catastrophic						
Major						
Moderate						
Minor						
Insignificant						
		Remote	Unlikely	Possible	Likely	Highly Likely