

LFT (Testing in schools)

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Critical and Key worker Pupils/ vulnerable students requiring tests	Pupils Staff	Not competent to test	Planning support for schools will be provided. The testing workforce will be made up of paid agency staff, volunteers or school staff Training will be provided and will receive funding to help them with testing costs.	L	Y	
Carrying out tests	Pupils Staff	Risk of infection	Carry out the tests as instructed in the handbook and training received. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf	L	Y	
Volunteers Helpers	Pupils	Not DBS checked	Volunteers will be required to have a current DBS if they are going to be alone with pupils. If they are not DBS checked they must be supervised at all times and wear identification which highlights this (possibly a different coloured lanyard)	L	Y	
Testing site set up	Staff	Risk of infection	Testing site must be in a suitable area of the school Flooring must be non-porous and the test site cleanable with the approved cleaning product Must be well lit and have good airflow with no recirculation of air Ambient temperature should be 15-30°C for the lateral flow devices to operate and 2-30°C for storing them Registration desk at the first point where individual being tested would enter the test site	L	Y	

			<p>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</p> <p>Test subject chairs in the swabbing bay should be minimum of 2m apart</p> <p>Each swabbing desk must have a processing desk close by – no more than 1m away. Recording desk to be located close by</p> <p>Clear division between swabbing and processing area. This should be clearly set out. Individuals being tested must not enter the processing area.</p> <p>Further information on waste disposal will be provided shortly</p>			
Information to Parents and Stakeholders	Parents Stakeholders	Lack of information	Relevant information is given to Parents and Stakeholders Consent is required prior to testing of pupils	L	Y	
Privacy notice	Staff Pupils Parents	Data Breaches	The privacy notice must be shared with Staff, Parents and Pupils regarding Data Protection.	L	Y	
Roles for testing						
Quality Lead/ Team Leader	Staff Helper	Infection Control	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	L	Y	
Test Assistant	Staff Helper	Infection Control	Provides guidance and supervision to subjects on swabbing as requested. Collects completed swabs and pass them to the Processor. Ensures cleaning of swabbing bays.	L	Y	

Processor	Staff Helper	Infection Control	Prepares test sample for analysis, conducts processing of LFD and interprets result. Provides results to Results Recorder. Ensures cleaning of processing bays.	L	Y	
COVID-19 Coordinator	Staff Helper	Infection Control	Signs off and schedules testing activities; ensuring communications and consents are actioned; management of positive cases as per school and college guidelines.	L	Y	
Registration Assistant	Staff Helper	Infection Control	Responsible for ensuring subjects have registered and distributing test kits on arrival. Ensures orderly entry of subjects onto the testing site.	L	Y	
Results Recorder	Staff Helper	Infection Control	Collates results from Processor and uploads to digital solution. Further details on the digital solution will be provided in the 'How to' Guide provided separately	L	Y	
Cleaner	Staff Helper	Infection Control	Cleans the testing bays, and ensures waste is correctly disposed of, including working with clinical waste provider to dispose of clinical waste	L	Y	
Pupils self-swabbing	Pupils	Competences	11-15 year olds may self-swab (swab their own nose/throat) with supervision of an appropriate member of staff if they have the consent of their parent or guardian. Young people aged 16+ may self-swab, provided staff are satisfied that they are 'Gillick Competent' (able to consent to their own medical treatment without parent or guardian present)".	L	Y	
Looked after Children	Pupils	No permissions	For looked after children, local authorities may already have arrangements in place that cover medical treatment, which may extend to this form of testing. Where that is not the case, parental consent should be secured via the child's social worker, who may need to contact the birth parents or other persons who hold parental responsibility.	L	Y	
Pupils and Staff coming into close	Pupils Staff	Risk of spread of infection	Pupils, and staff will be tested if they come into contact with a positive case. This new approach, known as 'serial	M	Y	

contact with person tested positive for COVID			contact testing', will allow those who are in close contact with someone who has tested positive for COVID-19 to return to school if they agree to be tested for 7 days* following last contact with a positive case. If they do not agree to be tested, they must remain at home and self isolate.			
Pupils receiving LFD Tests	Pupils	Risk of infection	Pupils will be offered two Lateral Flow Device (LFD) rapid tests spaced three to five days apart (minimum 3 days). 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. Anyone with a positive result will need to leave school, take a confirmatory Polymerase Chain Reaction (PCR) test and follow the self-isolation guidelines (currently 10 days). This approach will allow those (pupils, and staff) who are in close contact with someone who has tested positive for COVID-19 to return to school if they agree to be tested for 7 days following their last contact with a positive case	L	Y	
Staff receiving LFD Tests	Staff	Risk of infection	School staff will be offered one test in the first week and weekly thereafter as part of the longer-term routine testing programme. Anyone with a positive result will need to leave school, take a confirmatory Polymerase Chain Reaction (PCR) test and follow the self-isolation guidelines (currently 10 days). This approach will allow those (pupils, and staff) who are in close contact with someone who has tested positive for COVID-19 to return to school if they agree to be tested for 7 days following their last contact with a positive case	L	Y	

Concerns or issues regarding testing and COVID	Staff	Complaints or concerns	Schools and colleges in England can raise questions, concerns or report issues, via the DfE coronavirus helpline:08000 468687 or at RapidTesting.SCHOOLS@education.gov.uk.	L	Y	
Contact between subjects increasing the risk of transmission of COVID19	Staff Pupils Others	Transmission of the virus leading to ill health or potential death	<p>Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</p> <p>Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</p> <p>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</p> <p>Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / staff.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by staff.</p> <p>Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff.</p>	M	Y	

			<p>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.</p> <p>Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</p>			
Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration	Staff Pupils others	Transmission of the virus leading to ill health or potential death	<p>All staff will be wearing a face mask / shield while carrying out this task</p> <p>Hand sanitiser to be made available and used on a regular basis.</p> <p>Ventilation required at all times.</p> <p>Base layers are advised to be worn in the event of adverse temperatures.</p>	M	Y	
Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Staff Pupils others	Transmission of the virus leading to ill health or potential death	<p>All staff will be wearing a face mask / shield while carrying out this task</p> <p>Hand sanitiser to be made available and used on a regular basis.</p> <p>Ventilation required at all times.</p> <p>Base layers are advised to be worn in the event of adverse temperatures.</p> <p>Where possible samples will be taken by person undertaking the test and not required by staff.</p> <p>If staff have to undertake sample they must have received training / guidance and wear the appropriate PPE which is disposed of after each test conducted by staff.</p>	M	Y	
Contact between sample and test centre runner	Staff Pupils others	Transmission of the virus leading to ill	The test centre area will be as close as possible to the area being utilised to carry out tests.	M	Y	

increasing the transmission of COVID19: Sample transport		health or potential death	Person taking tests to the area must wear PPE and sensible footwear to reduce slip and trips. They must sanitise their hands on a regular basis			
Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Staff Pupils others	Transmission of the virus leading to ill health or potential death	Training and guidance adhered to at all times They must ensure full PPE is worn and cleaning of the area on a regular basis. Sensible footwear to be worn to reduce risk of slips and trips.	M	Y	
Incorrect result communication	Staff Pupils others	Transmission of the virus leading to ill health or potential death	If in the event of an incorrect result communication the guidance must be followed and the person / parents contacted as quickly as possible.	L	Y	
Damaged barcode, lost LFD, failed scan of barcode	Staff Pupils others	Transmission of the virus leading to ill health or potential death	If any of the information is missing or damaged the test must be redone and the damaged testing equipment reported to the required agencies.	L	Y	
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄	Staff Pupils others	Transmission of the virus leading to ill health or potential death	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.	L	Y	

(disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)						
Occupational illness or injury	Staff Others	Mental Health and well-being	Management to carry out regular welfare checks on all staff either working in school and at home Provided up to date information	L	Y	
Manual handling	Staff	Injuries	Staff are informed to take care when carrying out manual handling tasks Staff have received awareness training	L	Y	
Unauthorised access by members of the public	Staff Pupils others	Security breaches	The school building is secured and no access will be permitted for unauthorised visitors.	L	Y	
Uneven surfaces (floor protection in the Testing and Welfare areas)	Staff Pupils others	Slips Trips Falls	The testing area is in a good condition and no obvious areas which can contribute to slips trips and falls. Regular floor cleaning carried out when heavy footfall.	L	Y	
Stairs to / from sample processing / registration area and welfare space	Staff Pupils others	Slips Trips Falls	Stairs will be kept as dry as possible if accessing the test centre	L	Y	

Inclement weather	Staff Pupils others	Slips Trips	Staff and pupils will be informed to wipe feet before entering school building. Mats available at entrances to mop up any liquid from footfall.	L	Y	
Electrical safety / plant & equipment maintenance Defective electrical equipment	Staff Pupils others	Electric Shock	All electrical equipment is checked prior to use and PAT tested on a regular basis. Any issues with equipment it will be immediately taken out of use.	L	Y	
Use of shared equipment	Staff Pupils others	Contamination	Any equipment which is shared must be sanitised on a regular basis.	L	Y	
Incorrect result communication	Staff Pupils others	Wrong samples or miscoding of results	2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station	L	Y	
Damaged barcode, lost LFD, failed scan of barcode	Staff Pupils others	Orphaned record on registration portal & No result communicated to individual	Rule based recall of subjects who have not received a result within x hrs of registration Subjects are called for a retest	L	Y	
Extraction solution	Staff Pupils others	These components	PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all	L	Y	

<p>which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>		<p>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,</p>	<p>times when handling the extraction solution. 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. Impervious clothing to be worn to protect the body from splashes or spillages. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures Do not use if the solution has expired Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</p>			
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		carcinogenicity , and medical conditions aggravated by exposure.				
Advice on symptoms	Staff Pupils Others	Unknown symptoms	Anyone with one or more of symptoms of coronavirus - a high temperature, a new continuous cough; or a loss or change in sense of smell or taste - should self-isolate and book a test or call 119 in England	L	Y	
Issues with media	Staff	Negative publicity	If you have an urgent media query or you or your school is approached by a member of the media, please contact the Department of Health and Social Care press office in the first instance.	L	Y	

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