

# **Covid 19 Secure Strategic Risk Assessment Lateral Flow Device Testing (LFDT) Secondary Academies**

*July 2021* (V07: 19/07/21)

*United by our values, we place children and  
young people first in everything we do*

**Why is this document needed? Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators**

**Note:** This Risk Assessment should be read in conjunction with CLT Covid 19 Secure Risk Register and associated documentation/guidance from PHE and DFE Gov.uk. All aspects mandated by PHE and HSE are included and additional risk mitigation aspects have been added by City Learning Trust to support specific aspects for City Learning Trust sites, programme teams and academy communities.

All aspects of Covid 19 Secure Risk management is consistent with:

- creating a culture of risk awareness throughout the organisation
- adopting an active, pro-active focused and proportionate approach, to ensure that the putting in place and maintaining of controls and contingency plans are appropriate and highly effectively in swiftly addressing risks to health, the likelihood of a risk happening and the potential impact if it does
- increasing, rather than reducing, innovation in response
- compliance with public health and government guidance, laws and regulations

**Process:**

There are four fundamental stages to the risk management process:

1. Identifying risks: having a process for identifying the risks that face the Trust
2. Assessing risks: assessing the probability and impact of those risks enabling management action to be prioritised
3. Addressing risks: putting in control measures to reduce risk.
4. Monitoring risks: pro-actively managing the risks and ensuring risks are regularly reviewed and mitigation is updated as needed.

Risk management is an inclusive process as it is the staff who best understand the risks the organisation faces and they will be key to the management of those risks. Feedback from the staff through the Central Team and Academy sites structure will help with the risk identification and mitigation. The responsibility for assessing, addressing and monitoring the risks will lie with the Executive (ELG), Senior Leadership team (SLG) and the HR Director. The Risk Register will be reviewed in detail through Audit & Risk procedures.

**Levels of risk:**

A current rating is given on the Red/Amber/Green (RAG) rating system based on the level of overall risk. Level of risk is identified by the potential impact and the likelihood of occurrence. Both are allocated a 5-point scale where 5 is the highest risk and 1 the lowest risk. The two factors are then multiplied together to give an overall rating. Where the level of risk has changed since the register was last reviewed, the previous number is indicated in brackets.

The RAG rating is assigned as follows:

Score:	Colour:
1-6	
7-8	
9-12	
13-19	
20-25	

Risk Status Key:	
Code:	Meaning:
Inc	Increasing
Stable	Static, no change
Dec	Decreasing

\* Numbers in brackets refer to level of risk as of previous review and indicate whether the level has gone up or down. If there are no numbers in brackets, the level risk has not changed.

**Reviews** – this Risk Assessment should be reviewed at intervals no greater than 1 month initially across the first 3 months of the programme launch. This can then move to a 12 month review (*or sooner when there are changes in operational procedure, personnel, the work environment or following an incident.*) As any updates are made, this will be recorded by Version control numbers/dated re-circulation.

Review date	Comments	Reviewed by	Signature
28 <sup>th</sup> January 2021	In line with government update on pausing of confirmatory PCR tests.	S. Bates	S. Bates.
25 <sup>th</sup> February 2021	In line with Government announcement for wider opening of schools on 8 <sup>th</sup> March and roll out of home testing for secondary staff and students.	S. Bates	S. Bates.
12 <sup>th</sup> April 2021	In line with Government ‘road map’ updates (April 21) and in recognition of move to home testing as the main approach.	S. Bates	S. Bates.
13 <sup>th</sup> May 2021	Checked against updated guidance for 17 <sup>th</sup> May 21 onwards	S. Bates	S. Bates
7 <sup>th</sup> July 2021	Checked against updated guidance 6 <sup>th</sup> July 21, linked to step 4 of the Government Road Map and released restrictions for schools from 19 <sup>th</sup> July 2021.	S. Bates	S. Bates.

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## July 2021 Key Updates

**Academy Leaders have been advised with regard to updates released by Government on 6<sup>th</sup> July 2021, with regards to:**

- Testing across the summer holiday, who this continues for/who this is paused for,
- On site testing for all students at the start of the Autumn Term.
- Resuming twice weekly home testing for all students/staff engaged in the programme in the Autumn Term.

**Summary changes are below:**

**Testing for the remainder of the Summer term:**

Leading up to the summer holidays, test kits should continue to be made available to staff and students to test twice weekly at home

Further information about at home testing can be found in the **Digital Platform Resources: RP76. Blue How to Guide**

**Testing over the Summer Holidays:**

- If your secondary school or college is open over the summer holiday, any staff or students attending the setting should continue to test twice weekly at home
- There is no need for staff or students who aren't attending their setting to continue testing during this period
- There is no need for primary age children (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.
- All the information you need on testing over the summer holidays, including on how to order test tests and when deliveries of test kits will be made can be found in the **Digital Platform Resources: RP90-6. Orange Why, who, what, when Guide.**

**Testing from the start of the new academic year**

**Autumn term:**

- Testing from the new academic year is subject to the latest public health advice.
- Plan to test secondary age pupils/students (11+ to 19+) on their return to school and FE colleges after the summer holidays on site twice, three to five days apart using your Asymptomatic Testing Site. To support onsite testing of students on return in Autumn, a '**Bulk Upload**'
- **process has been improved to enable the upload of up to 100 test kit registrations and test results at a time.** Further information about how to prepare for this can be found on slide 14 and in the **Digital Platform Resources:** Digital handbook
- Prepare to resume twice weekly testing at home for your staff from the start of the autumn term
- Prepare to resume twice weekly testing at home for your students, once they have taken two tests on site at school or college
- All the information you need on testing from the Autumn term can be found in the **Digital Platform Resources: RP90-6. Orange Why, who, what, when Guide.**
- Further information about setting up and running an Asymptomatic Test Site can be found in the **Digital Platform Resources: RP03. Green Guide.**

## SECTION A: HOME TESTING FOR STAFF AND STUDENTS

### PLANNING THE ASYMPTOMATIC HOME TESTING PROGRAMME

Risk No	Risk Name (briefly describe the risk)		Probability (1-5)	Impact (1-5)	Total Risk (probability x impact)	Responsibility	Monitoring	Dates for review
LFT1	Planning for effective implementation of the LFT Home Testing Programme is ineffective, resulting in low mitigation of risk to academy workforce and community.	Pre-mitigation	4	5	20	Principals	ELG/SLG	<ul style="list-style-type: none"> <li>Weekly monitoring and review of data, including any required reporting.</li> <li>Review/update in line with PHE guidance</li> </ul>
		Post-mitigation	1	5	5 (Dec)	Covid Co-ordinator		

**MITIGATION STRATEGIES:** Asymptomatic home testing for staff/students in secondary academies, will follow all Government and Public Health England guidance and protocols and is subject to this separate Risk Assessment which will be further supportive to and supported by the main CLT Covid 19 Risk Strategy.

#### Deliveries of Tests for home testing

- Test kits can be re ordered every 10 calendar days from the order coronavirus (COVID 19) test kits for your organisation. <https://request-testing.test-for-coronavirus.service.gov.uk/>
- The number of test kits that are delivered will be based on the number of staff and students that you said you needed test kits for when you placed your order, and will provide three and a half weeks of testing for these staff and students.
- The test kits should be kept at a temperature between approximately 2 - 30 degrees centigrade and in a secure place to prevent unauthorised access.
- Please wait at least 48 hours after the scheduled delivery date before reporting that a delivery is missing. If it has been at least 48 hours from the scheduled delivery date, the address is correct and there has been no attempted delivery card left, please contact the DfE via: <https://form.education.gov.uk/service/rapid-testing-contact>
- Tests will come in packs of 3 or 7 tests - boxed.
- In addition to a box of test kits there will be Instructions for Use that will need to be given out with each kit.
- There will be a sufficient number of kits for 3 to 4 weeks of home testing. You can **provide 2 packs of 3 or 1 pack of 7 testing kits** to each member of staff/student so that they can test twice a week for 3 weeks.
- **Manage stock of test kits appropriately, monitor stock levels, to ensure effective inventory management and only order what you require.**

#### Storage and movement of stock

- Lateral flow test devices should be stored in an area where the temperature is maintained at between 2-30°C
- A risk assessment will be undertaken with regard to moving of stock, equipment and resources, on receipt of deliveries, transportation between the storage area and the registration assistant area. This will give due consideration also to any site specific issues such as uneven surfaces/stairs to or from the sample processing, registration area and welfare space. **(See appendix 1)**

**Confidentiality, Security and Consent**

- Access to, test sign out and test recording and reporting systems are fully secure and only accessible via and by authorised personnel. (Academy: Registration Assistants, Covid-Coordinator and Principal/Senior Leader with strategic oversight). NHS: Test and Trace system)
- Data Protection information, including an introductory letter, FAQs and Privacy Notices will be provided by the Government for information sharing with staff/students.
- Acknowledgement/consent slips must be completed and returned before any engagement with on site testing and participation in the home testing programme can be undertaken. All staff/students and their parents will be informed that participation is voluntary.

**Home Testing Administration Team**

- Academy leaders will designate the following roles: Covid 19 Co-ordinator and Registration Assistant, who will support the home testing administration and reporting procedures (internal) and support staff/students and their parents as and if needed regarding logging test results on the NHS Track and Trace System. Staff undertaking these roles will only do so with their agreement to do so. HR will advise/support if needed.
- Under safer recruitment practice, should volunteers undertake Registration Assistant roles, they will undertake essential DBS checks with HR, prior to commencing the role.
- The Executive Director strategically responsible for the Covid-19 Risk Strategy will be available to support and advise Academy Leaders and Home Testing Administration Teams as required.
- The Registration Assistant, logging test kits out to staff/students (Via classes) will be a member of the Academy staff and this system will run from the academy sites, and is subject to City Learning Trust safeguarding systems and procedures, ensuring no access by unauthorised persons/members of the public.
- Academy Senior leaders will download and use the DfE and PHE Guidance and documentation pertaining to this Lateral Flow Home Testing Programme and this guidance will inform all training, systems and processes undertaken by the Academy Teams.

## TRAINING AND INFORMATION SHARING

Risk No	Risk Name (briefly describe the risk)		Probability (1-5)	Impact (1-5)	Total Risk (probability x impact)	Responsibility	Monitoring	Dates for review
LFT2	Training is insufficient to meet the needs of the Programme, presenting risks to effective and reliable testing and reporting, health and safety.	Pre-mitigation	3	5	15	Principals	ELG/SLG	<ul style="list-style-type: none"> <li>Weekly monitoring and review of data, including any required reporting.</li> <li>Review/update in line with PHE guidance</li> </ul>
		Post-mitigation	1	5	5 (Dec)	Covid Co-ordinator		
<b>MITIGATION STRATEGIES: Asymptomatic home testing for staff/students in secondary academies, will follow all Government and Public Health England guidance and protocols and is subject to this separate Risk Assessment which will be further supportive to and supported by the main CLT Covid 19 Risk Strategy.</b>								
<b>Knowledge and understanding of the programme, and supporting Risk assessment, its purpose and how it will be monitored, reviewed and updated</b>								
<ul style="list-style-type: none"> <li>All guidance from the DFE/PHE Primary platform must be used to plan the staff training and information sharing session and for communicating key information to students and their parents. <b>Please see Appendix 4: Guidance materials – Rapid Testing Programme</b></li> <li>Content of this risk assessment is to be communicated with all staff as part of training for the launch of/introduction to the home testing programme.</li> <li>All staff, including volunteers and agency/contracted staff who are participating, students and parents of participating students are to be advised that Programme <b>is designed to support Asymptomatic testing.</b></li> <li>All subjects are therefore to be reminded that 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), they <b>must not attend the site.</b> They must self-isolate and arrange a Covid test in line with guidance. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></li> <li>All staff will be required to sign a register to say they have received this training and information sharing and programme risk assessment and understand its content.</li> <li>As any additional Government updates are received into schools, staff, students and parents will be advised and updated and this risk assessment will also be reviewed.</li> </ul>								
<b>Role-specific Training Programmes</b>								
<ul style="list-style-type: none"> <li>The Covid-Co-ordinator and Registration Assistant will receive additional guidance and support as and if needed, by Academy Principals, supported by the Executive Director Strategic lead for the Risk Strategy as and if needed.</li> <li>Further Training briefings and staff de-briefings will be held as needed, to ensure the Covid Co-ordinator and Registration Assistant(s) are supported in maintaining high levels of knowledge, skills and understanding of their roles.</li> </ul>								
<b>Supervision and monitoring</b>								
<ul style="list-style-type: none"> <li>The Covid Co-ordinator and Registration Assistant(s) will be subject to supervision and active monitoring audits, to ensure full compliance with operational procedures and to inform and support ongoing active training updates.</li> <li>The Academy leader will monitor uptake numbers to the programme, reporting numerical data to ELG as required.</li> </ul>								
<b>Manual handling of all stock and equipment</b>								
<ul style="list-style-type: none"> <li>Only staff identified in the manual handling risk assessment (<b>as referenced in section 1 and as per Appendix 1</b>) will move key stock and equipment to and from the Registration Assistant area/stock storage location, during identified times for dispensing stock to staff/students to take home.</li> </ul>								

## EFFECTIVE ARRANGEMENTS FOR THE COLLECTION POINT

Risk No	Risk Name (briefly describe the risk)	Probability (1-5)	Impact (1-5)	Total Risk (probability x impact)	Responsibility	Monitoring	Dates for review	
LFT3	Transmission of the virus through gathering of groups and poor management of arrangements around this.	Pre-mitigation	2	5	10	Covid Co-ordinator	ELG/SLG	<ul style="list-style-type: none"> <li>Weekly monitoring and review of data, including any required reporting.</li> <li>Review/update in line with PHE guidance</li> </ul>
		Post-mitigation	1	4	4 (Dec)			

**MITIGATION STRATEGIES: Asymptomatic home testing for staff/students in secondary academies, will follow all Government and Public Health England guidance and protocols and is subject to this separate Risk Assessment which will be further supportive to and supported by the main CLT Covid 19 Risk Strategy.**

### Contact between subjects increasing the risk of transmission of COVID19

- You must be able to secure the designated collection point to prevent unauthorised access to the test kits. For students, this is likely to be via tutor classes.
- The designated area must support the need for the test kits to be stored between 2-30°C. A temperature gauge will support monitoring of this.
- The designated area must also enable highly effective control measures.

You should:

- Ensure good hygiene for everyone. **All staff/students to use hand sanitiser provided on arrival at the collection point & adherence to this enforced by Registration staff.**
- Maintain appropriate cleaning regimes, using standard products such as detergents
- Keep occupied spaces well ventilated
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19
  - The Covid Co-ordinator will need to review this aspect of the risk assessment and add any additional mitigation specific to the identified location/space.
  - Active monitoring of the collection point is in place to support ensuring no increase in risk and to review and adapt procedure and embed effective system. **(See Appendix 3)**

#### The Registration Assistant will:

- Be responsible for ensuring subjects (whether staff/students) have registered consent for Asymptomatic testing. Where consent was obtained for testing on site (via ATS), this should be revisited annually. When staff/students transition to test at home they will give consent for their data to be used in a slightly different way to the on site (ATS) consent. Test at home does not require written medical consent, consent is given by completing the test. **Please make sure that when staff, pupils and students transition to test at home they understand they do not give written consent for this and ensure they are issued with the privacy notice for test at home. By collecting and opening the test at home test kits the individual chooses to participate, gives medical consent and is committed to reporting their results via the NHS Test and Trace reporting system.**
- Set up the Covid 19 TEST KIT log and organise for how this will be maintained on a daily basis, for staff and students.
- Distribute test kits – cross checking lot number/expiry date and that these are correctly allocated to individual staff names/student names on the log sheets.
- Distribute the correct number of test kits to staff/students (2 packs of 3 or 1 pack of 7) and manage the schedule for the distribution of the next sets of kits

- Send reminders to participants to communicate their results online to NHS Test and Trace and to the academy
- Respond to staff/student questions or escalate them to the Covid 19 Co-ordinator for further advice
- Work with the COVID 19 Coordinator to manage the stock of kits

**The Covid 19 Coordinator will:**

- Manage communications with stakeholders
- Ensure staff/students are given and are using the right instructions and that they sign for the test kits using the 'test kit log'
- Ensure reporting of incidents and carry out risk management
- Ensure effective storing and reporting of any required data
- Reorder tests when required. <https://request-testing.test-for-coronavirus.service.gov.uk/>
- Log, using the academy Covid Test Results register (Template in the DfE/PHE platform resources folder), and manage reporting of positive cases notified by staff, in line with the Trust Covid 19 risk strategy guidelines and local authority procedures.

**The TEST KIT LOG (As provided via the DFE/PHE Platform documentation.**

This is the record of who takes the test kits. This 'test kit log' should include:

- Name of the academy
- Name of person issuing the test
- Date of issue
- Lot number of test kit
- Confirm receipt of correct Instructions For Use,
- Name of person using the test

## HOME TESTING AND REPORTING

Risk No	Risk Name (briefly describe the risk)		Probability (1-5)	Impact (1-5)	Total Risk (probability x impact)	Responsibility	Monitoring	Dates for review
LFT6	Reliability of results compromised, resulting in inaccurate results reporting, increasing risk of community transmission.	Pre-mitigation	4	5	20	Individual staff Registration Assistant(s)/ Covid Co-ordinator	ELG/SLG	<ul style="list-style-type: none"> <li>Weekly monitoring and review of data, including any required reporting.</li> <li>Review/update in line with PHE guidance</li> </ul>
		Post-mitigation	2	5	10 (Dec)			

**MITIGATION STRATEGIES:** Asymptomatic home testing for staff/students in secondary academies, will follow all Government and Public Health England guidance and protocols and is subject to this separate Risk Assessment which will be further supportive to and supported by the main CLT Covid 19 Risk Strategy.

**Set up the Test Register - The legal requirement on reporting test results via NHS Test and Trace will not give the academy its own register.**

- Academies set up a Covid 19 **TEST RESULTS** on a spreadsheet which to record test results by Test subject. **Note: This should be separate from the TEST KIT LOG and there is a template within the DfE/PHE platform resources folder.**

### TIMES TO UNDERTAKE THE TESTS

- Staff/Students participating in the programme must be advised that they will need to undertake a home test twice per week.
- Staff/Students must be advised of when they are required to take the tests.

**HOW TO UNDERTAKE THE TEST: PLEASE REFER TO THE GUIDANCE POSTERS AND VIDEO PROVIDED BY DfE/PHE IN THE PLATFORM RESOURCES FOR MORE DETAILS AND GUIDANCE ON EACH STEP**

#### Before you begin the test

- Wait at least 30 minutes after you last ate or drank anything before starting the test
- Don't start it if you've had a nosebleed in the past 24 hours
- If you have a piercing, swab the nostril on the other side. If both sides are pierced, remove jewellery
- If you can't take a throat swab (for example if you've had a tracheostomy) swab both nostrils instead
- Before you start wash your hands for 20 secs in soap and warm water or use sanitiser
- Use a clean, flat surface and, if doing more than one test, make sure to sanitise your hands each time

#### The test process:

Follow the steps in the guidance issued to you in the Training and Information Sharing session and the video link. **How to Do a Rapid COVID-19 Self-Test**

<https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ>

- Ensure that students and their parents are advised that, in an Asymptomatic Testing Site, all pupils aged 11 and above, can swab themselves if they are able to.
- Ensure that students and their parents are advised that, after they have done their first two tests on site (ATS) and have moved to home testing, pupils/students aged 18 and over should self test and report the result, with assistance if needed. Pupils/students aged 12-17 should self test and report with adult supervision. The adult may conduct the test if necessary. When testing at home children aged 11 (who attend a secondary school) should be tested by an adult.

## REPORTING TEST RESULTS

- Staff/Students are required to report the results of their tests online, or by phone, every time they take a test, even if the result was negative or void.
- To report your result you need the barcode on the test strip (or the ID number under it).
- You can report your result either online at [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result) or call **119**.
- When a result is **NEGATIVE**, you report the result and you can attend work/school as normal and continue with the LFT home testing process.
- When the test result is **POSITIVE** – you report the result and must immediately self-isolate. Your household will also need to self-isolate. The colleague/student must arrange to go for a PCR Test. Close contacts at the academy information, for this colleague/student should be obtained at this stage. NHS Test and Trace will lead on close contact tracing, but may contact the school for information if required.
- If the PCR test is taken **within 2 days** of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the member of staff/pupil can return to school/work but should then resume regular LFT repeat testing as part of the asymptomatic testing programme. Their immediate household can also end the self-isolation, unless otherwise directed by NHS Test and Trace. If the PCR test is positive, they must remain in self-isolation for the 10 day period as directed. NHS Test and Trace will also advise regarding household members/close contacts.
- If the test result is **VOID**, you should repeat the test, using another test kit. If the second test also reports as VOID, you must report this to the Registration Assistant at the Academy and you must contact 119 to arrange to undertake a PCR test.
- Staff/Students can seek support with reporting through Test and Trace, through contacting the Academy Covid Co-ordinator if needed. In the case of reporting a positive result, staff/students must telephone the Covid-Coordinator for support and must not attend the Academy site in person.
- Staff and students are also required to advise the Academy of their test results, in all cases, as the national reporting system will not do this.

### NOTE:

- **For Data Protection, staff/students reporting their results to the designated person must not be able to see details of other staff/students on the test results register.**
- **The HR Director MUST be advised of any and all staff positive cases.**

## INCIDENT REPORTING

**If there are any issues with the tests that could potentially impact the quality or safety of testing, raise a ‘yellow card’**

### ACADEMIES:

- In the case of an issue, it is most likely that this will be experienced by an individual at home. However, if there seems to be repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, **0800 046 8687** who will escalate to DHSC for investigation. Please record the time, date and details reported.
- DHSC/MHRA may require the school to provide more information if further investigation is required.

### INDIVIDUAL STAFF/STUDENT (OR THEIR PARENT):

#### Clinical issue

- If there is a clinical incident which led or has potential to harm, participants are advised to report it on <https://coronavirussyellowcard.mhra.gov.uk>
- This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.

#### Non clinical issue

- For incidents occurring at home, report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England.

#### Inform school

- Participants should inform school about any and all ongoing test related problems, so that they can check if this is a wider issue across other users. This should be recorded on the Test Kit Log in the final column.

#### **CLEANING AND WASTE**

- Within each test kit, there is a disposable bag in which all test materials should be placed. They can then be disposed of through normal household waste.

## SECTION B: TESTING CENTRE ON SITE (ACADEMIES RETAIN A TESTING FACILITY FOR ASSISTED TESTING IF REQUIRED)

### PLANNING THE ASYMPTOMATIC ON SITE TESTING PROGRAMME

Risk No	Risk Name (briefly describe the risk)		Probability (1-5)	Impact (1-5)	Total Risk (probability x impact)	Responsibility	Monitoring	Dates for review
LFT1	Planning for effective implementation of the LFT Programme is ineffective, resulting in health risks to test centre workforce, test subjects and/or academy community.	Pre-mitigation	4	5	20	ELG/SLG	Site Principals	<ul style="list-style-type: none"> <li>Daily site monitoring.</li> <li>Weekly review</li> <li>Review/update in line with PHE guidance</li> </ul>
		Post-mitigation	1	5	5 (Dec)	Programme Team Leader	Covid Co-ordinator	

**MITIGATION STRATEGIES: On site Asymptomatic testing in secondary academies, will follow all Government and Public Health England guidance and protocols and is subject to this separate Risk Assessment which will be further supportive to and supported by the main CLT Covid 19 Risk Strategy.**

#### Deliveries of Tests and Equipment

- Deliveries to school sites should include: Testing kits, PCR Tests and PPE (Aprons/Gloves/Type 11R Surgical masks, Goggles/Visors). Additional stocks will be delivered prior to the end of the summer term 2021 for the 2 x LFT tests for students at the start of the Autumn Term 2021. Academies do not need to order stock for this start of Term ATS programme.

#### Confidentiality, Security and Consent

- Access to workforce planning, test recording and training systems are fully secure and only accessible via and by authorised personnel.
- Testing centre staffing must include Academy staffing who will undertake key roles in data handling aspects of the programme.
- Data Protection information, including FAQs and Privacy Notices will be provided by the Government for information sharing with parents, staff and students.
- Consent forms must be completed and returned before any engagement with the testing programme can be undertaken.
- The testing sites will be within academy grounds and premises, and subject to City Learning Trust safeguarding systems and procedures, ensuring no access by unauthorised persons/members of the public.

#### Site Location/Facilities

Academy Senior leaders will identify a suitable space on the academy site which meets the following requirements:

- The flooring must be non-porous, or if this is not possible (eg a carpeted area), it must be possible to lay floor protection in the Testing and Welfare areas
- The area must be well lit and have good air flow/ventilation – avoiding any re-circulation of air.
- The ambient temperature must be between 15-30°C for the lateral flow tests to operate.
- Entrance to and exit from the area must be able to support a 'one way' flow/direction of travel.
- The area must be large enough to accommodate the number of testing bays/areas required which can be established with a minimum of 2m distance between them.
- Each swabbing desk must also be able to accommodate a processing desk no more than 1 m away.
- There must also be space to locate the recording desk close by the processing desk. (Layout plan indicates 1 x recording desk per 2 processing desks.
- There must be clear demarcation between the swabbing desks and processing desks.

<ul style="list-style-type: none"> <li>• The 'processing area' (incorporating the processing desks and recording desk) must be demarcated to ensure that test subjects DO NOT enter this area.</li> <li>• Checks should be taken to identify and address any hazards relating to stairs/uneven surfaces in the testing/welfare/storage areas and also between them, with regard to transporting equipment and resources.</li> </ul>
<ul style="list-style-type: none"> <li>• The storage area for testing equipment and resources should be located close to the testing area if possible. Lateral flow test devices should be stored in an area where the temperature is maintained at between 2-30°C</li> </ul>
<ul style="list-style-type: none"> <li>• There should be <b>separate welfare areas</b> close by/adjacent to the testing area, for use as required in cases: <ol style="list-style-type: none"> <li>1. Where Test subjects receive a positive result and are awaiting collection by a parent/named adult.</li> <li>2. Where Test subjects can be taken if they are struggling with/upset by the process and/or feeling unwell as a result of the process.</li> </ol> </li> </ul>
<ul style="list-style-type: none"> <li>• A risk assessment will be undertaken with regard to moving of stock, equipment and resources and this will give due consideration also to any site specific issues such as uneven surfaces/stairs to or from the sample processing, registration area and welfare space. <b>(See appendix 1)</b></li> </ul>
<p><b>Workforce Planning Toolkit</b></p>
<ul style="list-style-type: none"> <li>• Academy Senior leaders will download and use the DfE workforce planning tool to calculate recommended number of staff required for each of the 7 key roles for a testing centre: ( The 7 identified roles: Quality Lead/Team Leader, Registration Assistant, Test Assistant, Processor, Covid 19 Co-ordinator, Results Recorder, Cleaner)</li> </ul>
<ul style="list-style-type: none"> <li>• Academy Senior Leaders, supported by HR, will seek information regarding staff interested in being involved in this programme (internal recruitment) recruit/externally as required to ensure appropriate fulfilment of recruitment needs.</li> </ul>
<ul style="list-style-type: none"> <li>• Under safer recruitment practice, newly recruited staff/volunteers will undertake essential DBS checks with HR, prior to commencing the role.</li> </ul>
<p><b>Training the workforce</b></p>
<ul style="list-style-type: none"> <li>• All testing centre staff will receive high quality initial training and regular update training as required. <b>(See next section below)</b></li> <li>• All academy staff will receive a training briefing explaining how the testing centre will operate and how this will remain separate from usual site operations.</li> </ul>
<p><b>Electrical Equipment and devices</b></p>
<ul style="list-style-type: none"> <li>• Any and all electrical devices and equipment used will be Academy equipment and will be PAT tested in accordance with legal requirements and active monitoring cycle.</li> </ul>
<p><b>Equipment to be supplied to the academy by PHE</b></p>
<ul style="list-style-type: none"> <li>• Lateral flow test kits, PPE: Disposable Aprons/Gloves, Type 11R Surgical masks, Goggles/Visors, Bowls, Waste disposal bags</li> </ul>
<p><b>Equipment to be provided by the Academy</b></p>
<ul style="list-style-type: none"> <li>• Tables/chairs/computers for recording results/printers/stationery supplies – markers/pens.</li> <li>• Disinfectant wipes/hand sanitiser/tissues/general waste bins/First Aid supplies.</li> <li>• Laminated signs (using NHS Test and Trace templates)</li> <li>• Clocks/Timers/Mirrors/ Tape and/or plastic sheets to separate testing bays.</li> <li>• Trays to transfer tests to the processing table/tube racks (can be micro-array test tube racks)</li> </ul>
<p><b>Use of shared resources</b></p>
<ul style="list-style-type: none"> <li>• Sharing of resources will be avoided where at all possible. Where this may be required, e.g change over of staffing operating laptop recording systems, devices will be wiped down/sanitized at cross over of staffing.</li> <li>• All staff will receive clear training, appropriate to role, on handling/handover of resources, donning and doffing of PPE, cleaning, sanitisation and waste disposal.</li> <li>• Active monitoring of this strategy and role competency checklists by roles, will ensure full compliance with protocols and additional training where needed.</li> </ul>

## TRAINING THE WORKFORCE

Risk No	Risk Name (briefly describe the risk)		Probability (1-5)	Impact (1-5)	Total Risk (probability x impact)	Responsibility	Monitoring	Dates for review
LFT2	Training is insufficient to meet the needs of the Programme, presented risks to health and safety.	Pre-mitigation	3	5	15	ELG/SLG	Site Principals	<ul style="list-style-type: none"> <li>Daily site monitoring.</li> <li>Weekly review</li> <li>Review/update in line with PHE guidance</li> </ul>
		Post-mitigation	1	5	5 (Dec)	Programme Team Leader	Covid Co-ordinator	

**MITIGATION STRATEGIES: On site Asymptomatic testing in secondary academies, will follow all Government and Public Health England guidance and protocols and is subject to this separate Risk Assessment which will be further supportive to and supported by the main CLT Covid 19 Risk Strategy.**

### Knowledge and understanding of the Risk assessment, its purpose and how it will be monitored, reviewed and updated

- Content of the risk assessment to be communicated with all testing centre staff and wider academy staff as part of induction, training and launch of the programme All testing centre staff will be required to sign to say they have received this risk assessment and understand its content.

### Role-specific Training Programmes

- All staff working on the Asymptomatic Lateral Flow testing programmes will receive mandatory training organised by the Government/PHE prior to commencing role. Please see the **Digital Platform Resource: RP05: Schools and Colleges Training Guide**
- It is a requirement that all staff achieve 100% score in all aspects of their training before being able to commence the role.
- Further Training briefings and staff de-briefings will be as needed, to ensure staff in all 7 roles are supported in maintaining high levels of knowledge, skills and understanding of their roles.
- Orient Gene test kit testing staff must complete the extra Orient Gene training modules (which takes approx. 30 minutes) and can be found on the following link: <https://go.tessello.co.uk/TestDeviceTraining/>** Prior to the introduction of the [co.uk/TestDeviceTraining/](https://go.tessello.co.uk/TestDeviceTraining/)

### Supervision and monitoring

- All staff engaged in testing site roles will be subject to competency checklist supervision and active monitoring audits, to ensure full compliance with standards and support ongoing active training updates.

### Manual handling of all stock and equipment

- Only staff identified in the manual handling risk assessment (**as referenced in section 1 and as per Appendix 1**) will move key stock and equipment to and from the testing area/stock storage location.

### Occupational Illness or Injury

- All testing centre staff will receive training appropriate to role. This will include training on the escalation procedure for reporting of any concerns/incidents.
- The HR Director will work with Academy Senior Leaders to assess/undertake any required HR risk assessments.
- Active monitoring/competency framework checks will support identification of any issues arising which can inform and engage HR/specialist support as required.
- Welfare and well-being checks will be held weekly with all testing centre staff and additional training/support actioned as required.

## CONTACT IN THE TESTING CENTRE

Risk No	Risk Name (briefly describe the risk)		Probability (1-5)	Impact (1-5)	Total Risk (probability x impact)	Responsibility	Monitoring	Dates for review
LFT3	Transmission of the virus leading to ill health or potential death	Pre-mitigation	2	5	10	ELG/SLG Programme Team Leader	Site Principals Covid Co-ordinator	<ul style="list-style-type: none"> <li>Daily site monitoring.</li> <li>Weekly review</li> <li>Review/update in line with PHE guidance</li> </ul>
		Post-mitigation	1	4	4 (Dec)			

**MITIGATION STRATEGIES: On site Asymptomatic testing in secondary academies, will follow all Government and Public Health England guidance and protocols and is subject to this separate Risk Assessment which will be further supportive to and supported by the main CLT Covid 19 Risk Strategy.**

### Contact between subjects increasing the risk of transmission of COVID19

- All subjects/academy community are to be advised that this Latera Flow Testing Programme is designed to support **Asymptomatic** testing.
  - All subjects are therefore 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)
  - All subjects will be reminded in advance that: ***All staff/students to use hand sanitiser provided on arrival at the collection point & adherence to this enforced by Registration staff.***
- The Quality Lead/Team Leader will:**
- Take responsibility for the overall on-site operations at the test site, including day-to-day workforce management.
  - Run day to day operations including on site workforce management, managing site health & safety and receiving and managing stock
  - Set up other team members on the NHS Test and Trace digital service
  - Be the Contact point of escalation for any issues on site, and escalates to local public health officials as appropriate
  - Ensure adherence to defined testing processes throughout operations, and use of correct tests on test site ( eg LFD)
  - Maintain responsibility for safety and security of the site
  - Support, if subjects raise any data privacy concerns, by directing subjects to the Data Privacy Notice which explains how their data will be used.  
<https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information>
  - Ensure quality assurance, incidents, risks mitigation across the testing service
  - Implement appropriate quality assurance as defined by the programme
  - Implement the incident and risk reporting system that is used within the mass testing programme
  - Undertake testing staff competency and performance reviews
  - Retain a weekly summary of records and any lessons learned to report to DfE /DHSC

**The Covid 19 Coordinator will:**

- Sign-off and schedule testing activities.
- Agree testing schedule and ensure all communications and consent is actioned
- Ensure communications and consents are actioned.
- Manage positive cases as per academy/Trust risk strategy guidelines.
- Oversee and direct process for positive cases (following school/college's own guidelines for symptomatic cases)
- Provide list of subjects each day for registration process

**Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration – Registration Desk**

- Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff.
- 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 Test site staff.
- Social distancing: Required ATS layouts will be adhered to in terms of recommendations provided in the **Digital Platform Guidance: RP03. How to Guide.**
- Limited clutter- e.g. chairs only on request; no unnecessary physical handing of documents
- Equipment limited to only what is needed.

**The Registration Assistant:**

- Equipment limited at registration desk to: Table, Computer, Sanitiser (x1 bottle), Barcodes (roll of multiple), Test Registration cards.
- Greets subject at arrival, asks them to sanitise hands and ensures the subject is eligible for asymptomatic testing
- Aids the subject in registering for the test if they are unable to
- Provides assistance for people who might not have the relevant digital information such as phone number and email address
- Directs subjects into testing area, ensuring testing area does not exceed maximum capacity
- Communicate to test subjects the purpose of participating in testing at your site and the testing journey.

**Sample taking: Swabbing Bay**

- Equipment limited at swabbing desk to: Table, disinfectant wipes, swabs/testing kits, mirror, tissues, sanitizer, waste bin (bags and disposal)

**The Testing Assistant:**

- Provides guidance to subjects on swabbing as requested, including supporting assisted testing, and ensures cleaning of booths or sample collection station
- Directs subject to available testing stations and directs them to the exit when they are finished
- Is on hand to provide subject with additional verbal instructions if required
- Provides regular cleaning to testing stations throughout day (subjects are also ask to self clean between each test)

**Sample processing & analysis. Processing Desk**

- Equipment limited at processing desk to: Table, buffer solution, vials, test tube racks, LFD devices, clock/timer (x 2 minimum) , sanitizer, waste bin (bags and disposal), stationer (black markers), disinfectant wipes.

**The Processor:**

- Sets up sample for analysis, and pipettes reagent to sample
- Times the sample analysis
- Awaits and reads result displayed, and marks it on device
- Provides to Results Recorder to upload.

### **Recording Desk**

- Equipment limited at recording desk to: Table, computer, waste bin (bags and disposal),

#### **The Recorder:**

- Collates results from Processing Operatives and uploads to digital solution
- Reads test result outcome (marked by Processing Operative)
- Enters result into the system.

### **Sample disposal and waste disposal**

- Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.

#### **The Cleaner:**

- Cleans testing desks, and other testing areas as required. 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.
- Cleans the testing site in the case of a spillage.
- Works site team/alongside the waste services providers to ensure waste is disposed (including health waste)

#### **Disposal of waste:**

- All LFD packaging – black bag general waste route.
- Swabs/tissues/cartridges – unmarked yellow/clear bag - Healthcare waste collection
- PPE/Mop Heads/Cloths – Tiger Bag – Healthcare waste collection

## MANAGING THE CLINICAL RESOURCES SOLUTIONS

Risk No	Risk Name (briefly describe the risk)		Probability (1-5)	Impact (1-5)	Total Risk (probability x impact)	Responsibility	Monitoring	Dates for review
LFT 4	Mismanagement of Lateral Flow testing clinical resources renders them useless and/or causes risk to health and safety of testing staff/persons undertaking tests	Pre-mitigation	4	5	20	ELG/SLG Programme Team Leader	Site Principals Covid Co-ordinator	<ul style="list-style-type: none"> <li>Daily site monitoring.</li> <li>Weekly review</li> <li>Review/update in line with PHE guidance</li> </ul>
		Post-mitigation	1	5	5 (Dec)			

**MITIGATION STRATEGIES:** On site Asymptomatic testing in secondary academies, will follow all Government and Public Health England guidance and protocols and is subject to this separate Risk Assessment which will be further supportive to and supported by the main CLT Covid 19 Risk Strategy.

### Management of the Extraction solution

*Components of the LFTD 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. DATA SHEET CHECKED – NO COSHH ASSESSMENT REQUIRED*

#### **PPE:**

- Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all 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

#### **Expiry:**

- 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.

#### **Inhalation:**

- Follow procedures on the MSDS forms provided by Innova/Orient Gene to mitigate against inhalation, skin contact or ingestion of these chemicals.

## AVAILABILITY AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

Risk No	Risk Name (briefly describe the risk)		Probability (1-5)	Impact (1-5)	Total Risk (probability x impact)	Responsibility	Monitoring	Dates for review
LFT5	Misappropriation/mis-use of PPE or lack of identified, required PPE available to staff causes personal risk to health for members of the Trust community.	Pre-mitigation	4	5	20	ELG/SLG Programme Team Leader	Site Principals Covid Co-ordinator	<ul style="list-style-type: none"> <li>Daily site monitoring.</li> <li>Weekly review</li> <li>Review/update in line with PHE guidance</li> </ul>
		Post-mitigation	1	5	5 (Dec)			

**MITIGATION STRATEGIES: On site Asymptomatic testing in secondary academies, will follow all Government and Public Health England guidance and protocols and is subject to this separate Risk Assessment which will be further supportive to and supported by the main CLT Covid 19 Risk Strategy.**

### Provision of PPE

- All PPE will be provided via the Government/PHE/Recommended suppliers.
- PPE will be: Aprons, gloves, fluid resistant Type 11R Surgical masks, Goggles/Visors.

### Donning and Doffing Steps

#### Donning (Putting on):

- Make sure you are hydrated.
- Remove any jewellery, bracelets, watches, stoned rings.
- Make sure you use hand hygiene – use alcohol hand rub/gel or use soap and water.
- Put on the apron, ensuring it is tied securely at the back.
- Put on the face mask, ensuring it is tied securely at the crown and nape of the neck. Once it covers the nose, make sure it extends to cover the mouth and chin.
- Put on eye protection, if there is a risk of splashing.
- Put on gloves.

#### DoFFing (Taking off):

- Remove gloves, grasp the outside of the cuff and peel off. Holding the glove in the gloved hand, insert the finger underneath and peel off the second glove.
- Perform hand hygiene – use alcohol hand rub/gel or use soap and water.
- Snap or untie apron ties around the neck and allow the apron to fall forward. Snap waist ties, folding apron in on itself. Do not touch the outside as it is contaminated. Put into Tiger waste bins/bags.
- Once outside the testing area, remove eye protection.
- Perform hand hygiene – use alcohol hand rub/gel or use soap and water.
- Remove surgical mask (disposal via Tiger bags)
- Wash hands using soap and water. Allow water to run over hands before applying soap to avoid damage to skin as a result of frequent washing.

<b>Changing PPE</b>
<ul style="list-style-type: none"> <li>PPE should be changed after each testing session. E.g at the end of the morning session, except for specific roles as below.</li> <li>Staff undertaking sample processing roles need to change gloves after each sample</li> </ul>
<b>Disposal</b>
<ul style="list-style-type: none"> <li>PPE disposal must be in the Tiger bag and through healthcare waste collection procedures.</li> </ul>

## TESTING AND REPORTING

Risk No	Risk Name (briefly describe the risk)		Probability (1-5)	Impact (1-5)	Total Risk (probability x impact)	Responsibility	Monitoring	Dates for review
LFT6	Reliability of results compromised, resulting in inaccurate results reporting, increasing risk of community transmission.	Pre-mitigation	4	5	20	ELG/SLG Programme Team Leader	Site Principals Covid Co-ordinator	<ul style="list-style-type: none"> <li>Daily site monitoring.</li> <li>Weekly review</li> <li>Review/update in line with PHE guidance</li> </ul>
		Post-mitigation	2	5	10 (Dec)			

**MITIGATION STRATEGIES: On site Asymptomatic testing in secondary academies, will follow all Government and Public Health England guidance and protocols and is subject to this separate Risk Assessment which will be further supportive to and supported by the main CLT Covid 19 Risk Strategy.**

### TEST KITS FOR ON SITE TESTING

- Innova LFD Tests should be used whilst stock is held, and within expiry dates. (See below for testing steps).
- Academies should then move to the use of the Orient Gene LFD Tests. (See below for testing steps) These tests are for use for on site testing only.

### Set up the Test Register - The legal requirement on reporting test results will not give the academy its own register to aid with Academy Covid 19 tracking support work.

- Academies set up a Covid 19 TEST REGISTER on a spreadsheet which to record test results by Test subject
- Staff managing the register must be Academy staff working in line with KCSIE Part 3, as it will contain sensitive information about children.
- The register should contain the following information about the subject:
  - Subject name.
  - Whether they have given consent.
  - Unique test subject identifier (e.g. date of birth)
  - Barcode (with the LFD)
  - Test result.
- The register must be held and stored securely. It must be held for a minimum of 14 days and then destroyed within 1 month of testing, in line with data protection.

### Uploading results using the bulk upload service

**PLEASE NOTE: See the Digital Platform Revised Digital Handbook, pages 24-27 for updated guidance and links to the revised spreadsheet/platform.**

- Changes to the Bulk Upload service will come into effect on **18 August 2021**. You will need to populate a new bulk upload spreadsheet in order to continue using the bulk upload service after this date
- It is not possible to copy and paste data from the old spreadsheet into the new one, as doing so will corrupt data in the spreadsheet rendering it unusable to upload results
- From 18 August, you will no longer be able to register test kits via the bulk upload service without also recording the test results associated with those kits

### TESTING PROCESSES

- No person will undertake any role within the testing area without having undertaken and evidenced 100% pass rate in training.
- From entry into the testing area, from reception desk, through to swabbing, processing and reporting – all procedures and processes will be managed in full compliance with PHE training.
- Active monitoring checks and competency checklist audit processes will support and enable this ongoing compliance.
- Student cohorts and Academy staff will undertake on-site LFD testing as part of a planned cycle for the entire community (where consent is given). Following this planned cycle of on-site testing, home testing will transition in, as required.

### INNOVA LFD TEST STEPS

**Please note:** All Testing operatives undergo specific training programmes and must have passed at 100% before undertaking this role. The steps below overview the process only, to explain differences between the two types of tests. The Innova LFD tests can be used for on site testing whilst stocks allow and are also used for all home testing.

**Preparing extraction solution: amount of drops:** 6 drops

**Processing a swab:** Follow the rotation process for approx. 10 seconds, then squeeze the swab head by squeezing the extraction tube several times.

**Loading solution onto LFD:** 2 drops

**Results analysis:** A positive result will appear and can be reported between 20-30 minutes. If a positive line does not appear, you must wait until the 30 minute mark to report it as negative or void.

**Swab type:** Single Nasal (2.5 cm inside nose) and throat

### ORIENT GENE LFD TEST STEPS

**Please note:** All Testing operatives undergo specific training programmes and must have passed at 100% before undertaking this role. The steps below overview the process only, to explain differences between the two types of tests. The Orient Gene LFD Tests can ONLY be used for on site testing, and use of these tests should start once Innova on site testing stocks have been exhausted.

**Preparing extraction solution: amount of drops:** Approx. 10 drops

**Processing a swab:** Follow the rotation process at least 6 times **and then** leave the swab in the extraction tube for 1 minute, then squeeze the swab head by squeezing the extraction tube several times.

**Loading solution onto LFD:** 4 drops

**Results analysis:** Read the results at **15 minutes**. Do not interpret the result **after 20 minutes as it will be invalid**.

**Swab type:** Double Nasal only (2.5cm inside the nose)

### Incorrect result communication: (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. (This can be further supported by guidance at the reception desk and swabbing bay)
- Barcodes are attached by **trained staff** at the sample collection bay

Barcodes are then checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station

**Damaged barcode, lost LFD, failed scan of barcode (Orphaned record on registration portal & No result communicated to individual)**

- Rule based recall of subjects who have not received a result within NHS identified hrs of registration
- Subjects are then called for a retest

## CLEANING AND WASTE

Risk No	Risk Name (briefly describe the risk)		Probability (1-5)	Impact (1-5)	Total Risk (probability x impact)	Responsibility	Monitoring	Dates for review
LFT7	Ineffective cleaning of all sites. Lack of understanding of additional measures, to be implemented in the cleaning regimes of areas used for LFT programmes on school sites. This presents a risk to health for the academy and wider community.	Pre-mitigation	3	5	15	ELG/SLG Programme Team Leader	Site Principals Covid Co-ordinator	<ul style="list-style-type: none"> <li>Daily site monitoring.</li> <li>Weekly review</li> <li>Review/update in line with PHE guidance</li> </ul>
		Post-mitigation	1	4	4 (Dec)			
<b>MITIGATION STRATEGIES: Implementation of Lateral Flow Testing (LFT)/Asymptomatic testing in secondary academies, will follow all Government and Public Health England guidance and protocols and is subject to this separate Risk Assessment which will be further supportive to and supported by the main CLT Covid 19 Risk Strategy.</b>								
<b>Sample Collection Station</b>								
<ul style="list-style-type: none"> <li>Clean between each subject.</li> <li>Self-swabbing – The subject can, under supervision, undertake cleaning, using disinfectant wipes, disposable cloth and spray provided.</li> </ul>								
<b>Processing Areas</b>								
<ul style="list-style-type: none"> <li>Clean between each test being processed, using disinfectant wipes, disposable cloth and spray provided.</li> </ul>								
<b>Guidelines</b>								
<ul style="list-style-type: none"> <li>All surfaces that the subject has come into contact with must be cleaned and disinfected.</li> <li>This also includes potentially contaminated and frequently touched areas, such as in the collection bays, tables, chairs, mirrors and also surfaces that the subject may have had contact with.</li> <li>Use disposable wipes/towel/cloths/mop heads to clean all hard surfaces, door handles, chairs, tables, floors, sanitary fittings. Think one site – one wipe – one direction.</li> <li>Any materials used for cleaning must be disposed on in the clinical waste bins</li> </ul>								
<b>Cleaning Spillages</b>								
<ul style="list-style-type: none"> <li>A spillage could be anything from vomit to body fluids and may happen on a testing site.</li> <li>When it does, it is important that the surrounding area is evacuated and cleaned immediately.</li> <li>Mandatory Training will cover how this must be implemented and actioned as needed for all staff as needed, including designated cleaner roles.</li> </ul>								
<b>Waste</b>								
<b>Disposal of waste:</b> <ul style="list-style-type: none"> <li>All LFD packaging – black bag general waste route.</li> <li>Swabs/tissues/cartridges – unmarked yellow/clear bag - Healthcare waste collection</li> <li>PPE/Mop Heads/Cloths – Tiger Bag – Healthcare waste collection</li> </ul>								

Appendix 1: CLT Risk Assessment Template for Manual Handling.



## Manual Handling Risk Assessment Template

<b>Academy/Department:</b>			
<b>Ref:</b>		<b>Date:</b>	
<b>Location(s):</b>			
<b>Description of task(s)/ operation(s):</b>			
<b>Personnel involved:</b>			
<b>Assessor:</b>		<b>Other manual handling tasks done by these people?</b>	
<b>Review Date:</b>			
<b>Load weight:</b>			
<b>Frequency of lift:</b>			
<b>Carry distances:</b>			
<b>FILTER QUESTIONS</b>			
<b>Activity</b>	<b>Is the risk beyond the guidance limit for each activity?</b>	<b>Other problem indicators?</b>	<b>More detailed assessment required?</b>
Lifting and Lowering			
Carrying			
Pushing and pulling			
Handling while seated			
<p><b>NB – If you have answered “No” to the above 12 filter questions, further assessment is unnecessary. Go straight to the summary on P4.</b>  <b>If you have answered *Yes* to any of the above 12 filter questions, please review all additional sections below before moving on to the summary on P4 and complete as necessary.</b>  <b>Also complete any additional actions required in the section at the end of P4.</b></p>			

Questions to Consider	If yes, tick appropriate level of risk			Notes on problems occurring from the task	Possible remedial action, e.g. task, load, environment – and who needs to be involved?
	Low	Med	High		
Do the <b>TASKS</b> involve:					
<b>Holding loads away from the trunk?</b>					
<b>Twisting?</b>					
<b>Stooping?</b>					
<b>Reaching upwards?</b>					
<b>Large vertical movement?</b>					
<b>Long carry distances?</b>					
<b>Strenuous pushing or pulling?</b>					
<b>Unpredictable movement of loads?</b>					
<b>Repetitive handling?</b>					
<b>Insufficient rest or recovery?</b>					
<b>Work rate imposed by a process?</b>					

Are the <b>LOADS</b> :	Low	Med	High	Notes	Action
<b>Heavy?</b>					
<b>Bulky or unwieldy?</b>					
<b>Difficult to grasp?</b>					
<b>Unstable/ unpredictable?</b>					
<b>Intrinsically harmful (e.g. sharp or hot)</b>					
In the <b>WORKING ENVIRONMENT</b> – are there:	Low	Med	High	Notes	Action
<b>Constraints on posture?</b>					
<b>Poor floors?</b>					
<b>Variations in levels?</b>					
<b>Hot/ cold/ humid conditions?</b>					
<b>Strong air movements?</b>					
<b>Poor lighting conditions</b>					
<b>Are there pedestrians on routes</b>					

Re <b><i>INDIVIDUAL CAPABILITY</i></b> does the job:	Low	Med	High	Notes	Action
Require unusual capability?					
Pose risks to those with health problems, physical or learning difficulties?					
Pose a risk to pregnant women?					
Call for special information/ training?					
<b><u>PROTECTIVE CLOTHING</u></b>	Yes		No		
Is movement or posture hindered by clothing or personal protective equipment (PPE)?					
Is there an absence of correct/ suitable PPE being worn?					

#### SUMMARY

Overall assessment of risk (See overleaf)	Low/ Medium/ High
Dates by which action is required:	
Names of employees/ Safety Reps involved in or consulted during or pursuant to this assessment	

#### SUMMARY OF ACTIONS

Remedial Action	Responsibility	Priority/ Target	Status
1.			
2.			
3.			
4.			
5.			

## Appendix 2: ACTIVE MONITORING - operationally at the site.



### Asymptomatic LFD Testing CENTRE – Active Monitoring

The LFD Testing Covid 19 Co-ordinator, Programme Team Leader, Academy Senior Leaders and or members of the City Learning Trust Risk Strategy Team will undertake regular active monitoring of the Testing centre, against risk assessment areas. This will be a weekly process as a minimum.

Date	Lead Assessor	SITE	Active Monitoring Number	
<b>ACTIVE MONITORING : General and clinical activities on the asymptomatic testing site at _____</b>				
<b>Description of task / process / environment being assessed</b>				
<b>Activities Involved/observed. E.g.</b> Traversing the site on foot Testing staff and students Observing set/up/Observing training/Observing clean down		<b>Location covered in this active monitoring review</b>		
<b>Who Might be affected</b>	Academy Employee (Testing Workforce) ✓ / X	Contractor e.g. Cleaner ✓ / X	Testing Service User (Staff/Students) ✓ / X	
			Visitor/Other (please specify)	
RISK ASSESSMENT AREA	OBSERVATIONS AGAINST CURRENT CONTROL/ MITIGATION MEASURES			Additional control needed? Action No
	Probability (1-5)	Impact (1-5)	Total Risk (probability x impact)	
PLANNING THE ASYMPTOMATIC TESTING PROGRAMME				
TRAINING THE WORKFORCE				
CONTACT IN THE TESTING CENTRE				
MANAGING THE CLINICAL RESOURCES SOLUTIONS				
AVAILABILITY AND USE OF PPE				
TESTING AND REPORTING				
CLEANING AND WASTE				

## Appendix 3: ACTIVE MONITORING.



### Asymptomatic LFD HOME Testing – Active Monitoring

The LFD Home Testing Covid 19 Co-ordinator, Academy Senior Leaders and or members of the City Learning Trust Risk Strategy Team will undertake regular active monitoring of the Home Testing systems and procedures on academy sites, against risk assessment areas. This will be a weekly process as a minimum.

Date	Lead Assessor	SITE	Active Monitoring Number	
<b>ACTIVE MONITORING : General and clinical activities on the asymptomatic testing site at _____</b>				
<b>Description of task / process / environment being assessed</b>				
<b>Activities Involved/observed. E.g.</b> Observing collection point/system information Discussions with staff. Observing TEST KIT LOG additional notes/incidents and/or issues		<b>Location covered in this active monitoring review</b>		
<b>Who Might be affected</b>	Academy Employee (Testing Workforce) ✓ / X	Contractor e.g. Cleaner ✓ / X	Testing Service User (Staff/Students) ✓ / X	
<b>RISK ASSESSMENT AREA</b>	<b>OBSERVATIONS AGAINST CURRENT CONTROL/ MITIGATION MEASURES</b>	<b>Risk Evaluation (with current control/mitigation measures)</b>		<b>Additional control needed? Action No</b>
		<b>Probability (1-5)</b>	<b>Impact (1-5)</b>	
<b>PLANNING THE ASYMPTOMATIC HOME TESTING PROGRAMME</b>				
<b>TRAINING AND INFORMATION SHARING</b>				
<b>EFFECTIVE ARRANGEMENTS OF THE COLLECTION POINT</b>				
<b>HOME TESTING AND REPORTING</b>				

## Appendix 4: SCHOOLS GUIDANCE MATERIALS – RAPID TESTING PROGRAMME UPDATED JULY 2021

Platform Resource	Guidance Notes
<b>Senior Leaders</b>	
<p><b>The ‘Read first’ guide:</b> Overviews all platform documents and gives direct links to these resources.</p> <p><b>The orange ‘Why, Who, what, when’ guide:</b> Provides an overview of the testing journey for secondary schools and colleges from July 2021 onwards, covering testing over the summer holidays and planning for the return to secondary schools and colleges in the new academic year.</p> <p><b>The green ‘How to’ guide:</b> Sets out how to set up an Asymptomatic Test Site (ATS) in your secondary school or college.</p> <p><b>The blue ‘How to’ guide:</b> Sets out how to enable your staff, pupils and students to test at home.</p> <p><b>The pink ‘How to’ guide:</b> Explains how to re order test kits for your school or college, using the digital online re ordering solution.</p> <p><b>The Digital Handbook:</b> To operate your school or college asymptomatic test site (ATS) and report lateral flow test (LFT) results to NHS Test and Trace RP20 08 Updated 28 June 2021</p> <ul style="list-style-type: none"> <li>• <b>CLT LFD Testing – (On site/Home Testing) Risk assessment</b></li> </ul>	<ul style="list-style-type: none"> <li>• Review and read these documents.</li> <li>• All documents not specifically required for training, letter packs and administration purposes should also be made available to staff as well.</li> <li>• Cross check and raise any queries if orders not delivered/inaccurate.</li> <li>• CLT ELG and Principals to review and consider any questions.</li> <li>• Use the FAQ provided in the Digital Platform Resources, to support leaders planning for training and information sessions, and consider re-visiting this regularly, in order to update staff.</li> <li>• Use the digital handbook to operate bulk upload reporting of results from on site testing</li> </ul>
<b>Training and information sharing session with staff.</b>	
<p><b>UPDATE TRAINING:</b> Prior to the introduction of the Orient Gene test kit testing staff must complete the extra Orient Gene training modules (which takes approx. 30 minutes) and can be found on the following link: <a href="https://go.tessello.co.uk/TestDeviceTraining/">https://go.tessello.co.uk/TestDeviceTraining/</a></p>	<p>Ensure all ATS staff have undertaken this update training as required, and ensure M. Faichney is provided with copies of certification/completion.</p>
<p>‘How to guides’, as above.</p> <p>‘Read First’ guide, as above</p>	<p>These resources form the main part of any update training and information sharing sessions for staff.</p> <p>This resource gives immediate links to all documentation you may require for communicating information to parents/students.</p>

How to self-test at home video with Dr Amir Khan: <a href="https://www.youtube.com/watch?v=S9XR8RZxKNo">https://www.youtube.com/watch?v=S9XR8RZxKNo</a>	Review short video session with staff. <b>Advise students/parents of this link and encourage them to watch the video.</b>
Asymptomatic Testing <b><i>Frequently asked Questions</i></b>	Use the FAQ provided in the Digital Platform Resources, to support leaders planning for training and information sessions, and consider re-visiting this regularly, in order to update staff/support responses to parents/students questions as needed.
<b>'Read First' resource provides information sharing resources links</b>	
Letter template to adapt for staff/students/parents	<ul style="list-style-type: none"> <li>• Where on site testing consent has been undertaken, re-visit and review with parents/students prior to the Autumn Term ATS programme and ensure this is also undertaken with parents/students new to the academy.</li> <li>• All staff/students need an information letter, with the Privacy Notice and Poster.</li> <li>• This can include peripatetic staff, catering staff, cleaning staff and any volunteers who regularly work on sites.</li> <li>• Please liaise with the HR Director prior to engaging with staff not employed by the Trust, so that liaison can take place with service providers accordingly.</li> </ul>
Privacy Notice	
Test yourself twice a week poster	
How to Do a Rapid COVID-19 Self-Test	
<b>Administration Training and Information Additional Briefing</b>	
Covid-19 Test Log	<p>Covid-19 Co-ordinator and Registration Assistant briefing on process. It is recommended that once deliveries are received, columns 1, 2, 6 and 7 are completed.</p> <p><b><i>Checks must then be made that, ref column 6 (LOT NUMBER), this is <u>double checked at the point it is assigned to a member of staff/student (test subject), to ensure the correct staff member/student details are against the correct test kit.</u></i></b></p>
Test results register template	Covid Co-ordinator to lead/oversee completion of this and ensure secure storage (ref sensitive data). <b><i>A reminder to participating staff/students and their parents that they will need to keep the Covid Coordinator informed after each test is taken.</i></b>

## **Appendix 5**

**Please link to the digital platform resources provided directly to schools from the DFE and PHE covering:**

1. Workforce Planning Toolkit.
2. Testing workforce registration
3. Communications with parents and staff – Consent/Privacy Notices
4. Training Material and online programmes.
5. Monitoring and Competency Checklists.
6. Quality Assurance and Record Keeping