

LFT (Rapid Testing)
ATTFE

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Initial risk rating H / M / L	Residual risk rating H / M / L	Furthe r Action Y/N
Set up for Initial testing for return 08/03/21 – POS 15/03/21 - Adult	Learners Staff	Not competent to give permission to test	<ul style="list-style-type: none"> • Planning support for schools will be provided by the central Estates and HR team • The testing workforce will be made up of paid agency staff via Hays recruitment, volunteers sought via the DFE 'How to buy Guide' or Academy staff. • Training has been provided, and ATT Academies will receive funding to help them with testing costs. This will be collated and claimed centrally via information provided by each academy. 	High	Medium	N
Commencement of Testing Learners for COVID 08/03/21 – POS 15/03/21 - Adult	Learners Staff	Risk of contact and subsequent spread of infection due to close contact	<ul style="list-style-type: none"> • Staff to be trained in testing or assisting in testing of consenting Learners prior to March 8th return. • Testing will be completed on a rota basis by year group, with each Learner who tests negative returning face to face education. • Those who do not consent will return immediately to Face-to-Face education and follow the ATT guidance for symptomatic Learners and confirmed cases and PHE/Guidance for self-isolation(10 days) and be referred to NHS Test and Trace 	High	Medium	N
Prior to Commencement of Spring Term 2021 wc 01/03/21	Learners Staff	Risk of spread of infection due to close contact	<ul style="list-style-type: none"> • Where possible arrangements made for POS learners to book and take their Covid test onsite during w/c 1st March which can count towards the three required tests. 	High	Medium	N

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Commencement of Spring Term w/c 15/03/21	Learners Staff	Risk of spread of infection due to close contact	<ul style="list-style-type: none"> All Learners should return to on-site education with two tests completed w/c 15/03/21. Those who test positive or are self-isolating will continue to receive remote/Blended learning 	High	Medium	N
Risk of infection whilst carrying out tests	Learners Staff	Risk of spread of infection due to close contact	<ul style="list-style-type: none"> Carry out the tests as instructed in the Orange, Green and blue handbooks issued by DFE/ATT DOO and training received. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf	High	Low	N
Volunteers Helpers	Learners	Working with learners without a valid DBS check	<ul style="list-style-type: none"> Volunteers must have a current DBS if they are going to be alone with Learners. If they are not DBS checked they must be supervised at all times and wear identification which highlights this (possibly a different coloured lanyard) ATT guidance is to only use pre-approved volunteers via Hays recruitment central ATT HR or via DFE How to Buy Guide, further advice available from ATT HR 	High	Low	N
Testing site set up	Staff	Risk of infection /accident due to set up of testing areas.	<ul style="list-style-type: none"> 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 products Cleaning will be carried out by Vertas staff ATS area must be well lit and have good airflow and no recirculation of air 	High	Low	N

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			<ul style="list-style-type: none"> • 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 • One-way direction of travel for Learners or staff being tested. If not possible, enough room should be provided for individuals being tested to exit the room whilst maintaining social distance • Test subject chairs in the swabbing bay should be minimum of 2m apart • Each swabbing desk must have a processing desk close by – no more than 1m away. Recording desk to be located close by • Clear division between swabbing and processing area. This should be clearly set out. • Individuals being tested must not enter the processing area. • All waste can be disposed of in standard black waste bags. • Learners who test positive via LFD Test must be picked up by parents /sent home and kept separate from the main population in a well vented area until they are collected. 			

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Information to Parents and Stakeholders	Parents Stakeholders	Non compliance with guidelines due to lack of information	<ul style="list-style-type: none"> Relevant information is given to Parents and Stakeholders 	High	Low	N
Privacy notice	Staff Learners Parents	Data Breaches	<ul style="list-style-type: none"> The privacy notice must be shared with Staff, Parents and Learners regarding Data Protection. 	High	Low	N
Roles for testing (Academy led activity)						
Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Initial risk rating H / M / L	Residual risk rating H / M / L	Furthe r Action Y/N
Quality Lead/ Team Leader	Staff Helper	Risk of spread of infection due to lack of 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	High		N
Test Assistant	Staff Helper	Risk of spread of infection due to lack of 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.	High		N
Processor	Staff Helper	Risk of spread of infection due to lack of Infection Control	Prepares test sample for analysis, conducts processing of LFD and interprets result. Provides results to Results Recorder. Ensures cleaning of processing bays.	High		N
COVID-19 Coordinator	Staff Helper	Risk of spread of infection due	Signs off and schedules testing activities; ensuring communications and consents are actioned;	High		N

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		to lack of Infection Control	management of positive cases as per school and college guidelines.			
Registration Assistant	Staff Helper	Risk of spread of infection due to lack of Infection Control	Responsible for ensuring subjects have registered and distributing test kits on arrival. Ensures orderly entry of subjects onto the testing site.	High		N
Results Recorder	Staff Helper	Risk of spread of infection due to lack of 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	High		N
Cleaner	Staff Helper	Risk of spread of infection due to lack of Infection Control	Cleans the testing bays, and ensures waste is correctly disposed of, including working with clinical waste provider to dispose of clinical waste	High		N
Learners self- swabbing	Learners	Risk of spread of infection due to lack of Infection Control	<ul style="list-style-type: none"> 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)". 	High	Medium	N
Vulnerable learners	Learners	Not able to give permission	<ul style="list-style-type: none"> For our vulnerable learners we would address any testing concerns with their care/support worker. No decision would be undertaken regarding testing until this has been discussed and agreed. 	High	Low	N

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Learners receiving LFD Tests	Learners	Risk of infection	<ul style="list-style-type: none"> • Learners 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 (learners 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 the academy and follow the self-isolation guidelines (currently 10 days). • Learners who test positive must be collected by their parents/leave immediately and self-isolate for 10 days, if they develop symptoms during this time, they must begin the self-isolation period again for another 10 days. • Adult Learners who test positive at an ATS site must immediately make their way home. POS learners should be kept in a well vented area separate from others until they can safely leave the site/be collected by parents. • The ATS centre will be cleaned daily by our cleaning services partner Vertas, will ensure social distance is in place and that all staff wear PPE and will not need to follow the ATT measures in place for medical fogging should a learner show symptoms whilst in the classroom i.e. closure following any positive tests. 	High	Medium	N

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			<ul style="list-style-type: none"> This will enable the testing to take place and enable those who test negative to return to face-to-face education where our standard Risk assessments and measures apply. 			
Staff receiving LFT Tests at home	Staff	Risk of infection through asymptomatic cases	<ul style="list-style-type: none"> All should offer regular twice weekly testing to their staff and to carry out LFT at home. Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school, although participation in testing is strongly encouraged. Anyone with a positive result will be required to stay at or if already on site go home immediately. The person is required to isolate for 10 days from the date of the positive LFT (with the test date being day 0). The legal duty to self-isolate is triggered by a positive LFT. It is also necessary for the setting to isolate any close contacts of the case for the 48 hours prior to the LFT test being conducted. This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines 	High	Medium	N
Staff receiving LFD Tests at home	Staff	Risk of infection	<ul style="list-style-type: none"> Anyone with a positive result will need to take a confirmatory Polymerase Chain Reaction test, If the confirmatory PCR test is positive, the person is required to continue to isolate for the 10-day period. 	High	Low	N

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			<p>If the confirmatory PCR test is negative, the person can end isolation and return to their normal routine.</p> <ul style="list-style-type: none"> It is necessary for the setting to isolate close contacts of the case for the 48 hours prior to the LFT being conducted. A negative PCR would allow the close contacts to end isolation so we would advise that the wording used allows this is an option. Should the person go on to develop symptoms during the isolation period, the isolation period will restart from the first day symptoms appear. 			
Testing Staff who have recently returned after a positive result	Staff	False Positives through carrying of a covid test within 90 days of a positive covid case	<ul style="list-style-type: none"> If staff have recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity. These people are exempt from testing by both PCR and LFT within 90 days of a positive test, unless they develop new symptoms. However, they may choose to take a LFT after the isolation period. If found positive on LFT, they will be required to self-isolate for 10 days or longer if symptomatic. This should only be done after completion of the required self-isolation period A new LFT must not be taken whilst the person is still within a period of isolation. If symptoms (other than cough or a loss of, or change in, your normal sense of taste or smell) persist for longer 	HIGH	Low	N

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			<p>than 10 days, this isolation period could be longer.</p> <ul style="list-style-type: none"> • Further PCR tests, within 90 days of a positive test result, should only be obtained where the person develops a new incidence of symptoms. 			
Concerns or issues regarding testing and COVID	Staff	Complaints or concerns	<ul style="list-style-type: none"> • Schools and colleges in England can raise questions, concerns or report issues, via the DfE coronavirushelpline:08000 468687 or at RapidTesting.SCHOOLS@education.gov.uk. 	Medium	Medium	N
Contact between subjects increasing the risk of transmission of COVID19	Staff Learners Others	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • 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. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all in advance at time of test booking. 	High	Low	N

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			<ul style="list-style-type: none"> • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by staff. • 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. • 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. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects 			
Contact between	Staff	Transmission of the virus leading	<ul style="list-style-type: none"> • All staff will be wearing a face mask and shield while carrying out this task 	High	Low	N

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subjects and staff increasing the risk of transmission of COVID19: Welcome & registration	Learners others	to ill health or potential death	<ul style="list-style-type: none"> • Hand sanitiser to be made available and used on a regular basis. • Ventilation required at all times. • Base layers are advised to be worn in the event of adverse temperatures. 			
Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Staff Learners others	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All staff will be wearing a face mask and shield while carrying out this task • Hand sanitiser to be made available and used on a regular basis. • Ventilation required at all times. • Base layers are advised to be worn in the event of adverse temperatures. • Where possible samples will be taken by person undertaking the test and not required by staff. • 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. 		Low	
Contact between sample and test centre runner increasing the transmission of	Staff Learners others	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • The test centre area will be as close as possible to the area being utilised to carry out tests. • 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 both on leaving and entering the ATS centre 	High	Low	N

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COVID19: Sample transport						
Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Staff Learners others	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • 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. 	High	Low	N
Incorrect result communication	Staff Learners others	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • If in the event of an incorrect result communication the guidance must be followed and the person / parents contacted as quickly as possible. 	High	Low	N
Damaged barcode, lost LFD, failed scan of barcode	Staff Learners others	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • If any of the information is missing or damaged the test must be redone and the damaged testing equipment reported to the required agencies. 	High	Low	N
Extraction solution	Staff Learners others	Transmission of the virus leading	<ul style="list-style-type: none"> • 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. 	High	Low	N

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which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)		to ill health or potential death				
Occupational illness or injury	Staff Others	Mental Health and well-being	<ul style="list-style-type: none"> • Management to carry out regular welfare checks on all staff either working in school and at home • Provided up to date information 	High	Low	N
Manual handling	Staff	Injuries	<ul style="list-style-type: none"> • Staff are informed to take care when carrying out manual handling tasks • Staff have received awareness training which can be accessed via LMS every training 	High	Low	N
Unauthorised access by members of the	Staff Learners others	Security breaches	<ul style="list-style-type: none"> • The school building is secured and no access will be permitted for unauthorised visitors. 	High	Low	N

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public						
Uneven surfaces (floor protection in the Testing and Welfare areas)	Staff Learners others	Slips Trips Falls	<ul style="list-style-type: none"> The testing area is in a good condition and no obvious areas which can contribute to slips trips and falls. Vertas to complete regular floor cleaning carried out when heavy footfall. 	High	Low	N
Stairs to / from sample processing / registration area and welfare space	Staff Learners others	Slips Trips Falls	<ul style="list-style-type: none"> Stairs will be kept as dry as possible if accessing the test centre Stairs in these areas will be cleaned regularly 	High	Low	N
Inclement weather	Staff Learners others	Slips Trips	<ul style="list-style-type: none"> Staff and Learners will be informed to wipe feet before entering school building. Mats available at entrances to mop up any liquid from footfall. 	High	Low	N
Electrical safety / plant & equipment maintenance Defective electrical equipment	Staff Learners others	Electric Shock	<ul style="list-style-type: none"> 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. 	High	Low	N
Use of shared equipment	Staff Learners others	Contamination	<ul style="list-style-type: none"> Any equipment which is shared must be sanitised on a regular basis. 	High	Low	N

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Incorrect result communication	Staff Learners others	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 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 	High	Low	N
Damaged barcode, lost LFD, failed scan of barcode	Staff Learners others	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within 2 hrs of registration Subjects are called for a retest 	High	Low	N
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium	Staff Learners others	These components do not have any hazard labels associated with them, and the manufacturer	<ul style="list-style-type: none"> • 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. 	High	Low	N

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hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)		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.	<ul style="list-style-type: none"> • 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. • Vertas to handle all waste removal of ATS sites at ATT academies 			

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Advice on symptoms	Staff Learners Others	Unknown symptoms	<ul style="list-style-type: none"> 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 	High	Low	N
Issues with media	Staff	Negative publicity	<ul style="list-style-type: none"> 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. 	High	Low	N

Prepared by	Version No	Date	Agreed by
TBs	1.0	15/03/21	SMn