

## COVID-19 Risk Assessment

**For the rapid, asymptomatic testing on the school site for Secondary aged pupils at the start of the Autumn Term 2021. All schools are advised to note the hazard/issues and suggested control measures in this document and then add detail specific to their school.**

|   |   |   |
|---|---|---|
| <b>Name and Address of the School</b> – Durham Trinity School and Sports College, Dunholme Close, Akley Heads, Durham. DH1 5WB.   |   |   |
| <b>Current Number of Staff Employed- Teaching:</b> 31(school employed) 1 (agency)   | <b>Name of Person Completing the Risk Assessment-</b><br>Rachel Grimwood and Alison Jefferson | <b>Date of assessment – August 2021</b> |
| <b>Support Staff:</b> 65 (school employed) 45 (agency)  | <b>Review Dates-</b>  |   |
| <b>Current Number of Pupils on Role-</b> 240  |   |   |
| <b>Consultation</b> -The risk Assessment has been shared with the Governing Body and Staff members. The Governing body of the school are to be informed of staff members and Parent/Carers concerns.  |   |   |
| <b>Communication</b> -The risk assessment has been shared with the whole staff team and displayed on the school website for Parental/Guardian viewing and assurance purposes.<br>Letters of consent have been sent out to Parents/Carers for pupil participation. |   |   |

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|--|--|
| Persons covered by this assessment – <b>Secondary aged pupils who have given consent to participate in the Lateral Flow Device</b>   | This risk assessment is to be read in conjunction with Whole School Autumn Term 2021 COVID-19 risk assessment. |
| This risk assessment is based on guidance provided by the DfE on the Resources- <a href="#">Further Education &amp; Secondary Schools portal</a> .   |  |
| The school are following the current guidance- <a href="#">School's coronavirus (COVID-19) operational guidance</a> .  |  |
| The asymptomatic testing programme does not replace the Government's current testing policy for those with symptoms.   |  |
| <b>Lateral Flow Antigen test</b> -From Monday 10 May, NHS Test and Trace introduced a new type of lateral flow device (LFD) called <b>Orient Gene</b> for use at schools <b>on-site</b> Asymptomatic Testing Sites (ATS) in schools and colleges. These tests <b>involve double nasal swab samples only</b> – a throat sample is not needed. The Orient Gene devices return a positive or negative result in under 30 minutes.<br>Sites should only use one brand of device at any one time for the on-site ATS testing, to minimise risk of confusion and processing errors. You should plan to begin using the Orient Gene LFD test kits for on-site testing when your current supply of Innova LFD test kits are due to end. <b>Testing at Durham</b> |  |

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**Trinity School and Sports College will use Innova LFD test kits – involving throat and nasal swab samples.**

In exceptional circumstances, especially for students with special educational needs and disabilities (SEND), if they are unable to nasal swab, they should use an Innova test kit to throat swab only. Sites should retain any leftover Innova ATS test kits for students, pupils or staff members who are unable to nasal swab.

Contact the helpdesk on 0800 046 8687 if you have pupils or students who require Innova test kits for use on-site (as they cannot have a nasal swab and cannot be tested at home) and you are running low on stock.

**Testing regime:** Pupils who have consented to participate in the LFD testing complete two Lateral Flow Device (LFD) tests spaced 3-5 days apart and then revert to twice weekly home tests. The school may commence testing pupils from 3 working days before the start of term and can stagger the return of pupils across the first week of term to manage the number of pupils participating.

Schools may choose to test new Year 7 pupils earlier, including during Summer schools. Following the completion of 2 tests, 3 to 5 days apart the new year 7's can revert to home testing.

Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed

Tests will be based on self-swabbing model with the processing and other roles being undertaken by trained workforce.

| RISK RATING |   | Likelihood   |   |   |
|-------------|---|--|---|---|
|             |   | Probable<br>Occurs repeatedly, to be expected or could affect large number of people | Possible<br>Could occur sometime or effect a few people | Remote<br>Unlikely to occur or not many people to be affected |
| Impact      | <b>Major</b><br>Major injury, permanent disability, or ill-health | High   | High  | Medium  |
|             | <b>Severe</b><br>Injury requiring medical treatment               | High   | Medium  | Low   |
|             | <b>Minor</b><br>First aid treatment                               | Medium   | Low   | Low   |

**Anyone with one or more of the 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 and Wales, or 0300 303 2713 in Scotland and Northern Ireland. The latest guidance and templates are available on the **DfE Portal**.

For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team -[hsteam@durham.gov.uk](mailto:hsteam@durham.gov.uk) and 03000 263430.The Health and Safety Team have placed all relevant documents in a [COVID-19 file](#) on their Extranet page.

All relevant [guidance](#) contained in this document is subject to updates as required.

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| Initial Preparations for testing on the school site | M                          | <ul style="list-style-type: none"> <li>-Overarching Whole School COVID-19 risk assessment and systems of controls in place.</li> <li>-Resources-Further Education &amp; Secondary Schools guidance documents followed.</li> <li>-<a href="#">Workforce planning tool kit completed</a> to identify the number of staff required to ensure rapid asymptomatic testing can be undertaken on the school site.</li> <li>-The whole staff team contacted to identify a team of staff to support pupils and staff members to undertake the lateral flow testing.</li> <li>-Storage for additional PPE stock identified.</li> <li>-Suitable and sufficient storage for the lateral flow devices identified.</li> <li>-Guidance '<a href="#">How to Guide</a>' read by SLT.</li> <li>-Suitable and sufficient testing area identified that has staff welfare facilities in the immediate proximity.</li> <li>-Room set out as per guidance-Appendix 2.</li> <li>-<a href="#">Delivery date for test kits identified.</a></li> <li>-Furnishings needed for the test area identified.</li> <li>-Additional resources identified, including IT equipment.</li> <li>-Resources for hand and respiratory hygiene for the test area.</li> <li>-Hand sanitiser</li> <li>-Cleaning schedule created for the testing area in line with the guidance provided.</li> <li>-First Aid box located in test area. A list of qualified first aiders and their extension</li> </ul> | <ul style="list-style-type: none"> <li>-It is advised that Staff who are identified as <u>Clinically Vulnerable</u> are not expected to provide support with the testing process at the school.</li> <li>-Where need identified request volunteers from the wider school community e.g., parents/carers.</li> <li>-Where need identified the school are to advertise for staff to support them in supporting the lateral flow testing taking place within the school.</li> <li>-Itinerary to be taken of the items included in the test kit delivery.</li> <li><b>-Parents/Carers to be advised that Pupils will be tested using the Innova LFD double nasal swab test.</b></li> <li><a href="#">How to do your Innova COVID test leaflet</a> to be shared with Parents/Carers (website/Weduc). Parents/Carers to be advised to share the test leaflet with their child and talk through with them what the test will entail.</li> <li>-Purchase room thermometers so that an ambient <b>temperature of 15-30°C can be maintained</b> for the lateral flow devices to operate and that a temperature of 2-30°C can be achieved when storing the devices.</li> <li>-Site coordinator checks at the start of each session that Innova LFDs only are in use.</li> </ul> | L                         | Head teacher   |

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|                 |                            | <p>numbers to be held in the test area.</p> <p>-Consent forms prepared for <a href="#">Pupils</a></p> <p><b>-ATS test area stocked only with Innova LFDs</b></p>   |   |                           |                |
| Staff Training  | L                          | <p>- <a href="#">‘How to Guide’</a> followed.</p> <p>-Trained staff aware that the Innova LFD nasal test only is in use within the ATS Area.</p> <p>-Trained staff are aware of the testing process differences between Orient Gene and Innova LFD; <a href="#">Appendix 4</a>.</p> <p><a href="#">Training Guide Rapid Testing for Schools and Colleges</a> shared with testing staff.</p> <p>-Testing roles and responsibilities clearly identified and appropriate training to be undertaken; Summary of staff training required detailed in-<a href="#">Training Guide Rapid Testing for Schools and Colleges</a>- Modules 1-6 available.</p> <p>-<a href="#">Testing staff are able to register online to access a training platform to ensure that their training needs are met.</a></p> <p>-Guidance for the PPE to be worn by testing staff is clearly detailed in the <a href="#">Training Guide Rapid Testing for Schools and Colleges</a></p> <p>-PPE and Infection Control online training completed by relevant Testing staff.</p> <p>-Testing staff must attain 100% pass mark for each module they are directed to complete before they can be active members of the testing team. Guidance followed in <a href="#">‘How to Guide’ for putting on</a></p> | <p>-Testing staff undertake training for their identified roles as per <a href="#">the ‘How to Guide’</a> and <a href="#">Training Guide Rapid Testing for Schools and Colleges</a>.</p> <p>-All training undertaken is assessed.</p> <p>-<a href="#">Training records</a> to be maintained.</p> <p>-If the testing staff fails the assessment module, they can repeat the assessment until they attain a pass.</p> <p>-Print copies of the PPE requirements for testing staff and ensure that copies are laminated accessible to staff in the testing area.</p> <p>-<a href="#">Quality checklist completed</a> by Team Leader /Quality Lead prior to the commencement of testing.</p> <p><b>-An onsite run through to be carried out on the first day of testing.</b></p> <p>-Testing staff training to be reviewed on a week-to-week basis to account for potential change of roles/additional roles undertaken and new staff introduced.</p> <p><b>-Where new staff/volunteers are introduced to the team repeat the onsite run through prior to starting that day’s testing.</b></p> | L                         | Head Teacher   |

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|                            |                            | <a href="#">PPE and removing PPE</a>   |  |                           |                       |
| Parent/Carer consent       | L                          | <p>-<a href="#">Consent forms</a> will continue from March 2021 testing unless Parent/Carers opt out by contacting the school via email. <a href="#">Consent forms</a> sent to Parents/Carers for new Secondary pupils and any parents/carers who want to opt back in.</p> <p>-Parents/Carers and Pupils advised that wearing of face coverings is mandatory in the testing area.</p> <p>-Registers maintained of staff and pupils participating in LFD tests.</p>   | <p>-Consent needs to be given prior to pupils participating in the rapid LFD testing.</p> <p>-<a href="#">Orient Gene How to do your COVID test leaflet</a></p> <p>-Testing team to be advised pupils who are exempt from wearing face coverings.</p> <p>-Reminder <a href="#">consent forms</a> to be sent to Parents/Carers where need identified.</p> <p>-Testing staff to be made aware of Pupils who have <b>not given</b> consent to take part in the testing process.</p> <p>-<a href="#">Data Protection information</a> to be made available to Parent/Carers</p> | L                         | Head Teacher          |
| Scheduling testing- Pupils | H                          | <p>-<a href="#">Schools coronavirus (COVID-19) operational guidance</a> being followed.</p> <p>- '<a href="#">Why, who, what and when 'guidance followed.</a></p> <p>-Identify pupils who will need to be supported by a member of staff in the testing area.</p> <p>-Provide more time for those pupils who may need longer preparation time to reduce their anxieties.</p> <p>-Special schools follow-<a href="#">Rapid asymptomatic testing in specialist settings.</a></p> <p>-Pupils are tested within their year group on identified days and times – Testing at</p> | <p>-Pupils not taking part in the LFD testing programme should attend school.</p> <p>-Testing capacity to be identified.</p> <p>-Schools are able to operate a phased return of pupils at the start of the Autumn term in order to control the flow of pupils into the school. ATS LFD testing can take place three days prior to the start of the school term commencing and can stagger the return of pupils across the first week of the Autumn term.</p> <p>-Pupil absence to be monitored, ensuring when pupils return to the</p>                                     | L                         | Head Teacher-On going |

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|   |                            | Durham Trinity will take place on Friday 3 <sup>rd</sup> and Wednesday 8 <sup>th</sup> September all day.   | school, they are included in the LFD testing programme-Two tests are taken 3 to 5 days apart, prior to the commencement of home testing.<br>-Concerns to be raised with the local authority if unable to fulfil testing needs to ensure the safety of Staff and Pupils.   |                           |                |
| LFD Testing Pupils                                      | H                          | -Only pupils with parent/carer consent will take part in the LFD asymptomatic testing programme prior to the start of the Autumn Term.<br>-Parents/Carers and pupils are aware that the Innova LFD test is in use.<br>-Year group testing programme put in place and commenced prior to the whole school returning for the start of the Autumn term.<br>- Pupils will attend the school site in their year groups at an agreed time/day and undertake test.<br>-Testing will take place in the identified ATS area.<br>-At any point in the testing process Parents/Carers can withdraw consent for their child to participate in the LFD asymptomatic testing programme. | -Pupils will be supervised by staff members when they enter the school site and directed towards the ATS testing area<br>-Parents/Carers will be contacted if there is a positive LFD test result by phone call.<br>- If at any point a member of pupil tests positive, they will need to follow the isolation guidelines- <a href="#">stay-at-home guidance</a><br>-Parents/Carers not permitted within the building unless need identified. | L                         | Head teacher   |
| Face Coverings  | H                          | -Face coverings worn in and around the testing area by Staff and Pupils.  |   | L                         |                |
| Pupils not returning to school due to isolation/absence | H                          |   | -Ensure that when pupils return to the school, they are included in the LFD testing programme if they have consented to do so.  | L                         | Head Teacher   |

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|   |                            |  | -On completion of 2 LFD tests in school pupil revert to home testing  |                           |                     |
| Pupils who have received the COVID-19 vaccination | H                          | -Pupils who have been vaccinated should still take part in the LFD testing programme as we do not yet know whether vaccines prevent individuals transmitting the virus.  |   | L                         |                     |
| Setting up the Test area                          | M                          | <p>- <a href="#">‘How to Guide’</a> guidance followed for setting out the test area and resources needed.</p> <p>-NHS Test and Trace test kit will contain.<br/>Lateral flow test kits<br/>Barcodes<br/>Waste disposal bags<br/>PPE: disposable gloves<br/>PPE: disposable plastic aprons<br/>PPE: Type 11R surgical masks<br/>PPE: eye protection (goggles/visors)<br/>Bowls</p> <p>Example layout of the test area and desk layout detailed in <a href="#">‘How to Guide’</a> and <b>Appendix 1 and 2.</b></p> <p>-Dedicated area identified for the testing area.</p> <p>- Flooring must be <b>non-porous</b> and the test site cleanable with the approved cleaning product.</p> <p>-All staff members made aware of the location of the test area within the school.</p> <p>-Doors leading to the test area kept in the closed position and <a href="#">signs placed</a> on the doors advising that authorised personnel only to enter the test area.</p> <p>-Only authorised access permitted to the</p> | <p>- Include a waiting area outside of the testing area.</p> <p>-Ensure that the waiting queue outside of the testing area are managed and are questioned/observed to ensure that they are not displaying symptoms of COVID-19.</p> <p><b>-A high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p><b>-A new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual.</p> <p><b>-A loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</p> <p><b>-The school/college are to provide the following;</b></p> <p>Identify a test area within the school<br/>Tables &amp; chairs</p> | L                         | <b>Head Teacher</b> |

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|                 |                            | <p>testing area.</p> <ul style="list-style-type: none"> <li>•Test site must be <b>well lit</b> and have <b>good airflow</b> with no recirculation of air</li> <li>•The ambient <b>temperature should be 15-30°C</b> for the lateral flow devices to operate and 2-30°C for storing them</li> <li>•<b>Registration desk</b> at the first point where individual being tested would enter the test site</li> <li>•<b>One-way direction of travel</b> for pupils/students or staff being tested. If not possible, enough room should be provided for individuals being tested to exit the room whilst maintaining social distance</li> <li>•Chairs in the swabbing bay should be <b>minimum of 2m apart</b></li> <li>•Each <b>swabbing desk must have a processing desk</b> close by –no more than 1m away. <b>Recording desk</b> to be located close by</li> <li>•<b>Clear division between swabbing and processing area.</b> This should be clearly set out. Individuals being tested must not enter the processing area.</li> </ul> <p>-<a href="#">Quality checklist completed</a> by Team Leader /Quality Lead prior to the commencement of testing.</p> <p>-<b>Laminated</b> posters and leaflets located around the testing area.</p> <p>-Testing staff have documentation to <a href="#">Resources-Further Education &amp; Secondary Schools.</a></p> | <p>Hand sanitiser/disinfectant wipes<br/>Mop and bucket/hazard cone<br/>Tissues/bins-for each test bay/general waste bin<br/>Signage that can be cleaned, and laminated instructions on swabbing and processing for each bay.<br/>Computer(s)for test registration upload.<br/>Clocks/timer<br/>Mirrors<br/>Trays to transfer tests to the processing table<br/>Tube racks or equivalent (can be microarray test tube racks)<br/>Tape and/or plastic sheets to separate testing bays<br/>First aid supplies<br/>Stationary supplies markers, pens, and printers.</p> <p>-Social distancing markings to be used where need identified.</p> <p>-Testing area to be included in the Indoor Whole School risk assessment.</p> <p>-Test area to be included in the cleaning schedule currently in place at the school.</p> <p>-Daily inspections of the test area to be completed to ensure that they are free from slip/trip/fall hazards.</p> |                           |                |

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|   |                            | -Testing Staff/Volunteers have access to welfare facilities within the immediate area of the testing area.   |   |                           |                |
| Ventilation of the waiting area and test area   | H                          | -Waiting and testing areas ventilated prior to and following the LFD testing process.<br>-The testing area is well ventilated during the testing process.<br>-The testing area is well ventilated during breaks in the testing process.  |   | L                         |                |
| Volunteers/Agency staff employed to support the testing on the school site-Increased transmission of COVID-19 | H                          | -Volunteers/New staff receive an induction into the school;<br><a href="#">Emergency Evacuation Procedure</a><br><a href="#">First Aid</a><br><a href="#">Reporting Accident/Incidents</a><br>-Whole School COVID-19 Risk Assessment shared with new staff.<br>-Testing roles and responsibilities clearly identified and appropriate training to be undertaken; Summary of staff training required detailed in- <a href="#">Training Guide Rapid Testing for Schools and Colleges</a> | -Where volunteers/agency staff give consent, they can be included in the LDF testing schedule | L                         | Head Teacher   |
| Manual Handling - Setting up the test area and moving testing equipment around the test area.                 | M                          | -Premises staff support staff to set up the testing area.<br>-All materials are divided into small light weight packages.<br>-Manual handling aids and Information provided  | -Where need identified staff request support to move items.                                   | L                         | Staff-On going |

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|   |                            | -Cleaner removes waste bags from the testing area   |  |                           |                       |
| Contact between Staff/Pupils increasing the risk of transmission of COVID-19. | H                          | <p>- The LFDs provided to schools and colleges are simple to use (pupils can swab themselves, with a trained person supervising them).</p> <p>-Pupils individual needs have been identified and shared with the testing staff.</p> <p>-Testing staff will supervise Staff and Pupils when in the testing area.</p> <p>-Asymptomatic: Parents and Carers are to be advised in advance that pupils should not attend the school site 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 10 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms- <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p> <p><b>-Face masks:</b> Prominent signage in place on the entrance doors to the testing area and within the testing area reminding attending Staff and Pupils that face masks are mandatory in the testing area.</p> <p>-Staff/Pupils reminded prior to their</p> | <p><b>-Registration Assistant</b> to monitor Pupil wellbeing when being registered.</p> <p>-Testing team to be advised of Pupils who are exempt from wearing face coverings.</p> <p><b>-Registration Assistant</b> to be advised of Pupils who are exempt from wearing face coverings.</p> <p>-Cleaning schedule for the test area to be put in place.</p> | M                         | Testing Team-On going |

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|                                |                            | <p>scheduled appointment to wear face covering in the ATS test area.</p> <p><b>-Registration Assistant</b> ensures that Staff and Pupils are wearing face coverings when in the testing area.</p> <p>- Face coverings worn by Pupils always except for brief lowering at time of swabbing.</p> <p>•<b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival to testing site &amp; adherence to this enforced by testing staff.</p> <p>•<b>Social distancing:</b> Two metre social distancing to still be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary, from reception, queue management &amp; testing site staff.</p> <p>•<b>Test area</b> well ventilated throughout the testing process.</p> <p>•<b>Cleaning:</b> Regular cleaning of the test area and frequently touched surfaces including wipe down of all potential touchpoints in accordance with <b>guidance. Limited</b> clutter-chairs only on request; no physical handing of documents to subjects</p> <p>•Desks set out as advised in guidance.</p> |  |                           |                |
| Pupil undertaking the LFD test | <b>H</b>                   | <p>-Pupils complete a supervised nasal and throat swab test. Pupils who are unable to self-swab may be supported with assisted swabbing</p> <p>-Pupils will complete 2 tests on-site (ATS), with each test being 3 to 5 days</p>  | - Schools/colleges should not recommence home testing pupils until 2 on-site LFD tests completed 3,5 days apart. | <b>L</b>                  | <b>Pupil</b>   |

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|   |                            | apart, before moving to home-testing.  |   |                           |  |
| Pupil with a recent Covid-19 diagnosis:                                   | M                          | - Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test unless they develop any new symptoms of COVID-19.   | -Request evidence of when Pupil tested positive for COVID-19, testing to commence after 90 days.  | L                         | Head Teacher-As required                 |
| Pupil refusal to undertake test/becoming anxious                          | M                          | -Pupil testing is not mandatory.<br>-Pupils identified that may present challenging behaviours/become anxious<br>-Consent obtained from Parent/Carer to undertake the test.<br>-Those pupils with known needs are given identified support from the testing staff.<br>-Test undertaken with identified staff member present who has a good working relationship with the pupil.<br>-Pupil given additional time to undertake the test. | -Consider having water available for Pupils to access.<br>-Where need identified pupils are supported by a trained member of staff to undertake the test.<br>- Parents/carers provide consent for staff to support – consent forms.<br>-Where pupil refuses to undertake the test Parent/Carer to be informed immediately.<br>-Discussions to take place with Parent/Carer regarding the pupil continuing with the LFD testing programme in school. | L                         | Test Team-As required<br><br>Headteacher |
| Isolating Pupils following <b>Positive LFD test</b> during the school day | H                          | -Guidance in <b>Appendix 3 followed</b> .<br>-Following a positive LFD test Head teachers will follow the <b>DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting</a></b><br>-Pupils are moved to an area which is at least 2 metres away from pupils and staff.<br>-Where supervision or comfort has to be provided PPE is to be worn <a href="#">safe working</a>                                    | -Where a pupil tests positive, they will need to follow the isolation guidelines- <a href="#">stay-at-home guidance</a><br>-Any member of staff who has provided close contact care to someone with someone who is asymptomatic, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person   | L                         | Test Team-As required                    |

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| Hazards / issue   | Risk rating H/M/L (before) | Controls already in place  | Further Action required  | Risk Rating H/M/L (after) | By Whom & When |
|---|----------------------------|--|--|---------------------------|----------------|
|   |                            | <p><a href="#">in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</p> <p>-Where Pupils need to use toilet facilities a separate toilet is to be accessed if possible.</p> <p>-Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else.</p> | <p>who is asymptomatic, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <p>-The symptomatic person subsequently tests positive</p> <p>-They develop symptoms themselves (in which case, they should arrange to have a test) They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</p> <p>-Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>-The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> |                           |                |
| Identifying close contacts with the pupil positive case | H                          | <p>-The school are following the guidance <a href="#">Stay at Home: guidance for households with possible or confirmed COVID-19</a>.</p> <p>-The school will log the outcome of the LFD</p>  |  | L                         |                |
| Invalid LFD Test result                                 | H                          | <p>-Staff/Pupils supervised to undertake the test.</p> <p>-Testing carried out in line with <a href="#">'How to Guide' Rapid Testing in Schools and</a></p>  | <p>-Pupils who return an invalid (or could not read sample) LFD result, should repeat the test.</p> <p>-If the second test is invalid, the Pupil</p>   | L                         |                |

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|---|----------------------------|---|--|---------------------------|----------------|
|   |                            | <a href="#">Colleges</a><br>-Guidance followed contained in the <b>SOP</b> .  | should take a PCR test.<br>-Pupil to be isolated/sent home   |                           |                |
| Negative LFD Test Result  | M                          | -Pupils supervised to undertake the test.<br>-Testing carried out in line with ' <a href="#">How to Guide</a> ' <a href="#">Rapid Testing in Schools and Colleges</a><br>-Guidance followed contained in the <b>SOP</b> .   | -Pupils who return a negative test result do not need to self-isolate unless:<br>-They are symptomatic (they'll need to book a PCR test)   | L                         |                |
| Incorrect result communicated-Wrong samples or miscoding of results   | M                          | -Only trained staff handle the LFD test samples<br>-Testing schedule in place with time that pupil entered the ATS area.<br>-2 identical barcodes are provided to Pupil when they check in.<br>-Pupil details are registered the unique barcode before conducting the test.<br>-Barcodes are attached by trained staff at the sample collection area<br>-Barcode remains with the LFD test sample at all times.       | -Results registered as they are received.  | L                         |                |
| Contact between subjects and testing site staff increasing the risk of transmission of COVID19. The following roles will be involved: <ul style="list-style-type: none"> <li>Quality lead/team leader</li> <li>Test assistants</li> <li>Processors</li> </ul> | H                          | -Test staff have been given identified roles in the testing process.<br>-All Test area staff complete PPE & Infection Control (Module 3) prior to commencement of the testing schedule.<br>-Suitable and sufficient PPE provided<br>-Staff instructed not to wear jewellery, bracelets, watches, or stoned rings when working in the test area and undertaking activities<br>-Testing staff wash hands/hand sanitiser | -Use the <a href="#">workforce planning tool</a> available via the Resources -Further Education & Secondary Schools<br>-Ensure mandatory online training package is completed prior to identified testing staff commencing activities. | L                         |                |

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|--|----------------------------|---|-------------------------|---------------------------|----------------|
| <ul style="list-style-type: none"> <li>• COVID 19 co-ordinators</li> <li>• Registration assistants</li> <li>• Results recorders</li> <li>• Cleaning staff</li> </ul> <p>n.b. it is expected that staff will be able to carry out dual roles.</p>                                 |                            | <p>applied prior to putting PPE on.<br/> <u>Team Leader/Quality Lead</u>-PPE worn- Fluid resistant (Type11R) surgical mask.<br/> <u>Processor</u>-PPE worn - Fluid resistant (Type11R) surgical mask, disposable gloves-changed after each sample, disposable plastic apron and eye protection (goggles or visor).<br/> <u>Testing Assistant</u>- Fluid resistant (Type11R) surgical mask, disposable gloves.<br/> <u>COVID-19 Co-ordinator</u>- Fluid resistant (Type11R) surgical mask.<br/> <u>Results Recorder</u>- Fluid resistant (Type11R) surgical mask, disposable gloves.<br/> <u>Registration Assistant</u>- Fluid resistant (Type11R) surgical mask.<br/> <u>Cleaner</u>- Fluid resistant (Type11R) surgical mask, disposable gloves, disposable plastic apron and eye protection (goggles or visor).</p> |                         |                           |                |
| <p>Extraction solution which comes with the lab test kit contains the following components: <math>\text{Na}_2\text{HPO}_4</math> (disodium hydrogen phosphate), <math>\text{NaH}_2\text{PO}_4</math> (sodium phosphate monobasic), <math>\text{NaCl}</math> (Sodium Chloride</p> | H                          | <p>-Manufacturer states that there are no hazards anticipated under conditions of use.<br/> <b>-PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. –<br/> <b>-Safety glasses with side shields</b> which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution.</p>  |                         | L                         |                |

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|--|----------------------------|--|---|---------------------------|----------------|
|  |                            | <ul style="list-style-type: none"> <li>-Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li><b>-Environmental:</b> extraction solution not to enter drains</li> <li><b>-Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the waste disposal procedures</li> <li><b>-Do not use</b> if the solution has expired</li> <li><b>-The Processor</b> completes LFD Process (Module 1) prior to commencement of the testing.</li> <li><b>-The Processor</b> adheres to the training guidelines to prevent improper handling.</li> </ul> |   |                           |                |
| Testing area staff absence-COVID-19 symptoms | H                          | <ul style="list-style-type: none"> <li>-Staff are aware of the <a href="#">known symptoms of COVID-19</a>.</li> <li>-Staff/Volunteers to follow the school's sickness absence procedure, advising if they are experiencing COVID-19 symptoms.</li> <li>-Where Staff/Volunteers are presenting with COVID-19 symptoms they are advised to request a test via DCC occupational health service or NHS 119 service.</li> <li>-Arrangements for replacement testing site staff to be identified at a local level wherever possible to support continuity of testing activities</li> </ul>   | <ul style="list-style-type: none"> <li>-Continuity and resilience arrangements to be put in place as part of testing site set up phase</li> <li>-Revisit Use the workforce planning tool.</li> <li>-Where staff test Positive they are report the test result to <a href="#">Test and Trace</a>.and follow current <a href="#">guidance</a>.</li> </ul> | L                         | Head teacher   |

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|--|----------------------------|---|---|---------------------------|--|
| Testing Staff becoming unwell or injured during the school day | M                          | <p>-Staff are aware of the <a href="#">known symptoms of COVID-19</a>.</p> <p>-Test area set out in line with '<a href="#">How to Guide</a>'.</p> <p>-Appropriate PPE worn for roles undertaken</p> <p>-Staff to isolate and remove themselves from the testing area immediately and request a test via DCC occupational health service or NHS 119 service.</p> <p>-A list of qualified first aiders and their contact details held in the test area.</p> <p>First aid resources located in the test area.</p> <p>-Where need identified 111/999 to be contacted.</p>                         | <p>-Reiterate instruction for testing area staff to take an LFD test immediately if symptomatic in school.</p> <p>-Head teacher to be made aware if testing staff present with COVID-19 symptoms.</p> <p>-Those who test positive from an LFD test will be required to self-isolate in line with the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and to take a confirmatory PCR test.</p> <p>-Staff can return to work if the PCR test is negative.</p> | L                         | Head teacher/<br>quality lead/<br>team leader  |
| Lack of PPE to operate test site                               | H                          | <p>-PPE and Infection Control online training completed by relevant Testing staff</p> <p>-Testing staff are aware of the PPE they must wear when undertaking their tasks.</p> <p>-Testing staff must attain 100% pass mark for each module they are directed to complete before they can be active members of the testing team. Guidance followed in '<a href="#">How to Guide</a>' for putting on <a href="#">PPE and removing PPE</a></p> <ul style="list-style-type: none"> <li>• PPE will be delivered directly to the school</li> <li>• If centralised supplies of PPE do not</li> </ul> | <p>-Stock levels checked daily. Where need identified stock, levels replenished.</p> <p>-The School to contact <a href="mailto:hsteam@durham.gov.uk">hsteam@durham.gov.uk</a> and 03000 263430 should supplies of PPE not be delivered and testing site operation becomes problematic due to lack of PPE.</p>   | L                         | Head teacher/<br>Quality lead/<br>team leader<br><br>Head teacher/<br>Quality lead/<br>team leader |

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| Hazards / issue                                    | Risk rating H/M/L (before) | Controls already in place  | Further Action required  | Risk Rating H/M/L (after) | By Whom & When   |
|--|----------------------------|--|--|---------------------------|--|
|  |                            | arrive, then school will arrange provision of PPE via DCC  |  |                           |  |
| Cleaning the Test Area                             | H                          | <p><u>-Cleaner wears-</u> Fluid resistant (Type11R) surgical mask, disposable gloves, disposable plastic apron and eye protection (goggles or visor).<br/> --PPE and Infection Control online training completed by relevant Testing staff<br/> -Testing staff are aware of the PPE they must wear when undertaking their tasks.<br/> -The Cleaner follows Guidance followed in <a href="#">‘How to Guide’ for putting on PPE and removing PPE</a><br/> -Cleaning schedule in place for the Test Area and Welfare facilities accessed by Test staff<br/> -Cleaner replenishes PPE in the Test area.<br/> -Test area and welfare facilities well ventilated.<br/> -Cleaner issued with products needed to keep the Test Area clean e.g., mop/mop bucket/cleaning products and cloths. Cleaning equipment located in the test area and not used in other areas of the school.<br/> -Additional storage facilities provided for PPE.<br/> -All waste from the ATS testing site can be disposed as domestic waste.</p> | -The cleaner is to report any concerns with cleaning/PPE stocks to the Team Leader/Quality Lead. |                           | <p><b>Cleaner-As required</b></p> <p><b>Head teacher-As required</b></p> |
| Control of Substances Hazardous to health (COSHH). | H                          | <p>-Cleaning products stored away from pupils in the test area.<br/> -All cleaning products clearly labelled and</p>   | -Frequently purchased products COSHH risk assessments available on the Extranet.                 | L                         |  |

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| Hazards / issue   | Risk rating H/M/L (before) | Controls already in place  | Further Action required   | Risk Rating H/M/L (after) | By Whom & When                                 |
|---|----------------------------|--|---|---------------------------|--|
|   |                            | <p>used as directed.</p> <ul style="list-style-type: none"> <li>-Staff directed to the COSHH assessment in place for the products that they use.</li> <li>-PPE readily available.</li> <li>-All waste from the ATS testing site can be disposed as domestic waste.</li> </ul>  | <ul style="list-style-type: none"> <li>-COSHH file containing products in use in the test area held by the <b>Cleaner</b>.</li> <li>-Review cleaning products in use on a frequent basis.</li> </ul>  |                           |  |
| Mental health and wellbeing of Pupils involved in testing process | <b>M</b>                   | <ul style="list-style-type: none"> <li>-Educate and raise awareness of testing activities, provide reassurance (e.g., staff meetings, parental communications, assemblies discussions) and use resources to support young people to explore, learn, discuss testing and the impact of COVID-19.</li> <li>-Focused pastoral support in place.</li> <li>-Safeguarding Policy in place and updated to include controls in place for Staff/Volunteers working out of the test area.</li> </ul> | <ul style="list-style-type: none"> <li>-<b>Bereavement UK</b> and the <b>Childhood Bereavement Network</b> provide information and resources to support bereaved pupils, schools, and staff.</li> <li>-The school to contact the agencies who regularly support their pupils with social and emotional support.</li> <li>-Ensure that staff are aware of the <a href="#">healthy child programme</a></li> <li>Parents and carers to be made aware of the following agencies.</li> <li><b>MindEd</b> – a free educational resource from Health Education England on children and young people’s mental health.</li> <li>- <b>Rise Above</b> is a website co-created and produced by young people.</li> <li>- <b>Every Mind Matters</b> includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing.</li> <li>- Barnardo’s <b>See, Hear, Respond</b> programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their</li> </ul> | <b>L</b>                  | <b>Head teacher/ quality lead/ team leader</b> |

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|---|----------------------------|--|---|---------------------------|--|
|   |                            |  | health and wellbeing, as well as those at risk of harm; and are not being seen by statutory agencies.                   |                           |  |
| Electrical safety / plant & equipment maintenance<br><br>Defective electrical equipment | <b>M</b>                   | -All equipment in the testing site area is either within twelve months of purchase or has an in-date PAT certificate/test label.<br>-Electrical equipment does not pose a trip hazard.   | -Where need identified electrical equipment PAT.<br>-Electrical equipment shut down/switched off at the end of the day. | <b>L</b>                  | <b>Head Teacher/<br/>Quality lead/<br/>Team leader</b>     |
| Use of shared equipment   | <b>M</b>                   | -There is to be no shared equipment.<br>-Where resources tables/chairs etc. have been used by other persons, they are to be cleaned between users.<br>-Bins located in the area of the testing stations.<br>-Bins emptied through out the testing process by the cleaner   |   | <b>L</b>                  | <b>Head Teacher/<br/>Quality lead/<br/>Team leader</b>     |
| Fire alarm activation   | <b>L</b>                   | -Testing Staff and those being tested will congregate at the fire assembly point with the PPE and face coverings they were wearing during the testing area activity  | -Testing area to be included in the Fire Emergency Plan.<br>-Testing Staff to be allocated an Assembly Point.           | <b>L</b>                  | <b>Head Teacher/<br/>Quality lead/<br/>Team leader</b>     |
| Pupils safeguarding   | <b>M</b>                   | -All testing area staff who are <b>not</b> an existing member of staff will undergo an enhanced DBS check to ensure safeguarding of pupils and to mitigate against any situations where they are not being supervised by existing school staff<br>-Schools will, wherever possible, ensure that non-school testing staff are | -Schools to identify those requiring DBS checks   | <b>L</b>                  | <b>Head teacher/SLT/<br/>quality lead/<br/>team leader</b> |

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|---|----------------------------|--|--|---------------------------|---|
|   |                            | supervised by existing members of school staff   |  |                           |   |
| Transport on and off the school site by pupils and subject to LFD testing               | <b>M</b>                   | <ul style="list-style-type: none"> <li>-Pupils subject to LFD testing on dedicated school services do not mix with the general public on those journeys and tend to be consistent.</li> <li>-Pupils over the age of 11 wear face coverings when accessing dedicated or public transport, unless exempt.</li> <li>- Records maintained of all pupils who travel on dedicated transport.</li> </ul>  | -  | <b>L</b>                  | <b>Head Teacher/ Quality lead/ Team leader</b>  |
| Pupils refusing to follow hand sanitising/face covering procedures for the Testing Area | <b>H</b>                   | <ul style="list-style-type: none"> <li>-Hand sanitiser made available in the reception area of the ATS.</li> <li>-Supply of face coverings located in the reception area.</li> <li>-Pupils are supervised when using hand sanitiser considering risks around ingestion.</li> <li>-Where pupils refuse to wash their hands or use hand sanitiser skin friendly skin cleaning wipes are used as an alternative</li> <li>-Individual needs of pupils identified and managed and risk assessments put in place where need identified.</li> <li>-Pupils supervised in the ATS area at all times.</li> </ul> | <ul style="list-style-type: none"> <li>-Where need identified SLT contacted, and pupil removed from reception/testing area.</li> <li>-Parent/Carers contacted.</li> <li>-Behaviour Policy followed.</li> </ul> | <b>M</b>                  | <b>Head teacher-As required</b>                 |
| Waste Management at the school testing site   | <b>M</b>                   | <ul style="list-style-type: none"> <li>-Supplies of black bags located in the ATS area.</li> <li>-External bin store in place.</li> </ul>  | -Review refuse collection SLA to ensure that it meets the current needs of the school given the potential increased waste from testing site  | <b>L</b>                  | <b>Head teacher/ Quality lead/ team leader/</b> |

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|--|----------------------------|--|-------------------------|---------------------------|-------------------|
|  |                            | -Contractor SLA in place to remove waste materials from the school site.<br>-Waste from the test centre can be disposed of as domestic waste.<br>-Waste removed from the school building at the end of each day and placed in the designated bin store area. | activities              |                           | Care taking staff |
| Home Testing Staff                           | H                          | -Separate LFD Home Testing risk assessment in place.   |                         | L                         |                   |
| Home Testing Pupils                          | H                          | -Separate LFD Home Testing risk assessment in place.   |                         | L                         |                   |
| Maintaining a testing area within the school | H                          | -The school are maintaining a small on-site LFD testing area on site so they can offer testing to pupils who are unable or unwilling to test themselves at home.   |                         | L                         |                   |

Please see the Guidance Documents from The Government and the NHS and are subject to updates on a continuous basis.

### School based Guidance

[Resources -Further Education & Secondary Schools.](#)

[School's coronavirus \(COVID-19\) operational guidance.](#)

[Staying alert and safe \(social distancing\)](#)

### DCC Extranet

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|                                |   |
|--------------------------------|---|
|                                |   |
|                                | <a href="#">Health and Safety COVID-19 file</a>   |
|                                | <a href="#">Extranet cleaning schedules</a>   |
| <b>Health related guidance</b> |   |
|                                | <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> |
|                                | <a href="#">NHS Test and Trace</a>  |
|                                | <a href="#">Coronavirus symptoms</a>  |
|                                | <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> |
|                                | <a href="#">Understanding Coronavirus test results</a>  |
|                                | <a href="#">What to do if a child is displaying Covid symptoms</a>  |

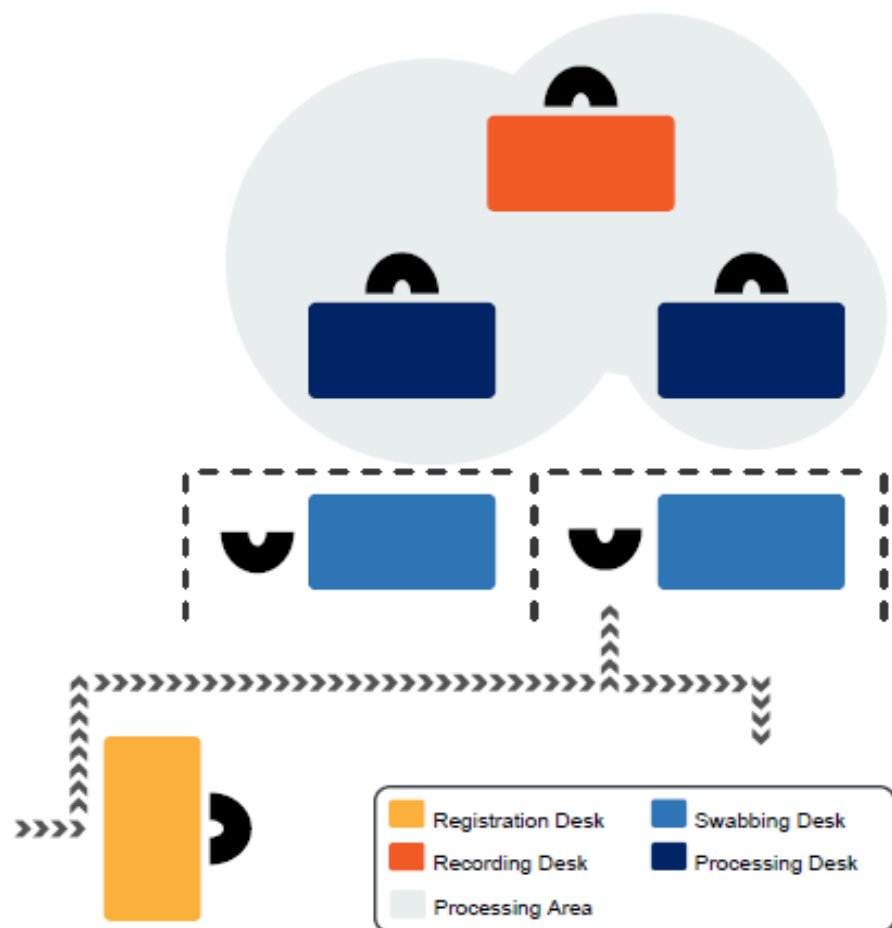
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**Appendix 1-Testing area layout guidance.**

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# What your testing site will look like

Testing sites can be set up in spaces of varying sizes provided they meet some key layout requirements



## Key layout requirements

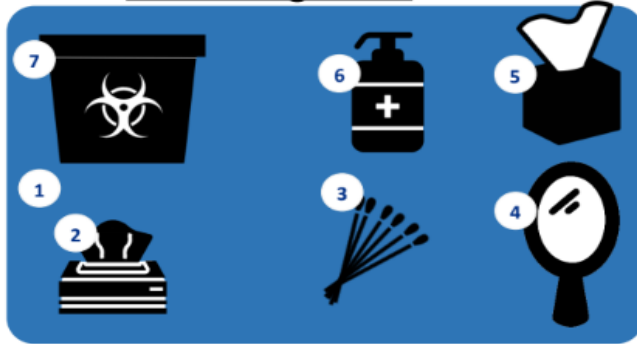
- test site flooring must be **non-porous** and the test site cleanable with the approved cleaning product
- test site must be **well lit** and have **good airflow** with no recirculation of air
- the ambient **temperature should be 15-30°C** for the lateral flow devices to operate and 2-30°C for storing them
- **registration desk** at the first point where individual being tested would enter the test site
- **one-way direction of travel** for pupils/students 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.
- further information on **waste disposal** will be provided shortly
- further details of how to set up your testing area will be made available via the webinars

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# Desk Layouts

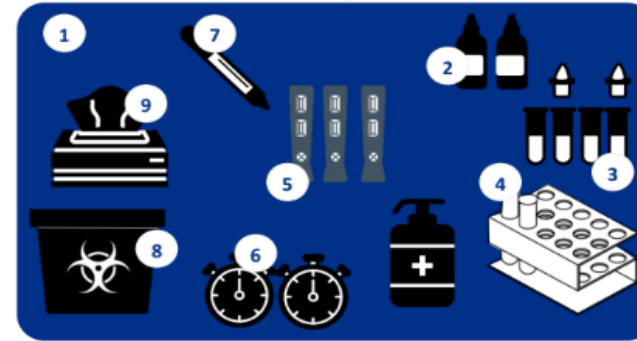
1. Table
2. Disinfectant wipes (1 per bay)
3. Swabs / test kit (LFD & PCR) – keep in cover
4. Mirror (for supervised swabbing only)
5. Tissues (for test participants)
6. Sanitiser (1 per bay)
7. Waste (bin, bags & disposal)

## Swabbing Desk



1. Table
2. Buffer solution
3. Vials
4. Test tube racks (to place vials & transport)
5. LFD devices – keep in cover
6. Clock / Timer (x2 minimum)
7. Stationery (black markers)
8. Waste (bin, bags & disposal)
9. Disinfectant wipes (1 per bay)

## Processing Desk



1. Table
2. Computer
3. Sanitiser (x1 bottle)
4. Barcodes (roll of multiple)
5. Test Registration cards (multiple)

## Registration Desk



1. Table
2. Computer
3. Waste (bin, bags & disposal)

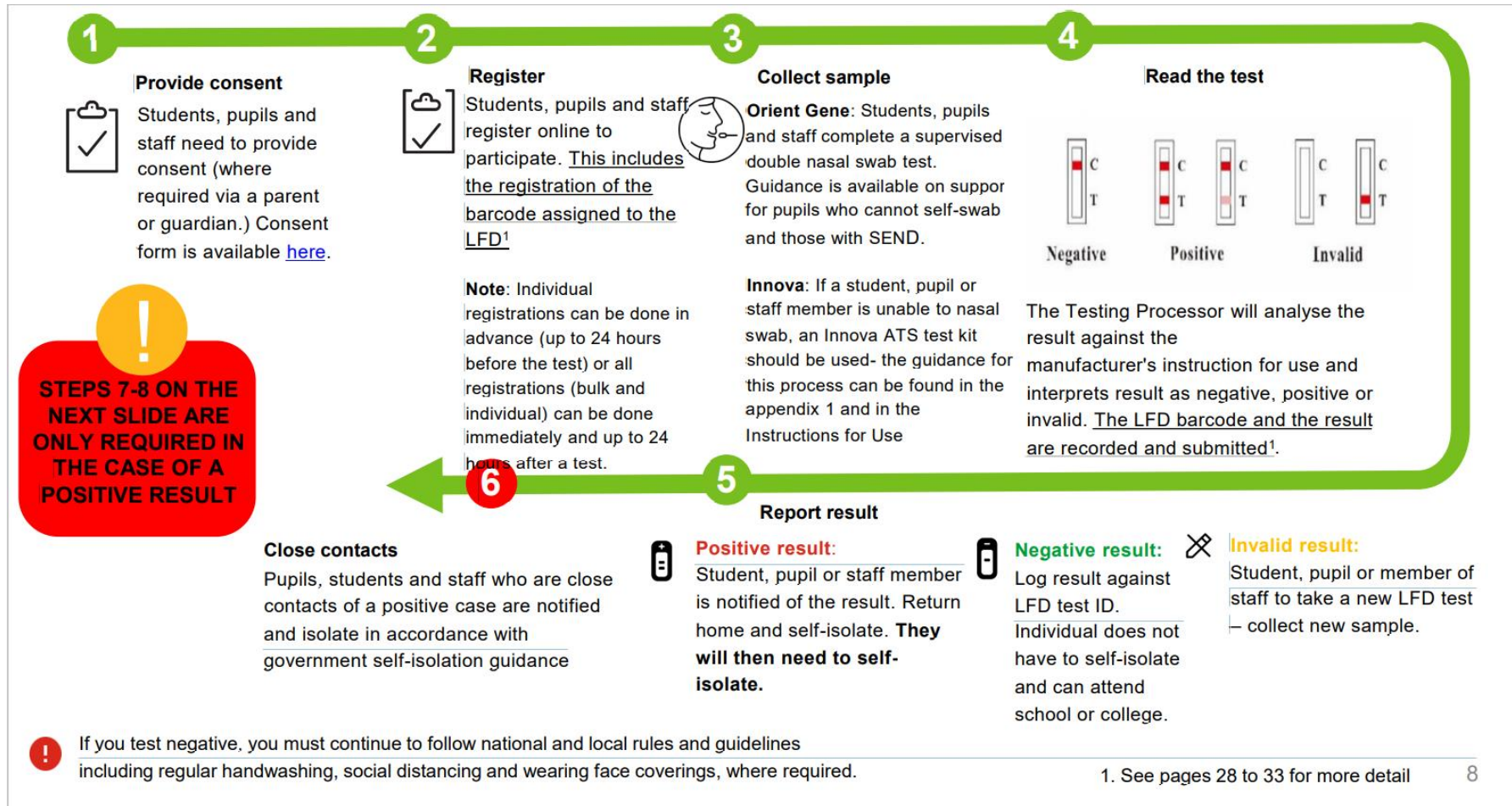
## Recording Desk



No personal items should be brought to the test site. Disposal water glasses/ bottles may be provided in a dedicated area to support hydration during long testing sessions but this activity should only be undertaken after removing PPE and proper handwashing. All disposables should be discarded before leaving the testing area.

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## Appendix 3 Testing journey



## Appendix 4 LFD Testing Differences

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## Key Differences Between the Orient Gene Kit and Innova Kit

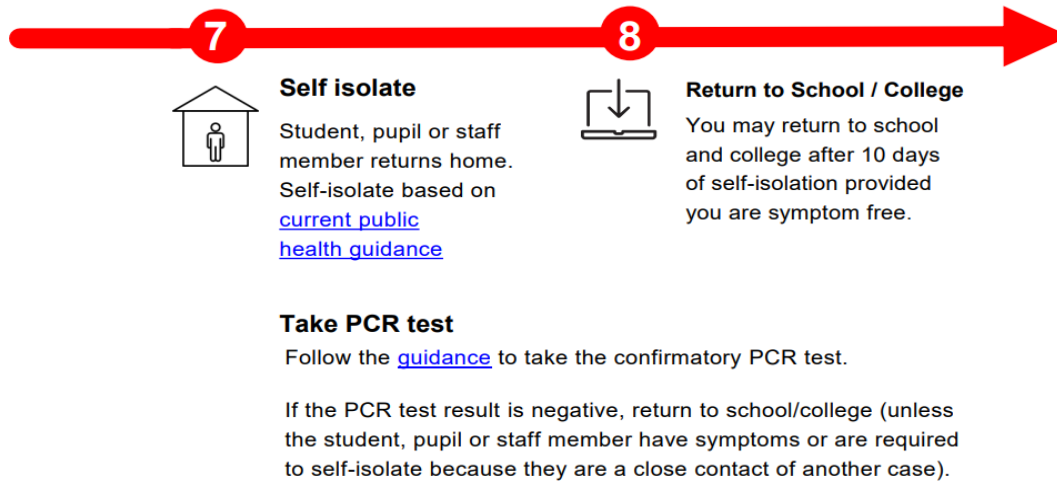
| Differences   | Innova- Old ATS Test Kit  | Orient Gene- New ATS Test Kit  |
|---|---|--|
| Device  |    |   |
| Preparing the extraction solution – number of drops | 6 drops   | Approx. 10 drops   |
| Process swab – swab rotations and processing        | Follow the rotation process for approx. 10 seconds, then squeeze the swab head by squeezing the extraction tube several times.  | Follow the rotation process (shown in step 7) 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 into LFD                           | 2 drops   | 4 drops  |
| Results analysis – result development timings       | 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. | Read the results at 15 minutes. Do not interpret the result after 20 minutes.  |
| Administering a swab sample                         | Nasal and throat  | Double nasal   |

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# The testing journey: positive result

For individuals who have returned a positive LFD test, schools and colleges should follow the following steps:

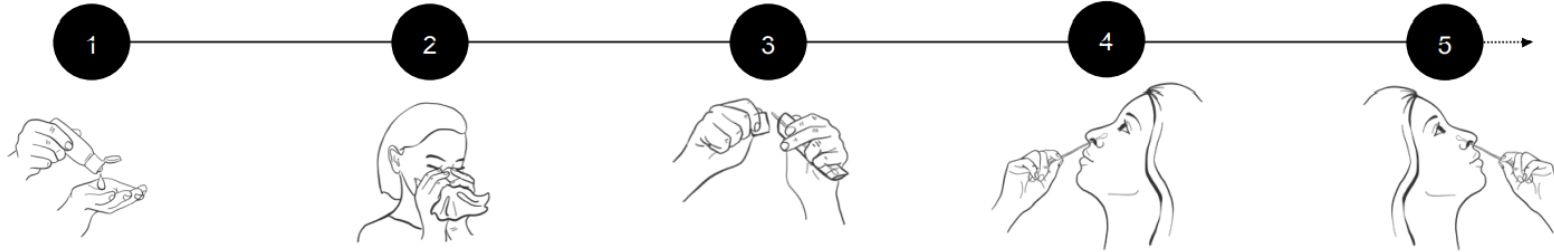


**If, at any point, a student, pupil or staff member begins displaying symptoms they must follow [government](#)**

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# Self-administering the test (1 of 2)



At the Registration Desk, the individual being tested (students/pupils/staff member) will be handed a barcode.

They will step up to the swabbing desk and hand the barcode to the Processor. They should **sanitize their hands** and remove their mask.

**The person being tested will blow their nose into a tissue** and throw the tissue into a bin. This gets rid of excess mucus.

They should then **sanitize their hands** once more.

The person should identify the soft, fabric tip of the swab, peel open the sealed packaging and gently remove the swab whilst taking care to not touch the soft, fabric tip of the swab

The person should then insert the swab into one nostril. The swab tip should be inserted until there is a slight resistance up to 2.5 cm (1 inch) from the edge of the nostril. Roll the swab firmly around the inside of the nostril slowly, making 5 complete circles.

Slowly remove the swab from the nostril

Repeat step 4 for the other nostril using the same swab

**! \*If the student/pupil is unable to self administer the test, administered swabbing should be completed by a trained member of staff.**

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## C. Take a sample with a swab

### Use this page for testing yourself



If your nose is pierced, take your piercings or other jewellery out of your nose.

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Put the soft tip of the swab inside 1 side of your nose. You don't need to push the swab a long way up your nose.

Rub the swab in a circle around the inside of your nose 5 times. The swab should touch the inside of your nose while you do this.

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Put the same swab inside the other side of your nose. Rub the swab in a circle around the inside of your nose 5 times in the same way as before.




Stop the test if you have a nose bleed. You will need to start a new test after the bleeding has stopped.

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# HOW TO DO YOUR TEST

WHILE THIS IS A SELF-SWAB TEST, THERE WILL BE A TESTING HELPER WHO WILL OVERSEE THINGS AND PROVIDE HELP IF YOU NEED


**1** IF YOU ARE UNDER 16, YOUR PARENT / CARER WILL HAVE CONSENTED. YOUR TEST WILL BE FAST AND WHILE IT MIGHT FEEL A LITTLE UNCOMFORTABLE IT WON'T HURT YOU




**2** IF NEEDED BLOW YOUR NOSE. THEN WASH AND DRY YOUR HANDS (OR SANITISE YOUR HANDS). REMOVE THE SWAB, BEING CAREFUL NOT TO TOUCH THE SOFT PART




**3** **10 SECS**  
OPEN YOUR MOUTH WIDE AND USE THE SWAB TO RUB THE BACK OF YOUR THROAT FIRMLY 4 TIMES ON EACH SIDE




**4** REMOVE THE SWAB CAREFULLY AND GENTLY PLACE IT ABOUT 2-2.5 CM INSIDE ONE OF YOUR NOSTRILS. ROLL THE SWAB 4-5 TIMES ALONG THE LINING OF THE NOSTRIL



**5** GENTLY REMOVE THE SWAB, SO IT CAN BE PLACED IN A TUBE FOR TESTING



**6** THAT'S IT, YOU'RE ALL DONE AND YOUR TEST IS COMPLETE. YOUR SCHOOL WILL LET YOU AND YOUR PARENT OR CARER KNOW WHAT HAPPENS NEXT



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