

Activity/ Situation	Asymptomatic Testing for Secondary and Special Schools From 8 th March v2 04.03.21			
Location	George Pindar School			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input type="checkbox"/>	Contractors <input type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Inadequate Staffing/Information/Instruction/Training ✗ Inadequate Infection Prevention and Control (IPC) ✗ Inadequate Setting Up Of Testing Environment and Testing Arrangements ✗ Inadequate Testing of SEND Pupils ✗ Inadequate PPE for Staff ✗ Inadequate Self-Swabbing Sample Collection Procedure ✗ Inadequate Sample Processing and Analysis Procedure ✗ Recording of Results ✗ Negative Results ✗ Invalid Results ✗ Positive Results ✗ Travel Advice for Positive Results ✗ Inadequate Infection Prevention and Control: Equipment ✗ Inadequate Cleaning Regime ✗ Spillages ✗ Inadequate Waste Management 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p>Schools MUST follow the Clinical Standard Operating Procedure (SOP) for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges to ensure they are administering the tests correctly and that they are covered from an indemnity perspective</p>				
<p>Inadequate Staffing/Information/Instruction/Training</p>				
School follows the Clinical Standard Operating Procedure (SOP) for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges and ensures that tests are administered correctly		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Covid Coordinator/Team Leader is Lesley Welsh	Responsible for the overall on-site operations at the test site, including day-to-day workforce management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The nominated Quality Lead is Lesley Welsh	This individual will have accountability for the quality of the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	service within the context of a non-laboratory environment testing			
Queue Coordinator in place each day	Ensures orderly entry of subjects onto the testing site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registration Assistant in place each day	Responsible for ensuring subjects have registered and distributing barcodes on arrival	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One or more Test Assistants in place each day	Provides guidance to subjects on swabbing as requested and ensures cleaning of booths or sample collection station.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One or more Processing Operatives in place each day	Prepares test sample for analysis and interprets result	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results Recorder in place each day	Collates results from Processing Operatives and uploads to digital solution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaner(s) in place at the time of testing	Keeps the test site clean to prevent cross contamination and Spread of Covid 19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate training package in place for operators to be trained to be able to conduct the test in a safe and effective manner	All colleagues in COVID testing programme have completed all modules of DfE training programmes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff have watched the approved video package which demonstrates how physical tests are conducted	All staff have watched all training videos.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff have read through of materials outlining the infection prevention and control measures and the appropriate use of personal protective equipment, including the proper procedure for donning and doffing	Staff have completed all training and read the guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff have undertaken several tests under supervision	Dry run took place with initial round of tests supervised and competency checklists completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School conducts a regular audit of performance and overall testing process PPE, dealing with any contamination or other untoward incidents	Quality Lead on site every day to observe the testing process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	and audit any issues.			
Regularly (minimum six monthly) undertaking updated online training to ensure standards are adhered to and any new requirements are included. Or as required should new training modules be provided	Any new requirements will be shared with testing team and training will be updated in June 2021.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are required to top up supplies within test areas should do so at the beginning of each testing group and when no subjects are present	Test Assistants / Processing Operatives check their bays before commencing testing. Cleaner checks his supplies before tests commence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All staff are reminded of the importance of IPC guidance. Regular handwashing and consistent social distancing are key to ensuring safety for all roles	Staff are reminded of this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Infection Prevention and Control (IPC)				
Asymptomatic: All subjects are advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or have been in close contact with someone who is displaying symptoms	Symptomatic individuals are advised to book a PCR test on the NHS App, online or by calling 119	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those staff who may be exposed to symptomatic individuals will be provided with IPC advice based on government guidance for managing a Subject with possible COVID-19	https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers on site are fully briefed and trained about PPE and IPC standards, including those approved by the NHSE/I IPC Cell		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidance of IPC standards is clearly displayed	Site displays appropriate signage, including: 1. Hand washing 2. Respiratory hygiene - 'Catch it, bin it, kill it' 3. Personal Protective Equipment (PPE) (Donning and Doffing) 4. Social distancing: All workers should always remain 2 metres apart where possible, in accordance with	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	government guidance 5. Equipment distancing and cleaning			
All staff members are encouraged to not neglect the importance of hand hygiene, not to touch their face whilst working with samples, and importantly stay at home if they develop COVID-19 related symptoms	Staff are reminded of this in briefings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing booths or sample collection areas are equipped with hand sanitiser dispensers for use throughout the testing process	In accordance with guidance from the WHO 2020 – effective alcohol-based hand rub products should contain between 60% - 80% of alcohol and its efficacy should be proven according to EN1500	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will focus on maintaining social distancing when communicating with subjects	Staff maintain 2m due to layout of testing centre; perspex screens are in place for added protection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Setting Up Of Testing Environment and Testing Arrangements				
On-site testing: schools establish an Asymptomatic Test Site (ATS) on the premises to test all pupils/students during their initial return. Pupils/student self-swab with the processing and reporting being undertaken by trained workforce. Confirmatory PCR requirement has been suspended where testing takes place at an ATS	Site was established in January 2021 and has been expanded to accommodate increased student numbers for the return to school in March 2021.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transition to testing at home (self-test): schools/colleges distribute test kits to pupils/students who are responsible self-swabbing and self-reporting to NHS Test & Trace and the school/college (or with parent/carer support where appropriate). The test should ideally be done in morning of a school day and the spacing should be such that provides adequate testing coverage during the school week for e.g. an <i>ideal regime would be for testing on Monday and Thursday</i> mornings at home prior to school start. In the event of a positive result from self-testing, the participant is required to book a Confirmatory PCR	Self-tests and instructions will be distributed to students on Friday 12 March.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retention of ATS: All schools/colleges are advised to retain a pared-down on-site testing	One bay will be in place from Tuesday 16 March.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

facility on an ongoing basis to assist students who are unable to swab at home				
The move to self-test has been tailored to each institution and the specific needs of its pupil/student population, but should not be before the three tests in ATS mode for Test on Return	See section 10.2 of the SOP for exceptional circumstances where a pupil/student would not be able to access testing via ATS and could move to home testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is acceptable for individuals to test 3-5 days apart using Lateral Flow Devices, and maximum flexibility will be required whilst education settings are dealing with a large volume of pupils/students in an ATS setting	Sessions have been planned to test individuals 3-5 days apart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing at home does not infer the same constraints so a habit of testing routinely 3-4 days apart is recommended	A letter home to parents will include this detail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing at the school/college Asymptomatic Testing Site (ATS) will be using on the current test kit, PPE etc. provided previously by DHSC for this testing	Current testing kit will be maintained for the individual booth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The self-testing/testing at home referred to in this SOP uses Lateral Flow Device (LFD) kits specifically designed for this purpose and issued by DHSC to schools/colleges, who in turn would provide them to the eligible people for their personal use (not any other person)	LFD kits supplied for self-testing will be distributed to families.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record of each box of kits issued to a person for home testing will be recorded in the Test Kit Log for the purpose of stock management and to facilitate any recall	A home testing kit record will be kept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-site testing: schools establish an Asymptomatic Test Site (ATS) on the premises to test all pupils/students during their initial return. Pupils/student self-swab with the processing and reporting being undertaken by trained workforce. Confirmatory PCR requirement has been suspended where testing takes place at an ATS	This has been in place since January and expanded for the return to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ATS test kits in sets of 25 should not be repurposed for home use by schools/colleges	Specific home test kits of the Innova Lateral Flow Device will be made available for the self-test component of this programme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For self-testing at home, those testing themselves and parent/carer should ensure they have duly read the instruction for use (https://www.gov.uk/government/publications/instructions-for-covid-19-self-test) and watched the approved video (https://www.youtube.com/watch?v=S9XR8RZxKNo&list=PLvaBZskxS7tzQYIVg7lwH5uxAD9)	This will be reinforced in the letter to parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UrSzGJ&index=1)which demonstrates how physical tests are conducted				
The test cartridge and extraction solution is stored at ambient temperature (2-30 degrees Centigrade)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The reagents and devices are at room temperature (15-30 degrees centigrade) when used for testing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The manufacturer's instructions for use are shared with all relevant members of staff	Innova SARS-Cov-2 Antigen Test IFU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Site set up in accordance with the "Rapid Testing in Schools and Colleges – How To Guide"	Test Site complies and has been checked by Hope Learning Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Site is separate from the main area of business operations for privacy, safe queue management, and to limit disruption to both testing and BAU activity	Test Site is in the school gym to facilitate queue management and limit disruption.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient space for appropriate social distancing	Test queues are marked at 2m intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Site contains easy to clean floor and surfaces		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Site has resistant, non-absorbent, non-porous flooring		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Airflow and ventilation is natural not recirculated air		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ambient temperature of 15-30 C maintained in Test Room		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One-way flow from entry to exit in place as much as possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test subject chairs in the swabbing bay are a minimum of 2m apart	No chairs in swabbing bays	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Each swabbing desk has a processing desk close by no more than 1m away		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recording desk is located close to the swabbing desks		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is clear division between swabbing and processing area		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals being tested must not enter the processing area		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear access maintained to PPE donning and doffing area		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ready access to hand hygiene (soap and water/appropriate alcohol-based hand rub) available		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration of the need for privacy for participants to self-administer a test has been given		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and safety, disability access, and fire safety regulations that govern deployment sites	Fire, health and safety, and evacuation routes should be clearly marked in line with	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	the rest of the building			
All surfaces are de-cluttered with no personal or non-essential equipment		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate space available for storage		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate testing site waste management arrangements in place	Waste is disposed of in line with current DHSC guidance so can be placed in normal waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation is voluntary for the programme and consent has been received from either by participants or parents /legal guardians, as appropriate	Consent forms have been completed for all who are participating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School will need to identify the contacts of a confirmed case	Seating plans exist for all students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are identified as close contacts of a confirmed will follow the usual national guidelines and are legally obliged to self-isolate according to the advice given to them by the NHS Test and Trace service	Close contact letters are ready to be sent to those who require this	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For looked after children, local authorities may already have arrangements in place that cover medical treatment, which may extend to this sort of testing. Where that is not the case, parental consent should be secured via the child's social worker, who may need to contact the birth parents or other persons who hold parental responsibility	Consent for LACs will be requested from social workers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For children or young people where it has been determined that they will be unable to swab themselves, and the parent/guardian is not swabbing, consent should be sought to enable a third party to do this.	Administered swabbing will not take place.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 year olds ATS: may self-swab under supervision of ATS staff. Self-test: should be tested by an adult who should also report their results to NHS Test & Trace and the school/college.	This will be included in the letter home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-year -17-year olds ATS: may self-swab under supervision of ATS staff. Self-test: may self-test at home and report results to NHS Test & Trace and the school/college under supervision of an adult.	This will be included in the letter home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 and above ATS: may self-swab in ATS without supervision. Self-test: may self-test at home without supervision and report results to NHS Test & Trace and the school/college.	This will be included in the letter home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the student refuses to take the test despite consent by their parent/ guardian/ carer, their wishes are respected	Students are asked on entry if they give consent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

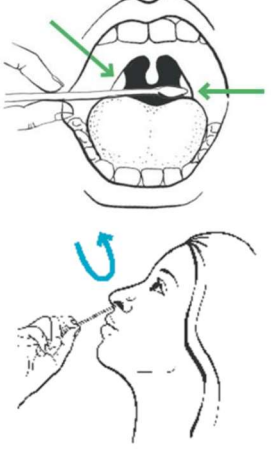
<p>Current advice is that for most a previous confirmed Covid-19 diagnosis in the last 90 days is likely to make testing with an LFD antigen test not necessary. If these individuals choose to have an LFD test as part of this programme, please ensure the LFD test is not taken whilst they are within period of isolation following the last confirmed test. If symptoms persist, this could be longer than the normal 10-day self-isolation period for confirmed cases.</p>	<p>They are still required to self-isolate if identified as a close contact of a positive case, even if this is within the 90-day window. Test subjects who have had COVID in the last 90 days have indicated that they prefer not to be tested.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building</p>	<p>Individuals should not attend a test site unless wearing an appropriate face covering. Face coverings are not required for individuals who:</p> <ul style="list-style-type: none"> • cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking</p>	<p>Included in letters home and student / staff briefings</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If an individual arrives at an ATS without a face covering and indicates they are exempt in accordance to latest government guidance, they are permitted to enter the test site and perform the test</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limited clutter such as chairs available only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects	Test subjects only receive barcodes; no PCR kits are distributed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a legal obligation to ensure all test kits are registered via the Lite Registration service	Tests can be registered via the Lite Registration service in the following timescales: <input type="checkbox"/> up to 24 hours before a test <input type="checkbox"/> up to 24 hours after a test for a positive or void result <input type="checkbox"/> up to 7 days after a test for a negative result	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Testing of SEND Pupils				
The setting will decide whether the pupil can reasonably provide informed consent on their own behalf and may need to consider undertaking a Mental Capacity Assessment if appropriate. Settings may draw on any MCAs completed for the student previously, including referring to parents if the parent has acted as the Appropriate Person for previous decisions. Students themselves should be given the opportunity to express their views and preferences to the extent that they are able	If school has any queries they should seek their own legal advice on the particular circumstances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools keep a record of how the decision on consent was made		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People with special needs (this could be physical or cognitive disability) might not be able to self-swab and self-test but may have the capacity to consent. They are asked if they will allow someone to help them do the test, or to allow someone to do the test for them	The school does not allow staff to swab test subjects.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Under circumstances where a subject is unable to swab or test themselves such as due to physical disability or special needs, they are swabbed, under due consent, by: <ul style="list-style-type: none"> • Parent/guardian, guided by a Test Assistant • An adequately trained school staff member (where permission and consent of the parent/ 	The school does not allow staff to swab test subjects. If a child were unable to swab and the parent/carer attended, guidance would be given to	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

guardian has been taken as part of initial consent process) • trained swabbers who are part of testing workforce	allow the parent/carer to swab the child.			
For children or young people where it has been determined that they will be unable to swab themselves, and the parent/guardian is not swabbing, consent has been sought to enable a third party to do this	The school does not allow staff to swab test subjects.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carers or other accompanying individuals should only be asked to assist or test the person if this falls into their normal responsibilities and they feel comfortable and confident on doing so	Parents/carers in this situation would be consulted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each case is assessed on a case-by-case basis and if required, the carer or family member can consult their physician in case specific care is required to swab the person		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate hand sanitisation is used before and after the swabbing process for both, the test subject and the accompanying person		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to implementing traffic flow or sample collection areas for those who require assisted swabbing by a carer or family member to mitigate the risk to other subjects coming in close proximity of those individuals i.e. highlight an area that can be used safely, that maintain 2 metres social distancing from others		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If assisted swabbing is performed by a family member and they are considered part of the person's support bubble, no extra PPE is required apart from a face covering		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a pair of gloves is requested, they are issued with gloves to perform the swabbing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If assisted swabbing is performed by a carer who is paid to provide care, they need to follow their organisational policy	The school does not have any students or staff with paid-for carers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In circumstances where a pupil/student would not be able to be tested through an ATS but who could be tested at home by a suitably competent adult, settings can provide home testing kits to them from the outset (without the pupil being tested at an ATS first), where this is appropriate for the pupil/student	This may for example be suitable for pupils/students where a parent/carer would be able to support with testing at home whereas the setting is unable to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The approach should be agreed with the parent/carer and, wherever possible, the young person themselves, following a guided conversation with the school on what is best for the child, whilst ensuring the accuracy of the results		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a minimum, the first three tests done at home (if not initially done via ATS) should be		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


administered by the pupil/student's parent/carer (i.e. the parent/carer should do the swab as well as the other steps)				
If the pupil/student feels confident enough in doing so and can do it effectively, they can self-swab from the fourth test onwards as long as they are supervised by an adult		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When preparing to test another person the subject can watch a demonstration video at www.gov.uk/covid19-self-test-help		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The test kit is shown to the person and they are taken through the steps		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The person is asked to open their mouth as wide as they can and say 'Ahhh' (this will make the tonsils easier to see) for as long as they can while the tonsils are swabbed (or where their tonsils would be if they have been removed)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The fabric tip of the swab is rubbed over both tonsils (and where they would have been) with firm contact 4 times on each side		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The swab is carefully removed. (If their tonsils cannot be swabbed, both nostrils can be swabbed)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The fabric tip of the same swab is placed gently into one of their nostrils until they feel some resistance		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The swab is rolled firmly around the inside of the nostril, making 10 complete circles		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate PPE for Staff				
School ensures that Processing Operatives wear disposable gloves, disposable plastic aprons, Fluid-resistant (Type IIR) surgical mask (FRSM) and eye protection.	Processing Operatives should wear apron/visor and mask sessionally and change gloves between samples	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that Cleaning Staff wear disposable gloves, disposable plastic aprons, Fluid-resistant (Type IIR) surgical mask (FRSM) and eye protection.	Cleaners need to change gloves and apron if cleaning a spillage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that Test Assistant(s) wear Fluid-resistant (Type IIR) surgical masks (FRSM)	In this SOP the Test Assistant is not administering the swab and is only supervising, therefore Test Assistants do not need to wear apron, gloves and visor, but they need immediate access to gloves if intervening	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that the Covid Coordinator / Team Leader wears Fluid-resistant (Type IIR) surgical masks (FRSM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School ensures that Registration Assistant(s) wear Fluid-resistant (Type IIR) surgical masks (FRSM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that the Results Recorder wears Fluid-resistant (Type IIR) surgical masks (FRSM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Results Recorders handle LFD cartridges, they wear gloves on sessional basis		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that the Supplies Coordinator wears Fluid-resistant (Type IIR) surgical masks (FRSM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures that the Queue Coordinator wears Fluid-resistant (Type IIR) surgical masks (FRSM)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable gloves are single use and are changed after each test		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable aprons are replaced after each testing session		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fluid-resistant (Type IIR) surgical masks (FRSM) are replaced after each testing session		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye protection is replaced after each testing session		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE is changed if protective properties are compromised, if contaminated, or if suspected to be contaminated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Self-Swabbing Sample Collection Procedure				
Before commencing swabbing, the process must be explained to the subject	The subject should also be informed that the swab may sometimes make them gag and they should use a sick bowl for any expectoration or vomit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject is given a sealed sterile swab directed to a sample collection booth from the check-in zone	At the check-in desk subjects are only given a barcode; swabs are given at the testing bay	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Once at the sample collection station, the barcode is handed to the Processing Operative		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject should remove mask to administer swab		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject should open their mouth and visually identify the left and right tonsils (or tonsillar pits for subjects with the previous tonsillectomy). A mirror is provided in each booth for this		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject completes hand hygiene using the alcohol-based hand rub provided in the booth		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The swab is removed from sterile packaging by the subject</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The swab should be kept dry before taking a sample from the back of the throat and therefore it must not touch any surfaces including the teeth, gums, and tongue or cheek surfaces when conducting the test</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Holding the swab in their hand, the subject should open their mouth wide and rub the fabric tip of the swab over both tonsils (and where they would have been) at the back of the throat with good contact at least 3 times. Carefully remove the swab stick from the back of the throat taking care to ensure that it does not come into contact with any other structure or surface</p>	<p>The swab will be invalid if it touches these parts during or after sampling and all test materials are placed in to the waste bag, sealed and a fresh swab selected.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In the event that a subject vomits, operations at the testing bay shall be ceased and the site personnel should follow the spillage guidelines until the area has been cleaned adequately to allow resumption</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The subject should then insert the same swab into one nostril. The swab tip should be inserted up to 2.5 cm (1 inch) from the edge of the nostril. Roll the swab 5 times along the mucosa of the inside of the nostril to ensure that both mucus and cells are collected</p>	<p>Note: Where there are physical/medical issues or an individual has a very sensitive gag reflex that prohibits the throat swab from being completed successfully, double nasal swabbing can be undertaken. Under circumstances, where a nasal swab is not feasible (e.g. a student is prone to nasal bleeds), it is acceptable to swab only the back of the throat without nostrils</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The subject will be required to place their swab directly into the prepared extraction</p>	<p>Note: The subject should not grasp the</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

tube on the bench at the window with the cotton bud end facing down	cotton bud end, which has been in contact with the tonsils and nostril			
The subject will complete hand hygiene using alcohol-based hand rub in the booth		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the operational model includes the subject handling any equipment (e.g. hand mirror) they should disinfect the surfaces with anti-viral wipes		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject will put back on their face covering and leave the site		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Sample Processing and Analysis Procedure				
The Processing Operative prepares the area in advance of receiving the sample and barcode from the subject		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Processing Operative only processes one sample at a time and watch not more than 5-6 samples at a time		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Processing Operative will receive the barcode directly from the subject		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Processing Operative will remove the LFD device from the pouch and apply the barcode to the underside of the LFD cartridge	LFD cartridges should be used as soon as possible after opening the pouches in which they are supplied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Processing Operative sets up the extraction tube by following these steps: a) Place the extraction tube in the tube rack with the opening facing up (or use some alternates like disposable cups as holders or hold the tube in hand) b) Press the extraction solution bottle to drip 6 drops of extraction solution into the extraction tube without touching the edge of the tube. c) If a rack or alternate is available, the extraction tube should be left in it on the processing bench next to the window for the subject to place the swab	Do not let the buffer bottle touch the edge of the tube. The extraction solution bottle should be decontaminated with anti-viral using wipes between samples to prevent cross-contamination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Subject will place the swab sample into the prepared extraction tube (as described in self-swab section above) located on the table at the window (to potentially prevent the swab from drying out)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The Processing Operative then takes the swab and commences the following steps:</p> <p>a) Extract: Hold and press the swab head against the wall of the tube with force while rotating the swab for about 10 seconds to release the antigen into the extraction solution from the swab head</p> <p>b) Remove swab: Squeeze the swab head by squeezing the lower end of the tube while removing the swab in order to remove as much liquid as possible from the swab</p> <p>c) On withdrawal, immediately dispose of the swab into the general waste bin.</p> <p>d) Install a nozzle cap onto the extraction tube</p> <p>e) Load: drip 2 drops of the sample inside the extraction tube into the sample well of the LFD cartridge</p> <p>f) Record the time of test in marker on the LFD and make sure you have set a timer to read the results at 30 minutes.</p> <p>g) Re-check that the liquid can be seen seeping through the cartridge (to ensure the drop was not an air bubble)</p> <p>h) If the cartridge appears dry, the subject will need to be recalled for a further sample to be taken.</p> <p>i) If needed, move the cartridge to a defined processing space for reading and leave for between 20-30 minutes as below.</p>	<p>The LFD movement should be kept to a minimum and where it is required to be moved, keep horizontal using a tray</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The sample preparation area and equipment are cleaned thoroughly with disinfectant (e.g. anti-viral wipe)</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Recording of Results</p>				
<p>All LFD results must be logged on the government Log Results Website</p>	<p>This is completed by the Results Recorder</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The LFD results are reported into the public health bodies in the UK as per the latest amendments to the Health Protection Regulations relating to notifiable diseases reporting</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Marked LFDs are placed into trays in batches and taken to the recording area</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The recorder will collect the tray, pick up the cartridge, only touching the side, and avoiding the sample well, reads the result and inputs the data</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


The cartridge is disposed of in the general waste bin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The keyboard is wiped and the wipe is disposed of in the general waste bin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The tray is wiped and the wipe is disposed of in the general waste bin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When done, gloves are removed and disposed of in the general waste		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negative Results				
Subjects who return a negative test result do not need to self-isolate unless: a) They are symptomatic (they'll need to book a PCR test) b) someone they live with tests positive (or has symptoms and has not been tested yet) or c) they've been traced as a contact of someone who tested positive		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invalid Results				
Subjects who return an invalid/could not read (where there is no control line) LFD result repeats the test		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the second test also returns an invalid/could not read (where there is no control line) LFD result, report it on the Coronavirus Yellow Card Reporting Site	https://coronavirus-yellowcard.mhra.gov.uk/	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Results				
In the event that a subject tests positive during on-site testing at school, the school follows the school's standard Covid response protocol for when a person becomes symptomatic on site		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subject must self-isolate immediately for 10 days and everyone in their household must self-isolate in line with national policy		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School will identify close contacts of the case in the school setting (excluding household and social contacts outside of school) following a positive LFD case	Contacts should self-isolate from this point.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the event that a subject tests positive after undertaking a home LFD test, it means they are currently infected with	When the subject reports their result, they will be provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

coronavirus and risk infecting others. Positive test results are reported to the NHS and school immediately	with further information on the next steps to take (taking a confirmatory PCR test)			
Staff/students in these situations must not return to school		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
They must use the PCR kit provided or go to https://www.gov.uk/get-coronavirus-test to book/ order PCR test immediately after receiving a positive LFD result		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Until the subject gets further advice, they must self-isolate immediately for 10 days and everyone in their household must self-isolate in line with national policy	They should only leave home for their follow-up test, if needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School will identify close contacts of the case in the school setting (excluding household and social contacts outside of school) following a positive LFD case	Contacts should self-isolate from this point.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the confirmatory PCR test is negative, the individual may stop self-isolating and their contacts do not need to self-isolate or be part of daily contact testing unless a) they are symptomatic (they'll need to book a PCR test), b) someone they live with tests positive (or has symptoms and has not been tested yet) or c) they've been traced as a contact or someone who tested positive		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the confirmatory PCR test is negative, report it on the Coronavirus Yellow Card Reporting Site	https://coronavirus-yellowcard.mhra.gov.uk/	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who are found to be positive after a confirmatory PCR test, need to inform their school as soon as possible and continue self-isolating in line with the national guidance		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the event that a subject tests positive it means they are currently infected with coronavirus and risk infecting others. Positive test results are reported to the NHS and school immediately	When the subject reports their result, they will be provided with further information on the next steps to take (taking a confirmatory PCR test)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Advice for Positive Results				

Where a child or young person is able to wear a face covering and keep a safe distance from others they could walk or cycle home where this is possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who have tested positive should not travel home using public transport	Exceptionally the local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asymptomatic contacts of positives cases should go home as they would normally do	If the contact becomes symptomatic, they should follow same travel advice as positive cases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Infection Prevention and Control: Equipment				
All digital equipment is regularly wiped between batches of tests and at the beginning and end of each session		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanable keyboard and mouse are used in testing areas	If a cover is used silicone option is preferable as it is more user friendly and will last longer than the plastic versions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The cleaning wipe used should meet the requirement set out in the Inadequate Cleaning Regime section and be effective against enveloped viruses		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The keyboard and mouse should be cleaned at the start of the day, after each batch of cartridge have been reviewed and uploaded and at the end of the day (and if they become contaminated with any form of spillage)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An equipment cleaning regime is in place and clearly communicated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A replacement schedule is in place to replace damaged covers and the equipment should not be used if the cover is torn/worn		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any trays that are used for e.g. to move LFDs for recording after reading and marking of results should be made from a material that will tolerate being cleaned with chlorine releasing agents at 1000ppm, are straight sides, and smooth		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Inadequate Cleaning Regime				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of surfaces that have been touch frequently	As a minimum frequently touched surfaces should be cleaned twice a day, and one of these should be at the beginning or the end of the working day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public areas where a symptomatic subject has passed through and spent minimal time, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaners should only be entering the testing area when testing activity is no longer being conducted	In accordance with NHS guidance 'Cleaning and Disinfection process COVID -19" there should be no subject contact within 2m	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In case of a spillage when they need to enter an active test area, cleaners should ensure that they have appropriate PPE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When entering an active test area cleaners ensure that the listed PPE is worn	See below	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When entering an active test area to clean up spillages staff ensure they replace their PPE after cleaning		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid mixing cleaning products together as this can create toxic fumes		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid creating splashes and spray when cleaning		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any cloths and mop heads used must be disposed of and should be put into the general waste		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The minimum specifications stipulated by the government for surface disinfectant wipes, is that the disinfectant is effective against envelop viruses		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is recommended where possible that combined detergent and disinfectant wipes is used, as they will both clean and sanitise the surface at the same time		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a disinfectant wipes are used, it is important to note that they do not contain a detergent. If this method is used, it is important that the area is cleaned properly with a detergent, rinse before a disinfectant wipe is used		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spillages				
All surfaces that the Subject has come into contact with must be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as handles, light switches, telephones, and the surfaces that the		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

subject may have had contact in between each individual that is tested				
Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction and place in the general waste bin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any cloth and mop heads used for cleaning must be disposed of and should be placed into the general waste bin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces will require to be cleaned at the end of the session before the next session starts i.e. in between test group batches of Subjects		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D10 is used to disinfect the area		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Waste Management				
The waste contractor is required to extend their current collection of general waste from the school. As part of this, the waste collector may be asked by a school to: <input type="checkbox"/> Provide extra wheelie bins for waste storage <input type="checkbox"/> Provide extra bin bags, as required <input type="checkbox"/> Collect waste regularly (frequency to be agreed with individual school)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The bags should be placed into a larger bin ready for collection by their waste contractor		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" type="checkbox"/>

Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessor(s):	Lesley Welsh	Signature(s):	
Position(s):	Principal	Date:	04.03.21
Review Date:	Ongoing		

Distribution:

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

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

LIKELIHOOD