

Appendix D1 COVID-19 Risk Assessment: School Based Asymptomatic Testing

Introduction

This risk assessment relates the Asymptomatic Testing Program that was been announced by the Department for Education (DfE) for commencement in January 2021.

The school-based program will utilise the Lateral Flow Device (LFDs) rapid test. Based upon clinical evidence these tests, when used effectively, can help identify people who have high levels of virus but who do not have symptoms and would not otherwise be coming forward for a test. It is therefore hoped that the chain of possible infection can be reduced through this school-based program.

This testing program is only intended for potential asymptomatic pupils and staff. Symptomatic pupils and staff will be required to undertake standard offsite testing options.

The testing program contains the following elements:

- **Asymptomatic Mass Testing - Return to onsite learning:** During the first week of term (week commencing 4th January) secondary schools are asked to set up testing sites and prepare to test as many pupils and staff as possible. The intention is that testing will begin as soon as possible but by the second week of term at the latest, with pupils who are children of critical workers, those defined as vulnerable and those who are in examination years being prioritised for early testing. Schools that have made the required preparations, as identified within the DfE/NHS guidance documentation and this risk assessment, may commence testing during the week commencing 4th January.

Individuals will undergo two tests spaced 3 to 5 days apart. The aim is to identify asymptomatic pupils and staff to reduce the level of potential infection within schools at the point at which there is a return to onsite learning at the start of the Spring term in line with the dates advised by the DfE.

- **Asymptomatic Weekly Routine Testing - Staff:** After the initial mass testing all secondary school staff will be able to have routine testing once a week. The aim is to identify asymptomatic staff to reduce the level of potential infection within schools.
- **Asymptomatic Close Contact Serial Testing - Pupils and Staff:** After the initial mass testing all secondary school pupils and staff will be able to have 'serial testing' if they are a close contact of a positive case. This will allow them to stay in education by taking a daily test in the morning for 7 school days. They will only be required to self-isolate if they test positive.

An individual will only be told if they test positive on a 'lateral flow' test and will be advised that if they do not hear anything further to assume it was negative. A small number of individuals may need to repeat the test if the first test was invalid or void for some reason.

Any pupil or member of staff who tests positive on the lateral flow test will need to leave school, self-isolate and take a further Polymerase Chain Reaction (PCR) test on the same day (or as soon as possible). The school will be able to provide these PCR test kits to perform at home, or a follow-up test may be booked via www.gov.uk/get-coronavirus-test or by calling 119. Individuals will be advised that if ordering a PCR test themselves, to visit a drive-through test site if possible, as it is faster than requesting a home test. During the time while they wait for the PCR result, they will need to self-isolate. If the PCR test is positive, they will need to self-isolate for ten days from

COVID-19 Risk Assessment: School Based Asymptomatic Testing

the point of the positive PCR test. If the PCR test is negative, they may return to onsite learning within school.

The risks and required control measures have been identified at Trust Level using DfE and NHS guidance and its experience from participating in a pilot testing programme. Our testing system has also been advised to our Public Liability Insurer. Schools are required to:

- Identify any additional school-specific controls that may be required for operation; and
- Confirm all identified required control measures are in place.

COVID-19 Risk Assessment: School Based Asymptomatic Testing

School Name:	Woodlands
Local Completion managed by - Name:	Andrew Morgan
Local Completion managed by - Job Title:	Principal
Assessment Date:	08/01/2021

Trust Risk Assessment - Name:	Wendy McPherson
Title:	Trust Operations Manager
Version Date:	15/01/2021

Identified Risk	Specific risk details	Required Control Measures	Complete
Planning Time and Resources	The school is not able to plan and make the logistical arrangements required to facilitate the testing in the time provided	<ul style="list-style-type: none"> The school has been able to utilise time within the first <u>2 weeks</u> of term to put the specified arrangements in place. A Senior Leader has been identified to lead and oversee the school-based testing program. The school has put in place a quality management system plan (Stored in COVID E-folder), in line with DfE/NHS requirements, and has a designated Quality Lead who has accountability for quality and risk management of the testing program. The Quality Lead has a clear escalation and decision mechanism process. The school has a quality management plan in place prior to the start of the testing that meets the requirements of DfE guidance and includes the following elements: <ul style="list-style-type: none"> Training Observation of the testing process Monitoring Risk Assessment Recording and Reporting The school has not been required to put in place testing ahead of pupil return to onsite learning. Testing is to start from 15th January 2021 and guidance, including template communication material and consent forms (see zip folder attached), have been provided by the Trust and DfE. Pupils will be tested as they return to in school learning as a number of pupils from the national lockdown 3 risk assessments during the first week back have currently decided to learn from home Mass testing will commence now the training of staff is complete. Training staff are certificated, and demonstration drills have been completed on 13th January 2021 for the training team to ensure a safe and effective testing facility. <ul style="list-style-type: none"> Testing Staff have been provided with the DfE/NHS training modules https://go.tessello.co.uk/TestDeviceTraining/Login.aspx?ts=637453649789571691 and will be followed as required by the testing team-MW/LM/BM/MP/MR/MC/BE Guidance documentation has been provided by the Trust and the DfE / NHS and will be followed in the establishment of the testing program. Schools have been provided with full details of the KIT that will be supplied within the NHS Test & Trace deliveries and the Kit that is required to be sourced locally. All required Kit has been secured in the testing room which remains locked at all times when testing is not in operation. First starter packs of up to 1,000 test kits, along with PPE and PCR tests have arrived. Stewart Radford (premises) has been identified to be on site to receive the delivery. <p>School-specific additional controls</p> <ul style="list-style-type: none"> School hall identified the school hall. Staff and pupils will wait in the adjoining canteen. 	<input checked="" type="checkbox"/> This is a medium risk and with the control measures in place this is now low risk
Testing Location	The school does not have a suitable location within their estate to manage testing	<ul style="list-style-type: none"> The school has identified the store cupboard in the testing site (school hall) as a secure location for the safe storage of new testing kits (with a temperature of between 2°C and 30°C). Clinical waste will be stored in a designated sealed bin in the store cupboard. This waste is collected monthly by arrangement with usual waste collection contractor. The school has identified a testing location (School hall) that meets the minimum space requirements. The accommodates 2 testing bays and maintains social distancing requirements for all movements within the room, including the integration of a one-way system of movement for those attending testing (incorporating separate entrance and exits). Signage is in place to support registration for a test procedure, and how to conduct the test guidance posters. The location identified for testing has been calculated to have sufficient capacity to facilitate the scheduled program (based upon NHS guidance of 11 tests per testing desk per hour). The school will facilitate Mass Testing weekly as pupil numbers return to onsite learning. The testing site will remain sterile and will not be used for teaching and learning. The school facilitates twice weekly routine testing for staff during non-timetabled core hours. 	<input checked="" type="checkbox"/> Low risk with measures in place, this remains low

COVID-19 Risk Assessment: School Based Asymptomatic Testing

Identified Risk	Specific risk details	Required Control Measures	Complete
		<p>School-specific additional controls</p> <ul style="list-style-type: none"> Storage cupboards in testing room used for storing testing equipment. All staff who volunteer to be tested on Monday, Tuesday, Thursday and Friday mornings as the school staff rota allows Pupil testing times are Monday, Tuesday, Thursday and Friday mornings. 	
Testing location	The testing location may increase virus transmission	<ul style="list-style-type: none"> The identified location is able to meet cleaning requirements, i.e. non-porous floor and fully wipeable contact surfaces. The identified location has all required cleaning materials accessible, which have been secured in the same storage cupboard as the testing kits for stock monitoring. Testing site bays are cleaned after each use and bays will be zoned to support privacy. Any additional Supplies costs is reclaimed from the additional DFE funding for testing. Cleaning of all surfaces, in line with COVID-19 protocols, is undertaken between each test. The DfE/NHS online training modules that are required have been undertaken and have successful assessments by all testing staff, include the following applicable modules which are applicable to reduce virus transmission: <ul style="list-style-type: none"> Infection prevention and control measures Cleaning protocols Appropriate use of PPE Test kit storage How to deal with any contamination or other incidents Waste management All staff that have undertaken the training-the certificates are shared in a stored e-folder on the shared Westbury website. Full PPE is worn by all staff who are supporting testing. The wearing and changing of PPE is undertaken in line with NHS guidance and training provided. All waste generated within the testing location is disposed of in line with NHS guidance, including the use of yellow and Tiger bags (provided within the testing kit) for the identification of healthcare waste. The schools waste collector has been contacted and confirmed their ability to collect the healthcare waste from the school site. Spillages – any spillages are cleaned up immediately and thoroughly by staff in appropriate PPE. Testing in the affected area is paused until it is safe to continue. Only Asymptomatic pupils and staff can be tested. Symptomatic pupils and staff will be referred to offsite testing options. All staff and pupil attending tests are required to maintain social distance and wear face masks in line with existing requirements for communal areas. All staff and pupils are required to use hand sanitiser on arrival and exit from the testing location. All staff and pupils attending tests use the identified one-way system as well as the distinct entrance and exit of the testing location. Transfer of pupils from class to test location is carefully supervised with socially distanced queuing. <p>School-specific additional controls</p> <ul style="list-style-type: none"> A timetable is in place with each staff member to be tested. This is communicated to staff on the day. Pupils from each class and staff who are to be tested are given a slot to go to the registration venue (canteen) at their allocated time and wait. Pupils are called in individually and a member of staff will wait with the rest of the group, ensuring social distancing. Pupils are then return to the group. Bubble classes do not mix. 	<input checked="" type="checkbox"/> This is a medium risk and with control measures in place this is now a low risk.
Staff Resources	The school is not able to identify suitably trained and sufficient staff to undertake the testing roles required	<ul style="list-style-type: none"> A Senior Leader (Joanne Doidge – Assistant Vice Principal) has been identified to lead and oversee the school-based testing program to enable them to direct staff accordingly. The Academy will facilitate a significant element of mass testing prior to all year groups returning to onsite learning, so enabling pastoral and support staff not required to support either onsite or remote learning to support the testing program. The required testing roles identified by the NHS to support the testing program have been allocated to staff. Staffing is adequate to undertake the program safely. The small team required for the testing has been identified without the need to divert teaching staff from learning. The testing team is made up of volunteers recruited from teaching and non-teaching staff. Testing roles have been allocated in line with DfE/NHS guidance to ensure identified responsibilities are with school staff only. Where existing staff agree to undertake a testing role checks are made to ensure this is in line with agreed terms and conditions of employment. Certificates are held electronically by the academy in the Covid E-folder. Screening/risk profiling of staff and volunteers on the testing team is undertaken to ensure suitability for the role. The team consists of 2 members of SLT, a teacher and 2 support staff. 	<input checked="" type="checkbox"/> This is a medium risk and with control measures in place this is now a low risk.

COVID-19 Risk Assessment: School Based Asymptomatic Testing

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		<ul style="list-style-type: none"> • Staffing levels are sufficient to allow breaks for staff to reduce risk of errors due to fatigue. Further staff volunteers will be trained as necessary. • All testing staff will either be DBS checked, through their school roles or work under direct supervision. Pupils will be supervised at all times by DBS cleared staff. • Additional resources of £15 per pupil have been identified by the DfE and will be accessed as required in line with the published DfE criteria. • The rapid testing type used requires low technical skills but is supported with training modules and guidance documentation from the DfE/NHS .Link is: • https://go.tessello.co.uk/TestDeviceTraining/Login.aspx?ts=637453649789571691 • Prior to starting testing, all staff with roles have been specifically trained for the role they will execute using DfE/NHS resources via the online training and assessment platform, that has been provided in line with stated requirements. • Only staff who have passed the assessments will be permitted to commence testing. A record of testing staff and their passing of the required modules will be kept by the school in the COVID e-folder. • After the completion of training testing staff are allowed time to practice onsite using the testing devices provided. • The DfE Competency Assessment has been completed for all staff roles to ensure their effective operation of the criteria within their role. Any areas of concern have been addressed with a review date set. The Assessments are filed and securely stored. <p>School-specific additional controls</p> <ul style="list-style-type: none"> • JDoidge – Quality Lead/Team Leader • AMorgan – COVID-19 Coordinator • AMorgan/JDoidge - Results recorder • ABetts – Test assistant/processor • CWestray - Test assistant/processor • JHolmes – Test assistant/processor • NSmith - Cleaner 	
Legal Considerations	The school has no legal right to undertake onsite testing and may be liable to legal challenge	<ul style="list-style-type: none"> • All pupil, parent and staff communication has clearly communicated the legal position of the testing programme. (letter attached held in Covid e-folder) • The sharing of health data under the testing program is being facilitated within Safeguarding powers under Section 175 of the Education Act 2002. This is referred to within the Trust Privacy Notice and DfE Testing Program Privacy Notice that has been made available to pupils, parents, and Staff. A copy of this is available for viewing at the testing location reception. • Testing for coronavirus: privacy information - GOV.UK (www.gov.uk) • Your Privacy on NHS login • The testing program is recommended and supported, but not mandated. • Pupils and staff are be required to participate in the Mass Testing program. • Staff will not be required to participate in the Weekly Routine Testing program. • Pupils and staff will not be required to participate in the Close Contact Serial Testing program but may instead be required to self-isolate and not attend onsite teaching for 10 days after identification as a close contact. • Testing will not be undertaken on pupils or staff without their consent. • All pupils aged 16 years and under who are tested will also be required to have parental or legal guardian consent. All consent forms are maintained on site in the office in a folder and held electronically. • Tests are self-administered, under adult supervision, to a participant's own throat and nose. • Specific arrangements have been put in place for children with SEND to mitigate risk of harm through parental or legal guardian consent for adult assistance. • In the instances where pupils are unable to self-administer a swab, a member of the testing team will first guide the pupil and advise and then administer the swab if required. • Positive test results will be communicated individually by text message to staff. For pupils, a positive test will be communicated to parents/carers/pupils by a member of the trained testing team. • Positive test results will also be communicated by the Quality Team Leader J Doidge to the parents or legal guardians of those aged 16 or under. • Guidance on safe travel and additional precautions (regarding self-isolation, further testing, and family access to benefits) will be provided to those testing positive. See Woodlands Covid Reopening of School Risk Assessment on Academy website for action taken if positive covid test confirmed. • During the testing process anonymity will be provided through digital registration via the NHS and the use of NHS issued barcodes against samples. Positive tests will be matched against the digital record and known only to the COVID-19 Coordinator, Registration Assistant and Results Recorder. These roles are all required to be School staff and not 3rd party workforce. • The use of barcodes and the following of guidance regarding their correct use will prevent the miscoding of samples and results. 	<input checked="" type="checkbox"/> This is a medium risk

COVID-19 Risk Assessment: School Based Asymptomatic Testing

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		<ul style="list-style-type: none"> • All electronic and paper record Personal Data associated with testing will be destroyed after 14 days, in line with Trust Data Protection policy requirements. <p>School-specific additional controls</p> <ul style="list-style-type: none"> • Consent letters went to staff week commencing 11th January 2021. • Consent letters went to parents/carers week commencing 11th January /2021 • Staff use own mobile phone for registration. A designated tablet/laptop to be used for registration for pupils. 	

Resources: [Rapid Testing in Schools Resources](#)