COVID-19 Testing in Primary Schools (staff) – Summary Guidance and Risk Assessment (21.01.21)

Purpose and scope

Following the launch of rapid asymptomatic coronavirus (COVID-19) testing in secondary schools and colleges on 4 January, staff in primary, school-based nurseries and maintained nursery schools are also being offered the opportunity to take part in regular asymptomatic testing.

The purpose of this guidance and risk assessment document is to ensure that school are both aware of the new voluntary testing program and have in place a suitable risk assessment. Schools must ensure that they read and complete the risk assessment section, ensuring that highlighted sections are completed and updated to reflect their own schools' processes. If assistance is required, please contact nic.carstens@reach2.org.

It remains imperative that the systems of control, including the arrangements in your COVID-19 Risk Management Plan continues to be rigorously applied to enable the safest possible environment. The testing programme is an important addition to supporting leaders to maintain the continuity of education through the pandemic.

General risk management guidance

- From the 25th January 2021 primary and nursery schools in the UK will be provided lateral flow COVID-19 test kits for home use by staff.
- Test kits will be delivered to schools (by Brakes or Bidfood Catering) and will provide staff members (defined as any staff working within schools) the option to participate in twice weekly lateral flow home self-tests. Schools should receive enough test kits to maintain an initial testing programme for 3-4 weeks.
- Participation is on a voluntary basis, but it is hoped that participation will aid the NHS in its continuing work to monitor virus spread and trends and help towards our national response to rising trends. Data indicates that 1 in 3 people who tested positive show no symptoms of the virus.
- Staff who are not based in school, such as staff who are home workers or shielding do not need to participate but are encouraged to get tested for COVID-19 by booking a test online, should they develop symptoms.
- As a minimum, schools must ensure they have a designated COVID-19 Co-ordinator, the roles and duties are outlined further down in this document.
- To assist the COVID-19 Co-ordinator, schools may choose to designate a Registration Assistant, with duties outlined below.
- The undertaking of home tests is not a replacement for Hands, Face, Space guidance and all measures outlined in the Schools COVID-19 Risk Management Plan must remain in place.
- The DfE have a dedicated guidance document and instructional video for staff, on how to undertake a lateral flow test. Schools must ensure that all training material is shared with staff, including the **updated training guidance issued by DfE**. Note guidance must be **version 1.3.2 (no picture on cover).** DfE guidance can be found at https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54
- The staff participating are required to undertake two tests a week, which should be 3-4 days apart.
- Staff must ensure that the testing guidance is read prior to taking the test.
- Schools must consider the timing of the tests, ensuring that they have time to respond to a confirmed case.

- Staff must not eat or drink 30 mins prior to taking the test, as it may invalidate the test result.
- The risk assessment section below outlines key risks associated with the management and running of the tests and must be completed by the school.
- Test kits must not be shared between staff or with others, they are assigned (via test lot numbers) to a named staff member only.
- Where a lateral flow test gives a positive result, staff must book in for an NHS COVID-19 test (https://self-referral.test-for-coronavirus.service.gov.uk/antigen/essential-worker)
- If schools receive media queries they can contact the DfE Health and Social Care Press office for support https://www.gov.uk/government/organisations/department-of-health-and-social-care/about/media-enquiries

Supporting DfE documents & REAchIn Guidance
- All guidance documents provided by the DfE can be found via this link https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54
- A copy of this Risk Assessment and the Forms Link to share with staff to record test results can be found here.
- https://reach2.sharepoint.com/ServiceAreas/HS/Pages/Useful-links.aspx

Action Checklist
The checklist below is aimed to support schools with carrying out the main tasks associated with the testing process:

No.	Action	Checked
1	Appoint a named COVID-19 Coordinator and if required, a Registration Assistant. Consideration to be given to cover arrangements in the event of staff absence.	x
2	Identify a suitable location for the storage and handing out of test kits (these may be different), ensuring that social distancing can be maintained during the distribution process	x
3	Brief staff in relation to the testing programme and school controls as per the risk assessment (ensuring that all information is shared with staff not currently in school for information)	
4	Provide and request that staff sign the Test Kit Receipt Form and return to the COVID-19 Co-ordinator.	x
5	Provide staff with, as a minimum, electronic/hard copies of the following documents, ahead of kit distribution: • Staff letter (adapted with school details) • How to guide (Rapid testing of primary and nursery workforce) • Your step-by-step guide to COVID-19 testing (version 1.3.2) • How To – Video link • Detail of how to report test result to school (Schools may wish to use Forms template or DfE template document) • Further information is available on the DfEs google drive if required	x
6	Record all test kit lot numbers within the COVID-19 test kit log upon receipt of delivery (see REAchIn) and staff details on distribution.	x
7	Maintain a record of test results (reported by staff) and store in a secure location only accessible to authorised school staff (should be more than one person to account for staff absences). Schools may use the DfE template Test Result Register Template or Forms template on REAchIn.	x
8	Where the guidance suggests, report incidents via the appropriate external channels. See Step 7 incident reporting within the DfE How to Guide.	x
9	Ensure that test stocks remain at a level that supports the delivery of the testing programme, re-ordering details to be confirmed.	x

COVID-19 Coordinator duties

The duties of the COVID-19 Coordinator will include:

- Engaging with staff and brief them on the testing program, and responsibilities.
- To receive and log lot numbers of incoming test kits via the COVID-19 Staff Test Kit Log
- On issuing kits, record staff details on the Test Kit Log and provide/signpost a copy of the updated guidance 1.3.2
- Hand out to staff, their test kits ensuring safe practice in the delivery process, wearing face coverings at all times
- To monitor the storage and security of the test kits on a regular basis, reporting any security issues to nic.carstens@reach2.org
- To record any incidents related to the use of test kits, including defects, breakages and incidents via the appropriate external channels
- Where injury is caused to a staff member by any test kit (by use or defect) a record must be made in Parago Staff Incident report.
- To monitor test results coming back into school and report back to the Head Teacher/Senior Leaders as required in order to arrange cover (if this is not already in place)

Registration Assistant Duties

The Registration Assistant is an optional role to support the duties of the COVID-19 Coordinator. It is recommended that more than one person is trained in the duties of the COVID-19 Coordinator, in the event of illness, injury or self-isolating requirements. Duties of the Registration Assistant may extend and overlap those of the COVID-19 Coordinator.

School Staff Responsibilities

Staff must ensure that when they participate in lateral flow testing that they:

- Collect their test kits from the designated area at the allocated time
- Use the test kits in line with guidance provided (see handbook/ instructional video)
- Dispose of used test kits using the provided waste bag into your normal household waste
- Report test results in line with the response protocol detailed below.
- Report any incidents that occurs as a result of the use of the test kits, including defects.
- To make the COVID-19 Co-ordinator aware of any requirement for replacement kits.

Test results and response protocols

Following a lateral flow test, staff will be presented with three possible outcomes. The actions to be taken are outlined below.

Positive	The test indicates (with c.80% accuracy) that the person is positive with COVID-19. Staff must: • **Not come into school** and should start self-isolation as per government guidance • Book a full PCR test at their nearest testing centre/online https://self-referral.test-for-coronavirus.service.gov.uk/antigen/essential-worker • Inform the school COVID-19 Co-ordinator of the positive test result as per the school chose method. • Register test results as per the guidance
Negative	The test indicates a negative result, staff should: • Staff should continue with their normal working arrangements. • Report the negative test outcome to the COVID-19 Coordinator. • Continue with the twice weekly self-testing programme
Void	If the test returns a void result, the staff member must: • Undertake a further test, on the basis this is successful follow the above guidance. •
Void / Void	• If the second test yields a further void, the staff member should book a full PCR test at their nearest testing centre/online https://self-referral.test-for-coronavirus.service.gov.uk/antigen/essential-worker • Inform the school COVID-19 Co-ordinator of the double void test results via the school proffered reporting method. • Register you test result as per the guidance • As per the guidance staff must start self-isolating until the result of the PCR test are known. **Void result:** • **If staff get a void result, this means that the test has not run correctly, and they will need to take another test as soon as possible, ideally on the same day. Staff should still report the void result to NHS Test and Trace via the self-report gov.uk page.** • **They should use a new test kit but not reuse anything from the first kit.** **Void / Void result:** • **In the very unlikely event staff get two void test results, they should book a PCR test. In this instance, staff do not need to self-isolate pending the result of the PCR test.** **Staff should inform their school/nursery as it may indicate a faulty batch of test kits.** **Updated version in Red**

COVID-19 Risk Assessment – Rapid Asymptomatic Covid-19 testing for schools

Site / school name:	
Name(s) of person(s) covered by this assessment:	▪ All Staff (this includes all staff who are school based including volunteers, trainee teachers etc), ▪ COVID-19 Coordinator ▪ Registration Assistant (2) ▪ Cleaner ▪ This excludes any staff who are home based, or staff not based in schools
Tasks and activities covered by this risk assessment:	▪ Providing and managing asymptomatic home-based testing staff in schools from 25th January 2021 onwards
Equipment and materials used:	▪ Home - testing kits and materials provided (lateral flow testing units) ▪ PPE to include face coverings ▪ Cleaning materials
Location(s) covered by this risk assessment:	▪ Identified storage area and collection points

Name of person completing this risk assessment:	Justine Heath	Date of completion:	24th January 2021
Risk assessment approved by:		**Date of approval:**	

Review Date	Updates/changes made	Updated by
28/01/2021	**Void result:** **If staff get a void result, this means that the test has not run correctly, and they will need to take another test as soon as possible, ideally on the same day. Staff should still report the void result to NHS Test and Trace via the self-report gov.uk page.** **They should use a new test kit but not reuse anything from the first kit.** **Void / Void result:** **In the very unlikely event staff get two void test results; they should book a PCR test. In this instance, staff do not need to self-isolate pending the result of the PCR test.** **Staff should inform their school/nursery as it may indicate a faulty batch of test kits.**	

Risk assessment

What are the hazards?	▪ Potential for spread of COVID-19 between persons at school showing no symptoms of COVID-19.
Who might be harmed and how?	▪ Staff, pupils, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site. ▪ Potential for spread to other family members / persons.

Note: We have specifically removed any rating or scoring from this risk assessment. We do not feel this adds any significant benefit to this untypical situation. You may wish to prioritise any actions, but the basis of the approach to mitigating the risks from coronavirus is such that all measures should be carried out alongside each other rather than in sequence. The planning and assessment you undertake will form the basis of an overall plan to manage the risks specific to your setting and that is the most important aspect of this process.

Risk Assessment Log

Risk	School Management Controls	Additional actions	Who will do this?	By when?	Completed on
▪ Delivery and logging of test kit data	▪ The school will on receipt of test kits, ensure that the lot numbers are record via the COVID-19 Staff Test Kit Log. ▪ If missing or defaced the school will contact DfE helpline to arrange a re-order and will report the incident to MHRA (link).				

Risk	School Management Controls	Additional actions	Who will do this?	By when?	Completed on
▪ Management of testing activities. There is a risk of tests not being recorded, assigned and stored in accordance with government guidance.	The school will identify a dedicated and named COVID-19 Co-ordinator **and Registration Assistants** The Co-ordinator will be briefed and have agreed their responsibilities as per the DfE guidance document. ▪ Kits will be stored in the strong room (Forest Site) and in the Community Room (Bridge Site)				
▪ COVID-19 Co-ordinator activities going unmanaged, not appropriately assigned or tests not recorded against staff member.	▪ Template COVID-19 record forms are used to ensure that all information is captured which include clear instructions for completion. ▪ All COVID-19 Co-ordinators/staff involved in kit distribution will be provided with suitable PPE, to include as a minimum a face mask or face shield. ▪ All persons involved in the handing out of COVID-19 test kits must ensure that suitable arrangements are in place to maintain social distancing when queuing or handing out kits. ▪ Suitable arrangements will be in place to cover the duties of the COVID-19 Co-ordinator, in the event of sickness or other absence. ▪ All staff will be asked to sign the Test Receipt Acknowledgment Form at the point of distribution.	▪			
▪ Staff lateral flow pick up arrangements creating an impact on social distancing.	▪ The school have identified **the Strong Room (Forest Site) and the Community Room (Bridge Site)** for the collection of test kits and have a range of pick up to minimise social distancing impact.	▪			
▪ Low levels of engagement in testing program.	▪ The school will engage with all staff and encourage the home testing programme. ▪ The school will provide guidance on home testing. ▪ The school will continue to instruct the use of face coverings and follow DfE guidance on bubble closures, social distancing and minimise cross bubble working. ▪ Staff who are home based (those staff members who				

Risk	School Management Controls	Additional actions	Who will do this?	By when?	Completed on
	are not expected to be in school at any time) will be excluded from the home testing programme but will be provided information on the government's arrangement for COVID-19 testing and other relevant guidance as required.				
▪ Logging of test kits and risk of errors, missing data or new staff joining.	▪ The COVID-19 Co-ordinator will ensure that staff details are logged against the test kit lot number and stored in line with DfE guidance. ▪ The COVID-19 Co-ordinator will order, when required, additional test kits for staff wanting to join the testing program. ▪ Errors in recording, defects and issues with any test kit will be reported by staff and/or the school via the external reporting channels.	▪			
▪ Incidents related to defects in test kit, to include broken swabs.	▪ The school will report any incidents in line with DfE guidance, both clinical and non-clinical incidents. Injuries to staff will be logged via Parago in addition.	▪			
▪ Ensuring effective communication with staff on testing programme	▪ All staff will be briefed prior to roll out of the home testing programme and provided with key information/documents.	▪			
▪ Ensure that data processed in relation to the testing programme is secure and in line with current GDPR requirements	▪ The school will ensure that all records relating to home testing will be stored securely in line with GDPR requirements and destroyed as and when directed by the DfE. ▪ All staff will be provided with a copy of the Privacy Policy and schools should ensure that the COVID-19 addendum to the Trust Privacy Policy is displayed on their website and accessible by staff.	▪			