

## Sale and Davys Primary School – COVID-19 Rapid Testing in Primary Schools - Jan 2021

Activity being assessed:	Staff self-testing for COVID-19 at home	Location(s) affected:	School and members of staff place of residence
Person(s) completing assessment:	Sarah Briggs	Date original assessment completed:	27/1/21
Date of review:	27/1/21	Review completed by:	

**Testing programme to begin from 25 January 2021.**

**This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document;**

**<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>**

**Guidance Documents:**

- **Link- How to Guide – Rapid Testing of Primary and Nursery Workforce**
- **Link- Your step by step guide for COVID-19 self-testing**

**It should also be made site specific and communicated to all employees/volunteers involved in this activity, so they can read and understand the control measures detailed within it.**


This document should also be read in conjunction with the full school opening risk assessment.

## Roles

- COVID Coordinator – [Sarah Briggs](#)
- Registration Assistant/s – [Rachel Brooks and Victoria Lindsey](#)


## Responsibilities for safe and effective testing

### Governance



The antigen LFD rapid tests do not require a clinician to deliver the testing. However, it is important to have clear responsibilities to ensure safe and effective testing.

PROVIDED BY DHSC / NHS TEST & TRACE	PROVIDED BY DFE	PROVIDED BY THE SCHOOL/NURSERY
<ul style="list-style-type: none"><li><input type="checkbox"/> Clinical Standard Operating Procedure</li><li><input type="checkbox"/> Home test kits</li><li><input type="checkbox"/> Instructional videos</li><li><input type="checkbox"/> NHS T&amp;T result notification system</li><li><input type="checkbox"/> Digital kits re-ordering system (in development, guidance to follow)</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Overall operational delivery oversight</li><li><input type="checkbox"/> Helpline service for technical and operational aspects of lateral flow testing</li><li><input type="checkbox"/> Issuing frequently asked questions and best practice advice</li><li><input type="checkbox"/> Central incident tracking and triage system, providing advice and support for escalating issues</li><li><input type="checkbox"/> Coordinate reporting back to DHSC on clinical assurance</li><li><input type="checkbox"/> Providing a link between local, regional and national response</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Appropriate oversight and governance of testing at the school/nursery</li><li><input type="checkbox"/> Communication with staff and other stakeholders</li><li><input type="checkbox"/> Managing test stock and re-ordering</li><li><input type="checkbox"/> Setting up &amp; maintaining Test Kit Log</li><li><input type="checkbox"/> Incident reporting and response including lessons learnt</li><li><input type="checkbox"/> Alignment with local public health response to Covid-19</li></ul>



To ensure testing is running well, we will be in contact with schools to follow-up on any incident reported and from time to time to find out how testing is going to learn any lessons. Guidance will be updated to reflect this.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Inadequate information, instruction and training	Staff and pupils may become infected with COVID-19 if a staff member is positive with COVID-19 but have not been instructed and trained adequately in the testing process.	<ul style="list-style-type: none"> <li>• All staff have been given the link to the instructional video on YouTube &gt; 'Step by Step Guide to COVID-19 Self Testing'.</li> <li>• Headteacher has accessed both <b>Webinar 1 – Overview and Webinar 2 – How to do a test and recording.</b></li> </ul>	<b>Monitor and review.</b>	SB	
Inadequate storage and distribution of test kits	Staff and pupils may become infected with COVID-19 if tests are not fit for purpose and a staff member continues to attend school when they are asymptomatic.	<ul style="list-style-type: none"> <li>• Upon arrival of the test kits, <b>record lot number(s) of the test kits delivered.</b></li> <li>• Test kits to be stored in a secure location within the school. School should determine who has access to the test kits – i.e. Registration Assistant/s and COVID Co-ordinator</li> <li>• Test kits should not be stored outside. Temperature for storage of test kits should be between 2 and 30 degrees.</li> <li>• Allow for enough space to ensure social distancing is adhered to.</li> <li>• Staff who 'opt-in' must read key information and</li> </ul>	<b>Monitor and review.</b>	SB  Kits due to arrive 26 <sup>th</sup> Jan 2021	

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		<p>privacy notice to understand data protection for testing.</p> <ul style="list-style-type: none"> <li>• Collect tests from school and updated instructions for use.</li> <li>• Registration Assistant/s who are coordinating the handing out of the tests, should wear appropriate face covering at all times and maintain a 2 metre distance from staff who are collecting the kits.</li> <li>• Registration Assistant/s should set up a Register and must record which staff are undertaking the testing.</li> <li>• The Register must include the following record: <ul style="list-style-type: none"> <li>- Name of School</li> <li>- Name of person issuing the test</li> <li>- Date of Issue</li> <li>- Lot number of test kit</li> <li>- Name of person using the test</li> </ul> </li> <li>• <b>IMPORTANT:</b> The Registration Assistant/s must ensure that the correct 'instructions for use' are given out when issuing out the kits. These instructions replace those instructions</li> </ul>			

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		found within the inside of the test kit box.			
Inadequate completion of rapid testing at home for school staff	Staff and pupils may become infected with COVID-19 if a staff member is positive with COVID-19 but have not been instructed and trained adequately in the testing process.	<ul style="list-style-type: none"> <li>• Staff to complete testing twice a week with 3 to 4 days apart.</li> <li>• The test <b>MUST</b> only be completed by the person it is assigned to.</li> <li>• Test to be carried out in the morning before attending school.</li> <li>• Test to be completed and the results should show after 30 minutes. Please note that the results are invalid after 30 minutes.</li> <li>• If a positive result is identified, you must self-isolate immediately and follow public health guidance.</li> <li>• If a negative result is identified, you can continue to attend your workplace.</li> <li>• If a void result is identified, take another Lateral Flow Test (LFT). If a second void is identified, a PCR test should be booked.</li> <li>• All incidents must be reported to school to the COVID Co-ordinator.</li> </ul>	<b>Monitor and review.</b>	All staff  SB	
Poor communication	Staff and pupils may become	<ul style="list-style-type: none"> <li>• All results <b>MUST</b> be relayed back to the school whether the results are void, negative or</li> </ul>	<b>Monitor and review include</b>	All staff after each	

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of results	infected with COVID-19 if a staff member is positive with COVID-19 but have not been instructed and trained adequately in the testing process.	<p>positive.</p> <ul style="list-style-type: none"> <li>• The school's COVID Co-ordinator must record these results on the online system.</li> <li>• The COVID Co-ordinator should ensure that staff are reminded of their test days, how to collect a test kit and that all test results should be reported.</li> <li>• Evidence may be requested by the school of the result shown on the LFT for monitoring and quality assurance purposes</li> </ul>	<b>by whom</b>	test  SB	
Clinical Issues/ Incidents	Staff taking part in testing at home	<ul style="list-style-type: none"> <li>• If a member of staff testing at home has any clinical issue from taking a test, they should raise a Yellow Card. This can be done by reporting the issue at:- <a href="https://coronavirussyellowcard.mhra.gov.uk">https://coronavirussyellowcard.mhra.gov.uk</a></li> <li>• Member of staff should inform school as soon as possible</li> <li>• For medical attention, member of staff should follow usual procedures:-</li> <li>• call their GP or for advice/medical support</li> </ul>	<b>Monitor and review</b>	All staff	

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		<ul style="list-style-type: none"> <li>• call 111 for advice/medical support</li> <li>• call 999 for urgent medical help</li> </ul>			
Incidents with testing/testing kits	Staff taking part in testing at home	<ul style="list-style-type: none"> <li>• Repeated incidents/issues - such as multiple repeat void tests, unclear results, leaking/damaged tubes - should be communicated by staff to the school. The school should then report these issues to the DfE Helpline on 0800 046 8687.</li> </ul>	<b>COVID Co-ordinator to monitor and communicate with SLT to escalate further if needed</b>	SB	
Transmission of COVID-19 when a positive case is identified.	Staff and pupils may become infected with COVID-19 via airborne droplets.	<ul style="list-style-type: none"> <li>• Any staff member with a positive result must stay at home and self isolate immediately following public health guidance.</li> </ul>	<b>Monitor and review include by whom</b>	All staff	
Signature of Senior Leadership Team:			Date:		
Date review required:	Date review required:	Date review required:	Date review required:		

<i>Consultation method (mtgs, email, telephone)</i>	<i>Who has risk assessment been consulted with: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&amp;S Advisor/Parents-Carers</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>



<i>Communication/training of risk assessment and controls following consultation – strongly recommend this is face to face or over virtual meeting Person communicating – recommend HT/SLT or Line Manager</i>	<i>Communicated to: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&amp;S Advisor/Parents-Carers</i>	<i>Date communicated:</i>