



Insignis
Academy Trust

Lateral Flow Testing

Risk Assessment

4.3.21

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.

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, however there is currently no requirement to take a further Polymerase Chain Reaction (PCR) test.

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:	SHFGS/PRS	Trust Risk Assessment - Name:	G Fay
Local Completion managed by - Name:	S Lintott/W Harrison	Assessment conducted by - Job title:	CEO
Local Completion managed by - Job Title:	Quality Lead	Version Date:	04/03/2021
Assessment Date:	04/03/2021		

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 week of term (week commencing 4th January), if required, to put the specified arrangements in place. A Trust Leader has been identified to lead and oversee the school-based testing program. The school has put in place a quality management system, 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 4th January and guidance, including template communication material and consent forms, have been provided by the Trust and DfE. Mass testing will commence from the 1st of March and once the correct logistical arrangements have been put in place to ensure a safe and effective testing facility. Testing Staff have been provided with the DfE/NHS training modules and will be followed as required by applicable personnel – detailed further later. 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. First starter packs of up to 1,000 test kits, along with PPE and PCR tests will arrive at all secondary schools from 8am on 4th January – a member of staff has been identified to be on site to receive the delivery. Further deliveries will be received on 5th and 6th January. 	<input checked="" type="checkbox"/>
		School-specific additional controls <ul style="list-style-type: none"> N/A 	
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 a secure location for the safe storage of new testing kits (with a temperature of between 2°C and 30°C) and for the separate storage of clinical waste prior to collection. The school has identified a testing location that meets the minimum space requirements. The room can accommodate testing bays and maintain 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). Layout Options, as detailed within the NHS guidance document, will be used. 	<input checked="" type="checkbox"/>

COVID-19 Risk Assessment: School Based Asymptomatic Testing

Identified Risk	Specific risk details	Required Control Measures	Complete
		<ul style="list-style-type: none"> • 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 a significant element of Mass Testing prior to all year groups returning to onsite learning so enabling a suitable location to be identified that is not required for timetabled learning. • The school will facilitate twice weekly routine testing for staff during non-timetabled core hours • The school will facilitate weekly routine testing for students during lockdown. • The school will facilitate the testing of all students in their return to school on 8th March 2021. All students will receive 3 tests, 3-5 days apart by the 18th • The school may start testing of students from the 1st of March 2021 	
Testing location	The testing location may increase virus transmission	<p>School-specific additional controls</p> <ul style="list-style-type: none"> • N/A • The identified location will be 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 to ensure sufficient supply. • Any additional Supplies costs will be reclaimed from the additional DFE funding for testing. • Cleaning of all surfaces, in line with COVID-19 protocols, will be undertaken between each test. • The DfE/NHS online training modules that are required to be 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 supporting the testing will be required to maintain social distance whilst pupils and staff self-administer the tests • Full PPE will be worn by all staff who are supporting testing. The wearing and changing of PPE will be undertaken in line with NHS guidance and training provided. • All waste generated within the testing location will be 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 will be required to maintain social distance and wear face masks in line with existing requirements for communal areas. • All staff and pupils will be required to use hand sanitiser on arrival at the testing location. • All staff and pupils attending tests will use the identified one-way system as well as the distinct entrance and exit of the testing location. • Existing Year Group Bubbles will have distinct testing times. Staff social distancing and conduct will not impact upon bubble contamination. • Transfer of pupils from class to test location will be carefully supervised with socially distanced queuing. <p>School-specific additional controls</p>	<input checked="" type="checkbox"/>

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Identified Risk	Specific risk details	Required Control Measures	Complete
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"> • N/A • A Trust Leader has been identified to lead and oversee the school-based testing program and delegate the authority to the Quality Lead to direct staff accordingly. • From the 8th of March Schools will facilitate the testing of students 3 times, 3-5 days apart. • The required testing roles identified by the NHS to support the testing program will be allocated to staff. Staffing will be adequate to undertake the program safely. • The testing 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 non-teaching staff or from the school community as a supporting 3rd party workforce and agency staff. Testing roles will be 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. • Screening/risk profiling of staff and volunteers on the testing team is undertaken to ensure suitability for the role (e.g., age, underlying health conditions, vulnerable family members). • Staffing levels are sufficient to allow breaks for staff to reduce risk of errors due to fatigue. • 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 remote logistical support is provided, as appropriate, by the Trust, Local Authority, NHS, DfE and Army. • The school will contact the RSC regional delivery directorate, in consultation with the Trust, if additional support is required from the allocated 1,500 military personnel identified for in-person support. • 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. • Prior to starting testing, all staff with roles will be 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. • 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"> • N/A 	<input type="checkbox"/>
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. • 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. 	<input checked="" type="checkbox"/>

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Identified Risk	Specific risk details	Required Control Measures	Complete
		<ul style="list-style-type: none"> • The testing program is recommended and supported, but not mandated. • Pupils and staff will not be required to participate in the Testing program. • Staff will not be required to participate in the Twice Weekly Routine Testing program. • 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. • Tests will be 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. • Positive test results will be communicated individually in a location that provides privacy to pupils and staff. • Positive test results will also be communicated 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. • During the testing process anonymity will be provided through digital registration and the use of 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. • 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"> • N/A 	