


St. George's C.E. 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:	Mandy Brown	Date original assessment completed:	21.1.21.	
Date of review:		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**

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

Roles

- COVID Coordinator – Mandy Brown
- Registration Assistant/s – Sarah Craig and Di Harkawenko

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

- Clinical Standard Operating Procedure
- Home test kits
- Instructional videos
- NHS T&T result notification system
- Digital kits re-ordering system (in development, guidance to follow)

PROVIDED BY DFE

- Overall operational delivery oversight
- Helpline service for technical and operational aspects of lateral flow testing
- Issuing frequently asked questions and best practice advice
- Central incident tracking and triage system, providing advice and support for escalating issues
- Coordinate reporting back to DHSC on clinical assurance
- Providing a link between local, regional and national response

PROVIDED BY THE SCHOOL/NURSERY

- Appropriate oversight and governance of testing at the school/nursery
- Communication with staff and other stakeholders
- Managing test stock and re-ordering
- Setting up & maintaining Test Kit Log
- Incident reporting and response including lessons learnt
- Alignment with local public health response to Covid-19












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.

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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"> School should arrange for all staff taking part in the testing to complete the instructional video on YouTube > 'Step by Step Guide to COVID-19 Self Testing'. At least one person from each primary school setting to have access to both Webinar 1 – Overview and Webinar 2 – How to do a test and recording. 	Video information sent to all staff by MB & SC 24.1.21. & 25.1.21.	All staff by 25.1.21 MB & SC watch webinars 18.1.21. & 19.1.21.	✓ ✓
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"> Upon arrival of the test kits, record lot number(s) of the test kits delivered. 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 Test kits should not be stored outside. Temperature for storage of test kits should be between 2 and 30 degrees. Allow for enough space to ensure social distancing is adhered to. Staff who 'opt-in' must read key information and privacy notice to understand data protection for 	MB and SC LFD information to staff plus policy and risk assessment 21.1.21.	SC 22.1.21. MB 21.1.21. – 22.1.21. SC 22.1.21. SC / MB distribute	✓ ✓ ✓ ✓

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		<p>testing.</p> <ul style="list-style-type: none"> • Collect tests from school and updated instructions for use. • Staff must sign for receipt of the test and instructions. • 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. • Registration Assistant/s should set up a Register and must record which staff are undertaking the testing. • The Register must include the following: <ul style="list-style-type: none"> - Name of School - Name of person issuing the test - Date of Issue - Lot number of test kit - Name of person using the test • IMPORTANT: 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 found within the inside of the test kit box. 		<p>SC collection & data privacy notice register 21.1.21.</p> <p>MB register for test results 22.1.21.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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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"> • Staff to complete testing twice a week with 3 to 4 days apart. • The test MUST only be completed by the person it is assigned to. • Test to be carried out in the morning before attending school or the evening prior to this (Sunday evening and Wednesday mornings ideally). • Test to be completed and the results should show after 30 minutes. Please note that the results are invalid after 30 minutes. • If a positive result is identified, you must self-isolate immediately and take a PCR test, follow public health guidance. • If a negative result is identified, you can continue to attend your workplace. • If a void result is identified, take another Lateral Flow Test (LFT). If a second void is identified, a PCR test should be booked. • All incidents must be reported to school to the COVID Co-ordinator. 	MB / SC guidance and emails distributed correctly 22.1.21.	All staff to adhere to guidance at each test	

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Poor communication of results	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"> • All results MUST be relayed back to the school whether the results are void, negative or positive. • The school's COVID Co-ordinator must record these results on the online system. • 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. • Evidence may be requested by the school of the result shown on the LFT for monitoring and quality assurance purposes 	MB register results in line with privacy policy - ongoing	All staff to relay test results after each test MB / SC to monitor this	   
Clinical Issues/ Incidents	Staff taking part in testing at home	<ul style="list-style-type: none"> • 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:- https://coronavirusyellowcard.mhra.gov.uk • Member of staff should inform school as soon as possible • For medical attention, member of staff should follow usual procedures:- • call their GP or for advice/medical support • call 111 for advice/medical support 		MB / SC to monitor this Staff advised of procedures 22.1.21.	   

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		<ul style="list-style-type: none"> call 999 for urgent medical help 			✓
Incidents with testing/testing kits	Staff taking part in testing at home	<ul style="list-style-type: none"> 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. 	COVID Co-ordinator to monitor and communicate with SLT to escalate further if needed	MB / SC to monitor this	✓
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"> Any staff member with a positive result must stay at home and self isolate immediately. They must then take a PCR test and follow public health guidance. See guidance on self-isolation. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 	As above	MB / SC to monitor this	✓
Signature of Senior Leadership Team: Mandy Brown			Date: 21.1.21.		
Date review required: 15.2.21.		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&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>Email, text, telephone to MB or SC or DH</i>	<i>Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/H&S Advisor</i>	<i>22.1.21.</i>		<i>MB / SC</i>	<i>25.1.21.</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&S Advisor/Parents- Carers</i>	<i>Date communicated:</i>

