

COVID-19 Risk Assessment: School Based Asymptomatic Testing

School Name:	Federation of Boldmere Schools
Completed by (name)	Mrs. E Mutch/ Mrs S. Kenny/Mrs K.Mason/ Mrs K.Welch/Mr C. Glasgow/Mr D.Hill
Completed by (Job Title)	Senior Leadership Team
Assessment Date:	26/01/2021

This applies to the Federation of Boldmere Schools for the Asymptomatic Testing Programme that has been announced by the Department for Education (DfE) for commencement in January 2021. This testing will commence at Boldmere from the 26/01/21

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 staff. Symptomatic pupils and staff will be required to undertake standard offsite testing options as normal.

The testing program contains the following elements:

Asymptomatic Weekly Routine Testing - Staff: After the initial mass testing all school staff will be able to opt in or out to routine testing twice a week. The aim is to identify asymptomatic staff to reduce the level of potential infection within schools.

Training will be delivered by a member of staff before the routine testing begins. The tests will be carried out at home twice a week, following guidelines set by the Government. The test will either show positive, negative or void. If void, individuals will need to repeat the test and if they receive a second void they will be required to take a PCR test. All results will need to be forwarded to the school and to NHS Track and Trace.

Any member of staff who tests positive on the lateral flow test will need to stay at home, self-isolate and take a further Polymerase Chain Reaction (PCR) test on the same day (or as soon as possible). A follow-up test must be booked via www.gov.uk/get-coronavirus-test or by calling 119. Individuals will be advised to visit a drive-through/walk-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 (and anyone they live with/part of their bubble) will need to self-isolate. If the PCR test is positive, the individual must self-isolate for ten days from the point of the positive PCR test. If the PCR test is negative, they may return to onsite learning within school.

Close contacts of the individual will be sought in school and if the individual is assigned to a class, the whole bubble will self-isolate for 10 days after the PCR test result.

The risks and required control measures have been identified using DfE and NHS guidance. Schools are required to:

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

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			Likelihood	Severity	Risk
			5	1	5
Who might be at risk?	Risk Focus	How are you already controlling this risk?	Further mitigations / protective measure required?	Who needs to carry out the action?	When is the action needed by?
Staff and pupils	COVID-19 spreading in the school community	<ul style="list-style-type: none"> Schools following government recommended control measures set out in the school's protective measures risk assessment. At Boldmere Schools, for those who have opted in, mass testing of staff will take place twice a week, (3 or 4 days apart). Staff will take the tests at home. Tests must be taken before staff come into work. Staff must send their result/complete a Google form before 8am. SLT must be informed immediately, if staff receive a positive result. Staff results to be recorded on a staff register and recorded online by the person taking the test, as per Government guidance. This will support contact tracing and managing stock and distribution. Staff that develop symptoms are expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus. If symptomatic, staff will not carry out the LFD tests. 	None identified at present		Weekly
	Regular communication to staff	<ul style="list-style-type: none"> The COVID Coordinator to attend DfE webinars 1&2. Other key members of the testing team or staff members can watch the recordings if deemed necessary/helpful. The COVID Coordinator to access and read all the information on the DfE Primary Schools Document Sharing platform. This is to be added to the school's shared space online. All staff to undertake the following training: <ul style="list-style-type: none"> -Tell staff what rapid testing is. Use the NHS 'How to Guide – Rapid Testing of Primary and Nursery Workforce'. -Ensure all staff understand the different COVID testing roles in the school and who holds these roles -Explain the process of collection of tests/correct instructions, the process for signing for tests in the school and recording the lot number against their name. -Explain the process of taking a test at home. All staff to watch instructional video provided on You Tube – 'Step by Step Guide to COVID-19 Self Testing'. 	All completed no other measures required at present.	Covid-Coordinator in collaboration with the SLT	Completed

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		<p>-All staff to read the Instructions for Use document ‘Your Step-by-Step Guide for COVID-19 Self-Testing’ v 1.3.2 (ensuring you are using the correct version only – show slide from webinar).</p> <p>-Make sure that all staff know that it is a requirement for them to report their test results to both to NHS Test and Trace and to the school. Use the ‘Reporting the test result online’ slide from the webinar and explain the school reporting process.</p> <p>-Use the Participation and Data Protection slide (from the webinar) and links to discuss any staff concerns.</p> <p>-Make sure staff know who to contact if they have an incident while testing at home. Use the webinar slide on incident reporting.</p> <ul style="list-style-type: none"> • All staff to read the Privacy Notice before taking the tests. • All staff must be aware that testing is not mandatory, although participation in testing is strongly encouraged. Staff do not need to provide proof of a negative test result to attend school in person. Staff who decline to participate in the testing programme must follow the usual national guidelines on self-isolation and get tested if they show symptoms. • The COVID Coordinator to review DfE Primary Testing FAQs on a regular basis. • The COVID Coordinator to check the latest government guidance on rapid testing of primary workforce on a regular basis. • All questions from members of staff to be checked against the Primary Testing FAQs on the document sharing platform by the COVID Coordinator and the answer communicated to all staff members. Should the answer not be found in the FAQs, the COVID Coordinator will contact the DfE coronavirus helpline on 0800 046 8687. • Boldmere Schools Information booklet and Government booklets given to staff. • Staff will sign for their test kits and the lot number will be recorded against their name (using DfE template). Staff will collect their first set of tests and instructions on Tuesday 26th January from the school hall (Juniors) and Head of school office (Infant & Nursery) 			

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		<ul style="list-style-type: none"> Specific training given to any individuals with disabilities or barriers to technology if the need arises 			
	Misunderstanding of the key roles in the school.	<p>Establish a COVID Coordinator responsible for the overall management of rapid COVID-19 testing for primary school workforces.</p> <p>Covid Co-ordinator: Emma Mutch (Juniors) and Sam Kenny (Infant & Nursery) Covid Registration Assistant: Julie Goaley (Juniors) and Sam Kenny (Infants & Nursery)</p> <p>The COVID Coordinator is the main contact with NHS Test and Trace and is responsible for:</p> <ul style="list-style-type: none"> Communicating with stakeholders. Ensuring staff are using version 1.3.2 instructions, and they sign for the tests using the Test Kit Log. Providing training and information for all staff workforce. Management of stock and delivery of tests. Reordering tests when required. Creation and management of a Register for logging test results. Creation of an Incident Log, reporting incidents and carrying out risk management. Storing and reporting required data. Reviewing updates to guidance daily and implementing required changes. Managing and continually assessing the process against this risk assessment. <p>Establish a Registration Assistant (can be the same person if needed as the COVID Coordinator) to:</p> <ul style="list-style-type: none"> Distribute the correct number of test kits to staff and manage the schedule for the distribution of the next sets of kits (face mask must be worn, and social distancing maintained). 	No other measures required or identified.	Covid-Coordinator in collaboration with the SLT	Already done but will also be an ongoing process

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		<ul style="list-style-type: none"> Input test results from staff into your school's 'Register'. Ensuring that the register is saved securely. Send reminders to participants to communicate their results online and to the school. Respond to staff questions. Work with the COVID Coordinator to support the management of the stock of kits. <p>Contingency plan developed for absence by the key role holders identified above (Other members of SLT trained DH/KW/Katie Mason).</p>			
	Testing kits deliveries are not managed correctly	<ul style="list-style-type: none"> The COVID Coordinator to review information from NHS Test and Trace to understand when the school will receive their deliveries of testing kits. The delivery schedule and further advice from NHS Test and Trace can be found on the DfE document sharing platform. The COVID Coordinator to contact DfE Coronavirus Helpline if help is needed regarding deliveries (0800 046 8687), including missing or damaged items. The COVID Coordinator to create and manage a Test Kit Log, to check and record each delivery as it arrives on site, record lot numbers for the test kits delivered and use for staff members to 'sign out' test kits. The COVID Coordinator to monitor stocks of testing kits carefully by establishing weekly demand versus stock levels and determining minimum re-order levels. To contact DfE Coronavirus Helpline if additional deliveries are required (0800 046 8687). 	All completed	Covid-Coordinator in collaboration with the SLT	From 26/01/21
	Tests to be stored correctly and collection managed in a safe way	<ul style="list-style-type: none"> Tests to be kept securely/locked in school office (Juniors) and Head of school office (Infant & Nursery) to prevent unauthorised access (apart from Tuesday 26th when they will be made available to all staff in the hall/ Head of school office) Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees. 	All completed at present	All staff	Weekly

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		<ul style="list-style-type: none"> The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using. Enough space for social distancing will be allowed when giving out tests. Tests will be labelled with names and linked lot number and a form to sign will be made available as part of self-service. This negates the need for the station to be staffed. Those collecting their kit should: <ul style="list-style-type: none"> wear appropriate face covering at all times hand sanitise before collecting and signing maintain 2m from staff coming to collect their test 			
	Staff not reporting results or inaccurate reporting	<p>The COVID Coordinator to ensure that all staff:</p> <ul style="list-style-type: none"> Are trained in and understand how to report their test result to NHS Test and Trace <i>as soon as the test is completed and every time they take a test</i>, even if the result is negative or invalid – either online or by telephone (as per the instructions in the home test kit). Void, double void, negative and positive results are all communicated to the school and NHS, once the test is completed Are aware that the test assigned to them is only to be used by themselves and that it must never be taken by anyone else. <p>The COVID Coordinator will develop their own, locally managed Register and a process for all staff to log test results with the school, before staff arrive on site in the morning. This is important for identifying staff with positive results, for bubble management and contract tracing. This must be a separate document to the Test Kit Log for data protection reasons. This system to be communicated clearly to the whole staff team. This should include:</p> <ul style="list-style-type: none"> The process and timelines for test to be taken and results to be communicated by staff (and onward communication to the headteacher if/when required). Results to be reported by teaching staff by 8am on the morning of the test. A process for dealing with non-reporting by staff. 	No other measures identified at present	Covid-Coordinator in collaboration with SLT	Ongoing weekly

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		<ul style="list-style-type: none"> The process for logging results, who will deputise and how will this be communicated. How the results will be saved securely. Encouraging staff to follow requirements when reporting results online (e.g. sending reminders on test days). Identifying and reporting incidents. The creation of procedures to check, test and update the Test Kit Log, Register and Incident Log on a regular basis. The register should be kept until further guidance is given. 			
	Staff misunderstand their responsibilities following a test result	<p>The COVID Coordinator must ensure that all staff understand that they must report their result to both NHS Test and Trace through self-report gov.uk or ringing 119 and to the school (following the agreed school process), even if the result is negative or void:</p> <ul style="list-style-type: none"> Staff with a negative LFD test result – staff can continue to attend school, follow guidance and use protective measures. Staff with a positive LFD test result – Individuals with a positive LFD result will need to self-isolate immediately, in line with the stay-at-home guidance. They must report their results to NHS Test and Trace as soon as the test is complete, as set out in the test kit instructions and self-report gov.uk page. This will enable NHS Test and Trace to monitor the spread of the virus. They must also inform the school of their result so the school can identify close contacts and they can make appropriate cover arrangements. Any 'bubble' classed as close contacts will be informed and will also isolate for the full 10 days. The staff member should book a confirmatory PCR test online, then continue to isolate for 10 days (from the day the symptoms started) if the PCR test result is positive. The staff member must also inform the school of a positive PCR result. Staff with a void LFD test 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, on the same day. Staff should still report the void result to school and to NHS Test and Trace via the selfreport gov.uk page. They should use a new test kit, but not reuse anything from the first kit. In the very unlikely event staff get two void test 	Ongoing training may be required to ensure consistency and accuracy of the tests being taken.	All staff	Weekly

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		<p>results, they should book a PCR test. Staff should self-isolate pending the result of the PCR test. Staff should inform the school as it may indicate a faulty batch of test kits.</p> <ul style="list-style-type: none"> • All staff - The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a PCR test to check if they have the virus. • All staff - the LFD test kits for use by primary school staff are not to be used as an alternative to self-isolation. If a member of staff has been in close contact with a confirmed case of COVID-19, they should follow the government guidance and self-isolate. 			
	Low uptake on taking tests.	<ul style="list-style-type: none"> • Tests are optional and are not mandatory. Staff to opt in or out, when they have read key information and privacy notice to understand data protection for testing. • The COVID Coordinator to ensure that they have confirmation from all staff as to whether they are opting in or opting out of testing and plan/communicate accordingly. • Staff are able to ask key questions about the testing as necessary. • Any staff that are not carrying out the tests, will continue with all Government guidance and follow all instructions should they show any of the COVID-19 symptoms. • Staff who have tested positive within the last 90 days will not take tests but can opt in after this time – awaiting confirmation from DFE in relation to this. 	All completed at present	Covid-Coordinator in collaboration with SLT	Ongoing
	Test Kit Log is inaccurate	<p>The Registration Assistant must record who takes the test kits on a Test Kit Log and ensure that this information is stored securely. This log must include the following and be kept until further guidance is given</p> <ul style="list-style-type: none"> • Name of school. • Name of person issuing the test. • Date of issue. • Lot number of test kit (on the back of the test kit). 		Covid-Coordinator in collaboration with SLT	Ongoing

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		<ul style="list-style-type: none"> Name of person using the test. <p>The Registration Assistant must ensure that all staff members receive, and sign for, a copy of the right Instructions for Use (v.1.3.2 dated 15 January 2021, plain blue cover). Refer to DfE webinar/slides. Old instructions to be destroyed</p>			
	Swabs are taken incorrectly causing a false reading or cause contamination	<ul style="list-style-type: none"> Boldmere Schools follow government control measures. Covid Coordinator has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme. Instructions updated January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled Test conducted on a dry, clean, flat surface. Hands washed or use sanitiser before taking the test. Online information, training and webinars available. Video available on how to take your own test. Information with the kits must be followed. Regular communication with staff about the testing process. If test is void, take another test. If 2 void results in a row, a PCR test should be taken. Follow guides as to who to inform. If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline. Covid Coordinator to be responsible for incident reporting on a school wide issue: 	No other measures identified at present	Covid-Coordinator in collaboration with SLT and all staff.	Weekly

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		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">Schools</p> <p>Incidents</p> <p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, if there seems to be repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.</p> <p>DHSC/MHRA may require the school to provide more information if further investigation is required.</p> <p>Learning and improving</p> <p>To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.</p> </div> <div style="width: 45%;"> <p style="text-align: center;">Individuals</p> <p>Clinical issue</p> <p>If there is a clinical incident which led or has potential to harm, participants are advised to report it on https://coronavirusyellowcard.mhra.gov.uk. This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</p> <p>Non-clinical issue</p> <p>For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland</p> <p>Inform school</p> <p>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.</p> </div> </div>			

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	Incidents are not reported accurately	<p>Boldmere Schools - Issues experienced by an individual at home:</p> <ul style="list-style-type: none"> The COVID Coordinator to develop an Incident Log and process for logging issues. Ensure the Incident Log is saved securely. All staff members to be trained in what issues should be reported, to whom and by when. The Incident Log to be reviewed daily by the COVID Coordinator. Lessons learnt identified and changes made to the testing process and risk assessment where needed. Changes to be communicated to all staff. If there are repeated or similar issues these should be reported to the DfE Helpline. The COVID Coordinator to share learning with the DfE should contact be made. <p>Individuals</p> <ul style="list-style-type: none"> If any immediate medical care is needed by staff members, this should be sought from the usual routes for seeking medical care through 111 or 999. If there is a clinical incident which led or has the potential for harm, staff to be advised to report this on Coronavirus Yellow Card reporting site For any non-clinical issues occurring in a home setting, participants to be advised to report any issues to 119 and inform the school (as above) <p>Any other questions, concerns or reporting issues will be raised via the DfE coronavirus helpline on 0800 046 8687.</p>		Covid-Coordinator in collaboration with SLT and all staff	Weekly

	<p>Risk of data protection breach in managing personal data</p>	<p>Access to the data to be restricted to the COVID Co-ordinator (and Registration Assistant) and the SLT.</p> <p>Data/records to be stored securely on school computers only, not to be removed from school.</p> <p>Ensure that the collection and storage of the data meets legislation requirements and the school's Data Protection Policy. The school will need to satisfy themselves that they have a lawful basis for processing personal data. The school will provide staff with a privacy notice explaining what personal data is required to participate in the programme.</p>	<p>All information is kept securely and can only be accessed by those being given permission to do so.</p> <p>Information saved on Google Drive. Access limited to SLT.</p>	<p>SLT</p>	<p>Ongoing</p>
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Do any further controls need to be in place and monitored as satisfactory before finally signing off this assessment? No

Control Measures Acceptable Yes

Revision date: - March 2021