

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMME

Primary setting

Introduction

This risk assessment applies to all schools within Anglian Learning for 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 staff. Symptomatic staff will be required to undertake standard offsite testing options.

The testing program contains the following elements:

- i) **Asymptomatic Mass Testing - Return to onsite learning:** During the start of term (week commencing 25th January) primary schools are asked to set up and prepare to test as many staff as possible. Schools that have made the required preparations, as identified within the DfE/NHS guidance documentation and this risk assessment, may commence testing from the week commencing 25th January. Individuals will undergo two tests spaced 3 to 5 days apart. The aim is to identify asymptomatic 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.
- ii) **Asymptomatic Weekly Routine Testing - Staff:** All primary school staff will be able to have routine self testing twice a week. The aim is to identify asymptomatic staff to reduce the level of potential infection within schools and support teaching. It is proposed schools MUST issue all staff who have consented to, tests to take home for testing on a twice weekly starting on 25th January, and continue until further guidance dictates, together with instructions on how to undertake the test. Central staff should access a test kit from the school that is their nominal base.
- iii) **Asymptomatic HomeTesting - Staff:** Any member of staff who tests positive on the lateral flow test will need to follow the DfE/PHE guidance and advise the school immediately, They must self-isolate and take a further Polymerase Chain Reaction (PCR) test on the same day (or as soon as possible). A follow-up test may be booked via www.gov.uk/get-coronavirus-test or by calling 119. Individuals will be advised that if ordering a PCR test themselves, to visit a drive-through test site if possible, as it is faster than requesting a home test. During the time while they wait

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for the PCR result, they will need to self-isolate. If the PCR test is positive, they will need to 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.

The risks and required control measures have been identified at Trust Level using DfE and NHS guidance. The Trust has considered both civil and criminal liability and our testing system has also been advised to our Public Liability Insurers. 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

Staff who don't wish to be tested must be allowed to attend school as normal unless they have symptoms or are identified as a close contact to a person who has tested positive in which case the 10-day isolation requirement applies.

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EDUCATIONAL SITE	Howard Community Primary
ACTIVITY / TASK	COVID-19 Risk Management – Physical Management and administration of Lateral Flow Testing in the primary setting for staff
COMPLETED BY & DATE	Alison Weir 21.1.21
REVIEW DATES	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Lack of planning, time and resources (including no equipment)	Staff Unable to test Manual handling injuries	<ul style="list-style-type: none"> Senior leader identified to lead and oversee the testing programme First starter packs of up to 57/7 boxes test kits, will arrive at all Primary schools from week 	<p>Staff to complete training modules required</p> <p>Staff advised of delivery.</p> <p>Staff reminded of manual handling training when receiving/carrying deliveries</p> <ul style="list-style-type: none"> Staff to use correct lifting techniques Staff to seek site support or use a trolley for heavy items <p>Identify designated quality lead for each school. - Link to a document that identifies who senior leader is and who quality leads are for each premises. https://docs.google.com/spreadsheets/d/1yzuQ0cQQ8KnxEKqcO5IrkUYwDwW2NJKs/edit#gid=810598726</p>	A.Weir	12.1. 21, 19.1. 21	Yes

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		<p>commencing 18th January – a member of staff has been identified to be on site to receive the delivery</p> <ul style="list-style-type: none"> Quality management system implemented with designated Covid Co ordinator who has accountability for quality and risk management of testing programme. 	<p>Utilise school resources or purchase if required for collection points</p> <p>Log shortfalls on supply with D of E</p> <p>Carry out temperature checks for storage area of test kits</p>	A.Weir	January 2021	

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		<ul style="list-style-type: none"> Check equipment lists required against DFE list. Provided in the Schools & Colleges handbook Identify secure storage for test kits 		A.Weir	January 2021	
Overcrowding of testing collection area	Staff Possible transmission of the virus from person to person Slip/trip/fall	<ul style="list-style-type: none"> Identify the maximum number of people allowed to collect at a time. Personal belongings not to be 	Ensure social distancing and secure protection for the test distributor(see below) Queuing system to be implemented until called in to collection area. Time of collection offered to staff. Mark collection area with signage	A.Weir	January 2021	

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		brought into collection area <ul style="list-style-type: none"> • 2m distance markers 				
Incorrect number of tests collected	Staff Non availability of tests	<ul style="list-style-type: none"> • Rigorous log of test distribution • Checks to allocation • Supervision of collection • Signing for tests collected 		A.Weir/ J. Gerber	January 2021	
Damaged barcode/lot identification, lost LFD or lot number	Staff Lost record on registration portal	<ul style="list-style-type: none"> • Log lot number on receipt and allocating tests 	Log defective / damaged LFT kits on D of E contact form	A.Weir	January 2021	
Incorrect result communication	Staff	<ul style="list-style-type: none"> • Carry out confirmatory 	Carry out re training and rehearsals of administrative procedures Inform Anglian Learning Primary Lead	A.Weir	January 2021	

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tion	Wrong samples or miscoding of results Possible transmission of virus	re test to clarify test				
No staff identified for relevant Staff roles and resources	Staff Unable to distribute testing kits, leading to undiagnosed asymptomatic staff attending school untested and spreading the virus	<ul style="list-style-type: none"> Number of staff required as per guidance Senior Leader to lead and oversee testing programme, directing staff accordingly.: Alison Weir aweir@howardprimary.org (Prue Rayner prayner@angli 	Refer to the Headteacher, DfE and Trust guidance	A.Weir	January 2021	

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		anlearning.org)				
No safe receipt and storage of LFT kits	Staff No testing can take place allowing asymptomatic individuals to spread the virus without knowing	<ul style="list-style-type: none"> • Delivery expected week commencing 18th January 2021 • Test packs securely kept (In reception area) • Who has access to the stock and stock control (Alison Weir and Jess Gerber) • Test packs kept separate 	<p>Refer to DFE Primary document sharing platform for further information</p> <p>Further information required Report any shortages to http://form.education.gov.uk/services/rapid-testing-contact</p>	A.Weir	January 2021	

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		from other medical supplies. <ul style="list-style-type: none"> • Storage room kept at temperature of 2-15 deg celsius • Effective stock control maintained by ordering via DfE • Stock checked against deliveries and allocations spreadsheet 				
Inadequate sanitisation / cleaning of collection area	Staff & Students The virus can survive for up to 72 hours or	<ul style="list-style-type: none"> • deep clean as per NHS guidance of collection point . 	All cleaning staff / contractors to follow PHE cleaning guidance	A.Weir	January 2021	

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	<p>more out of the body on surfaces which people have coughed on, etc. People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes</p>	<ul style="list-style-type: none"> • Between test collection periods, cleaners to use correct chemicals and cleaning procedures • Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Hand sanitiser provided at entrance and exit. Use of sanitiser enforced by 				

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		reception staff at signing in . <ul style="list-style-type: none"> All required cleaning materials are accessible to authorised users, which have been secured to ensure sufficient supply 				
Lack of social distancing - Contact between LFT workforce and staff	LFT workforce / staff Transmission of the virus leading to ill health / severe illness / death	<ul style="list-style-type: none"> All personnel are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing 	Link to PHE guidance	A.Weir	January 2021	

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		symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. <ul style="list-style-type: none"> • Face masks must be worn at all times by all staff 				

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		<ul style="list-style-type: none"> • Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building • Two metre social distancing to be maintained between personnel with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary, 				

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		from reception, queue management & sampling staff. <ul style="list-style-type: none"> One-way systems implemented to keep movement of people flowing in one direction on collection and prevent cross paths. 				
Restricted access/egress of school building	Testing workforce/staff Unable to safely and quickly exit	<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked 	Consider school arrival arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues.	A.Weir	January 2021	

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	the testing area safely	<ul style="list-style-type: none"> Doors to be propped open by collection points to reduce the need for touch (fire protection measures must be adhered to) Clear directional signage 				
Lack of Personal Protective Equipment	Collection workforce Risk of infection	<ul style="list-style-type: none"> Re-usable PPE should be thoroughly cleaned after use and not shared between staff. PPE provided by school 	Trust PPE/sanitising packs can be provided if needed	A.Weir	January 2021	

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Staff wellbeing / mental health	There may be an impact of the current situation on staff due to the lack of contact with colleagues & anxiety associated with the situation.	<ul style="list-style-type: none"> Staff encouraged to take regular breaks Hydration/ Drinks for breaks Clean toilet facilities available 	<p>Continue to monitor the situation</p> <p>Trust support webinars for home testing concerns will be arranged</p>	A.Weir	January 2021	
Fire Safety	Staff / students Activation of alarm may casue people to panic when in testing location	<ul style="list-style-type: none"> Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if 	Drills must be undertaken and fire risk assessment reviewed to reflect any changes to routes. – no new routes	A.Weir	January 2021	

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		the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.				
No consent	Staff	Prior to testing commencing, Schools MUST have <ul style="list-style-type: none"> • Completed Consent Form • NHS Leaflet • Test kit log • Staff 'How to' Video completed • Trust procedures policy adhered to 	Consent must be checked prior to test being provided The school to issue a communication to all staff (as part of the revised start of term information to go out) informing staff of the following plans for testing. Staff E-Consent form to be completed Trust Testing guidance to be followed .	A.Weir	January 2021	

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Electrical safety	Anybody using the collection location Electric shock / electrocution	<ul style="list-style-type: none"> All logging systems to be PAT tested No overloading of extensions Only tested extensions to be used Daily checked by Site Manager 		A.Weir	January 2021	
First Aid Positive case identified from testing	Collection workforce Risk of transmission of positive case	<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all people has been assessed with suitable first aid or 	<ul style="list-style-type: none"> Check the validity of the following qualifications of the first aider following extension which expires March 2021 <ul style="list-style-type: none"> First Aid at Work Emergency First Aid at Work Paediatric First Aid Emergency Paediatric First Aid Arrange retest for qualifications due to expire First Aid Room must be deep cleaned with approved disinfectant after each use. In the event of a positive case, the room must be secured for 72hrs then undergo a deep clean First aider to use PPE provided 	A.Weir	January 2021	

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		paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. <ul style="list-style-type: none"> • Review of the First Aid policy to include consideration of the risk of infection of covid-19. • Provide dedicated room to be used solely for anyone who 				

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		shows signs of symptoms				