



## Managing Covid 19 in Schools from 8th March 2021 - Risk Assessment

### On site Mass Testing & After Mass Testing has been completed

Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
<b>Secondary and SILC schools - now changed to twice weekly home testing for staff 3 / 4 days apart (where possible) and 3 tests (3 -5 days apart) for pupils on return to school followed by twice weekly home testing. Detailed guidance is available on the DfE Schools Portal.</b>				
1.1	<b>Assessing and identifying the staff and area(s) to be used.</b>			
1.1.1	Identify which staff and pupils have given consent for tests to be carried out. Persons should be encouraged to undertake testing as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual or parent / carer at any time and they should not be directed to or forced to take the tests. Staff and pupils attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid-19.	Staff and Students are given the opportunity for testing in line with the guidance. It has been communicated that testing is not compulsory and may be withdrawn if they change their mind. A weekly registered is sent out to staff to book in for twice weekly testing. Consent is also confirmed at the point of registration.	Team Leaders & Testing Team	Jan-21
1.1.2	Identify the number of testing bays and testing personnel likely to be needed. Use the data obtained from step 1.1.1 in the workplace toolkit. This can then be used to identify the personnel and space required for a testing area.	Currently two testing bays, however this will increase when the school returns to allow for Mass Testing	Team Leaders & Testing Team	Ongoing awaiting information
1.1.3	Identify appropriate staff / volunteers to carry out the roles required. Consideration should be given to their suitability for the role e.g. underlying health conditions, vulnerable family members.	Initial plans - testing team is made up of existing staff who have volunteered. Where staff volunteer but have an existing vulnerability this w/ duties could be discussed and considered as part of their risk assessment. School have created specific roles for a Team Leaders, Testing Operator, Processor, Results Recorder, Registration Recorder, Cleaner and COVID Support staff. The school needs to revisit this set up when school resumes.	Team Leaders & Testing Team	Ongoing re staffing awaiting information on school opening
1.1.4	Staffing levels should be sufficient to allow breaks for staff and to reduce risk of errors due to fatigue.	Due to the steady flow of staff being tested - staff have chance to have a break	Team Leaders & Testing Team	Jan-21
1.1.5	Identify 1 / more than 1 suitable dedicated testing area(s) in the school. Testing areas require :	Testing is currently carried out in the gym	Team Leaders & Testing Team	Jan-21
	a. Adequate space to follow the layout requirements for the testing areas, bays each bay and associated support stations in the " How to Guide ". This includes allowing for safe movement between registration desks, testing bays, a one way system, entry and exit points and a socially distanced waiting area (if required). You may be able to use a space adjacent to and connected to the testing area for the registration desk.	The set up was based on the How to Guide and a system implemented to ensure safety	Team Leaders & Testing Team	Jan-21
	b. Adequate ventilation (in line with Section 2 of this risk assessment) and lighting. Consider if additional task lighting is required for those processing the tests and at other stations in the testing area.	The room temperature is checked and windows are open whilst maintaining the required temperature.	Team Leaders & Testing Team	Jan-21
	c. A non porous floor and readily cleansable surfaces. Temporary floor coverings could be used e.g. installing temporary hardcovers on carpets, to facilitate cleaning.	The floor is non-porous and is cleaned constantly by the COVID cleaner	Team Leaders & Testing Team	Jan-21
1.1.5	d. Privacy - it should not be possible for passers by / staff and pupils in other areas to see persons visiting the testing area whilst they are being tested.	The test area is screened off and not visible to passers by. Music is playing in the background to help respect staff that may make "gagging" noises.	Team Leaders & Testing Team	Jan-21
				Jan-21
1.2	<b>Setting up the Testing Area.</b>		Team Leaders & Testing Team	Jan-21

<b>ST 1. Setting Up the Testing Area.</b>	<b>1.2.1</b>	Set up the testing area in accordance with the "How to Guide ". It is recommended bays are numbered and the bay number is written on the test kit and entered on the school records so that any issues with high numbers of inconclusive tests e.g. faulty batches, staff training issues can be identified and rectified.	Bays are numbered - staff were fully trained before testing started. To date no "Void" results have been recorded. Continual QA is carried out by Team Leaders	Team Leaders & Testing Team	Jan-21
	<b>1.2.2</b>	It is recommended signage and floor marking is used to identify the entrance and exit, one way system and the outline of the bays (if screens are not used). It is also recommended the floor is marked in front of each testing bay where the person being tested can stand whilst waiting to be called forward / being given instructions.	Signage is set up to identify ENTRANCE AND EXIT. There are 2 COVID Co-ordinators to ensure 2m distance in the cue prior to registration.	Team Leaders & Testing Team	Jan-21
	<b>1.2.3</b>	Testing bays should be set up and provided with the facilities outlined in the How to Guide.	Signs indicate which equipment is required within each bay in line with the guidance and training. Before commencing testing each operative will check they have all the equipment they need and this is appropriately labelled. There is a poster in each bay explaining how to carry out the test as well as the test operative communicating this verbally.	Team Leaders & Testing Team	Jan-21
	<b>1.2.4</b>	Suitable seating should be available if persons taking the tests need to or wish to do the test in a seated position. Any seating provided must be readily cleansable and be cleaned before and after each use.	Seating is not provided, but is available should anyone request this.	Team Leaders & Testing Team	Jan-21
	<b>1.2.5</b>	Consider if alternative tables / facilities are required for persons in wheelchairs.	In the event that a testing bay was required for a wheelchair user, the school would ensure that there was sufficient room.	Team Leaders & Testing Team	Jan-21
	<b>1.2.6</b>	Fixed or standing mirrors may be easier for some persons to use whilst taking the test. Consider the potential height of users in positioning fixed mirrors.	Both a fixed mirror and a hand held mirror is provided in each testing bay. This is cleaned by the person who is being tested before they leave the bay.	Team Leaders & Testing Team	Jan-21
	<b>1.2.7</b>	To provide a degree of privacy to persons undertaking the test consider the use of opaque or solid screens either side of the testing bay. Any screens used should be of adequate height / size to afford privacy and must be readily cleansable. Wipeable sheeting could be used to cover screens / dividers that you may already have in school that are not cleansable.	Solid screens are provided between each testing bay. These screens can be easily wiped down.	Team Leaders & Testing Team	Jan-21
	<b>1.2.8</b>	Closely located toilets and wash basins for the sole use of staff working in the testing area should be available. Staff using these should still follow social distancing, hand hygiene and the 'Use it Wipe It' principle.	Toilets are located nearby and a mobile wash station and hand sanitisation liquid is available before entry into the Gym	Team Leaders & Testing Team	Jan-21
	<b>1.2.9</b>	Depending on the time of day / length of time the testing area is in operation, a separate break area for the sole use of staff working in the testing area may be needed so they do not need to go into the main school staff rooms whilst they are involved in testing. This should be cleaned regularly in line with the enhanced cleaning programme in school. The number of persons using these areas at any one time should be limited and follow the guidelines for staff rooms / communal staff areas in xxx of Section 2 of this RA.	A space is made accessible in the gym for a break. Any personnel leaving the gym removes all PPE in line with the regulations.	Team Leaders & Testing Team	Jan-21
	<b>1.2.10</b>	In addition to or instead of timers in each bay, it may useful to provide a large clock visible to the processing staff to assist in the timing of the test development. Processing staff should write the time of the test on the test vial or the LFT device.	A clock is visible in the gym. Timers are also available on each Processors desk to accurately time the LFT device. The time is also recorded in black on the LFT device.	Team Leaders & Testing Team	Jan-21
	<b>1.2.11</b>	It is recommended bins are provided in each bay and at each station in the testing area to ensure waste is easily and correctly disposed of. Bins should be unlidged or foot operated. See also Waste disposal below.	A bin is provided at each station. The COVID cleaner continually cleans bins and ensures waste is disposed of as per regulations	Team Leaders & Testing Team	Jan-21

	1.2.12	<p>Consider pre-making up testing kits / processing kits and placing in individual containers. It may also help to mark up processing desks to keep tests separate whilst they are processing. For example:</p> 	Testing kits will be arranged appropriately within the processing area. The testing team will review the best way to access testing equipment as they become more experienced taking into consideration that some equipment is not single use	Team Leaders & Testing Team	Jan-21
	1.2.13	<p>Consider the use of separate containers for the sheets for test results awaiting entry onto the DHSC log and school log and those that have already been entered. For example :</p> 	Each test result/bar code is in a separate container transferred from testing bay to processing bay via a separate tray with the container on the tray.	Team Leaders & Testing Team	Mar-21
	1.3	<b>After mass testing has been completed</b>			Mar-21
	1.3.1	A small on-site testing centre e.g. 1 to 3 bays, that complies with this Section and the 'How to Guide' should be retained so that testing can be offered to pupils (and staff if relevant) who are unable or unwilling to test themselves at home or who return to school after the majority of pupils e.g. pupils who are shielding and need to undergo the 3 tests before starting home testing	The gym will remain in situ as a testing centre should it be required	Testing Team	Mar-21
ST 2. Training / competency	2.1	All staff / volunteers involved in the testing process must complete the online training accessed via the schools portal for the roles they will be / are undertaking. In order to provide flexibility to the process of testing and opportunities for rotation it is recommended persons train for multiple roles e.g. registration, sample processing, data entry. Only staff who have passed the assessments should commence testing and schools/colleges are responsible for ensuring this is the case.	All staff have carried out the appropriate training. A record of all training certification is kept by the Team Leader. The Team Leaders have carried out all modules of training, not just specific Team leader training.	Team Leaders & Testing Team	Jan-21
	2.2	Carry out several dummy runs before starting the testing for real. This will enable testing staff to gain competency / confidence before the actual testing takes place.	A practice run took place initially to ensure confidence with testing staff.	Team Leaders & Testing Team	Jan-21
	2.3	Consider that pupils who have never swabbed before may take longer to undertake the swabbing process at first start compared to staff that are now familiar with it. This may impact on how many tests can be carried out each day and the rota for pupils attending to take their tests	Staff were initially tested first. Students that are currently in school and have given consent were then tested.	Team Leaders & Testing Team	Mar-21
	2.4	Staff competency at their roles should be assessed at regular intervals throughout the process e.g. weekly. The checklists on the school portal could be used to assist with this. Any areas for improvement should be addressed.	QA is carried out by Team Leaders	Team Leaders & Testing Team	Jan-21
ST 3. Storage and management of Testing Materials / Supplies for	3.1	Testing kits should be stored between 2°C and 30°C and the antigen LFD devices and reagents must be between 15°C and 30°C during use.	Testing kits are stored and locked in the basement area. The temperature is checked for compliance with the regulations	Team Leaders & Testing Team	Jan-21
	3.2	Storage areas should be lockable and access restricted to authorised personnel only.	The area is only accessible by Team Leader & Estates Manager.	Team Leaders & Testing Team	Jan-21

the Testing area.	3.3	Checks of supplies should be undertaken at the end of each session to ensure there are adequate supplies of all relevant materials for the testing area before testing commences for the next session e.g. at the end of each day for the following day.	Stock checks are carried out and appropriate equipment ordered.	Team Leaders & Testing Team	Jan-21
ST 4. Waste Disposal	4.1	Waste generated by the testing area must be disposed of in an appropriate manner:	Signage clearly identifies which waste should be disposed of in which colour bag.	Team Leaders & Testing Team	Mar-21
		a. Swabs, tissues and cartridges - go into yellow / clear bags and need to be disposed of by a waste contractor as healthcare waste.	All waste is disposed of in yellow bags. Our waste contractor has been contacted regarding disposal of this waste.	Team Leaders & Testing Team	Mar-21
		b. PPE, mop heads and cleaning cloths / wipes - go into 'Tiger' bags (black and yellow striped bags) and need to be disposed of by a waste contractor as healthcare waste.	As above but in tiger bags	Team Leaders & Testing Team	Mar-21
		c. General waste - includes LFD packaging and general waste - goes into black bags which can be disposed along with the schools general waste on site.	As above but in black bags	Team Leaders & Testing Team	Mar-21
4.2	Waste generated by the testing area can now all be disposed of as general waste your mainstream waste disposal routes. It no longer needs to go in yellow / clear or 'tiger' bags and be disposed of as healthcare waste.	Separate disposal is not required but the school has been provided with a separate bin by Bradford Council that it will continue to use.	Team Leaders & Testing Team	Mar-21	
ST 5. PPE	5.1	Staff working in the testing area must don and doff PPE in line with the guidance in the Schools and Colleges "How to Guide" available on the DfE Schools Portal.	All testing personnel have carried out the correct training.	Team Leaders & Testing Team	Jan-21
	5.2	Staff working in the testing area should wear and change PPE as identified below. A session is considered to end when a worker leaves the setting i.e. at break or end of shift. New PPE should be worn for each session. In addition PPE should be changed if protective properties are compromised or contaminated from secretions.	Staff change into PPE as per the training and guidelines. QA ensures the correct usage of PPE	Team Leaders & Testing Team	Jan-21
	5.3	<b>Staff processing / handling the tests</b> should wear IIR masks and eye protection / face shields, disposable glove and aprons. Gloves must be changed after each test and the rest changed at the end of each session including after breaks.	The Testing Team will utilise and change the appropriate PPE for their role in line with the training and guidance	Team Leaders & Testing Team	Jan-21
	5.4	<b>Staff undertaking cleaning</b> of the area should wear IIR masks and eye protection / face shields, disposable gloves and aprons. This should be changed at the end of each session including breaks and immediately after cleaning up spillages.	Testing personnel will change as appropriate in line with training	Team Leaders & Testing Team	Jan-21
	5.5	<b>All other staff working in the testing area e.g.</b> co-ordinating supplies and queuing, registering and recording should wear IIR masks at all times and use and replace these in line with Point 17. PPE in Section 2 of this RA and at the end of each session including breaks.	Testing personnel will change as appropriate in line with training	Team Leaders & Testing Team	Jan-21
	5.6	<b>Persons taking the test</b> should wear a face mask / face covering at all times except when they are physically carrying out the test on themselves / being assisted to carry out the test.	Anyone being tested will be required to wear a face covering, unless exempt, and only remove this when carrying out their swabbing within the testing bay	Team Leaders & Testing Team	Jan-21
	5.7	<b>Staff directly assisting persons</b> to undertake tests should wear IIR masks and eye protection / face shields, and disposable aprons and gloves These should be changed between each person being assisted.	Testing personnel will change as appropriate in line with training	Team Leaders & Testing Team	Jan-21
	5.8	<b>All Testing centre staff</b> must not leave the testing area without removing and disposing of their PPE appropriately or before donning any new PPE required in areas of the school outside of the testing area.	The testing area includes specific areas for PPE removal which include signage reminding staff of the correct routines. The Testing Team will utilise and change the appropriate PPE for their role in line with the guidance.	Team Leaders & Testing Team	Jan-21
		<b>Conducting the Test</b>			Mar-21
6.1	It is recommended schools pre-register pupils who have consented to the test on the DHSC portal before they attend the testing area.	Some staff pre register on their own devices, others are registered at the registration desk at which point consent is checked.	Team Leaders & Testing Team	Mar-21	
6.2	To inform staff and pupils and to alleviate anxiety around the testing process it is recommended staff and pupils are provided with information about the process and the chance to raise any specific questions / concerns. Consider using the videos and materials on the schools portal, the videos / photographs from other schools on Leeds for Learning, producing your own video / photographs of the process / testing area. If staff or pupils have higher anxiety it is possible to carry out 1 : 1 controlled walk throughs of the area. All staff and pupils / parent / carers should be provided with the privacy statement.	The consent forms provided to staff, students and parents/carers included the privacy notice and FAQ information regarding the testing. Staff are trained to alleviate any anxiety and speak in a calm and approachable manner.	Team Leaders & Testing Team	Jan-21	

ST 6. Conducting the tests	6.3	Ascertain if staff or pupils need assistance with administering the test or taking part in the process e.g. pupils with SEN who may need emotional / reassurance support. Trained staff can assist individuals with the test if they are unable to conduct the test themselves. Assisted swabbing (such as performing the swab for someone who is unable to self-swab) does not need to be done by a clinician. There is training and guidance on how to perform assisted swabbing on the DFE schools portal. Any staff carrying this out should be appropriate i.e. known and trusted, for the person being assisted and be familiar with the process and the person they are assisting. There may also be circumstances where staff may need assistance / practice on site initially before they are comfortable with home swabbing. This should be carried out in the testing area	Staff or Pupils requiring assistance will be identified before testing. The appropriate TA assigned to pupils or parents will be available to help with the test if appropriate.	Team Leaders & Testing Team	Mar-21
	6.4	Inform staff and pupils to notify a named person in school if they have any particular concerns / issues relating to the taking of the test that they may require assistance with e.g. conducting the test when no-one else is if they have a strong gag reflex.	We will encourage staff, students, parents/carers to discuss individual arrangements with school where they may need students require additional assistance individual arrangements.	Team Leaders & Testing Team	Jan-21
	6.5	Consent to be tested can be withdrawn at any stage including during the test. This includes verbal withdrawal. No staff or pupils should be forced or coerced in any way to undertake the tests.	If a student or staff member declines a test this will override existing consent and the test will not be carried out. Where parents/carers have provided consent on behalf of a student they will then be contacted.	Team Leaders & Testing Team	Jan-21
	6.6	Where a school feels it may not be appropriate or safe to test a pupil who has parental / carer consent they should discuss this with the parent / carer (and pupil where possible).	If a student or declines a test, or this a test cannot be conducted safely, this will override any existing consent and the test will not be carried out. Where parents/carers have provided consent on behalf of a student they will then be contacted to discuss the school's concerns.	Team Leaders & Testing Team	Jan-21
	6.7	All staff and pupils can now be part of the on site or home testing programmes. Staff are expected to move to twice weekly home testing by the 8th March	Current guidance is adhered with regard to the regularity of testing.	Team Leaders & Testing Team	Mar-21
	6.8	Staff and pupils that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Full guidance for how this could be applied retrospectively can be found in Bulletin 06 2021. Staff that have had the Covid-19 vaccine can still take part in the LFT programme.	Staff who have had a positive PCR test in the last 10 days will be self-isolating and therefore will not attend school for testing.	Team Leaders & Testing Team	Mar-21
	6.9	It is recommended that pupils to be tested are given an appointment time / time slot to attend or (if the number of bays and waiting space allows) this may be a group time. If pupil testing starts from March 8th a pupils first on-site test should be as soon as possible after they arrive at school and they will be allowed to resume face to face learning if they test negative after that first test	An appointment/booking in system is managed. An email is sent to staff on a weekly basis to arrange testing for the coming week.	Team Leaders & Testing Team	Mar-21
	6.10	All persons taking tests should be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing 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.	The COVID Co-ordinator, Registration Clerk and Testing Operative all ask the individual if they are experiencing any symptoms	Team Leaders & Testing Team	Jan-21
	6.11	Where possible, testing should be carried out in the morning to limit the potential contact time that persons who test positive will have had with other staff / pupils and to allow the re-taking of inconclusive tests as soon as possible.	The current testing regime starts at 9.00am	Team Leaders & Testing Team	Jan-21
		<b>During the Test</b>		Team Leaders & Testing Team	Jan-21
	6.12	Access to the testing area should be controlled and social distancing between those taking the tests and testing area staff should be observed wherever possible.	Staff and students will be issued timeslots, these will help to manage the capacity within the testing area. The layout and signage within the testing area support social distancing throughout and SLT will support the management and flow of students and staff at busy times.	Team Leaders & Testing Team	Jan-21
	6.13	Persons being tested should wash their hand / sanitise immediately before / upon entering the testing area.	A separate hand wash station is situated at the entrance of the testing area. Also hand sanitiser at the registration bay and testing bay.	Team Leaders & Testing Team	Jan-21

	6.14	Persons undertaking the test should be informed they must sanitise their hands before they remove their face coverings, before / after they carry out the test and before and after re-donning their face coverings. Removal / re-donning of face coverings should be carried out in the testing bay and not whilst they are waiting to enter the bay or after they have exited.	Students and staff will be directed to sanitise their hands and remove and replace their face coverings in line with the guidance.	Team Leaders & Testing Team	Jan-21
	6.15	Persons being tested should be asked to read the testing instructions and / or have them explained to them prior to taking the test. This should be done before they remove their face coverings.	Signage in each testing bay indicates how to carry out the testing and staff students will be directed to read this and supported to carry out the swabbing with verbal instructions.	Team Leaders & Testing Team	Jan-21
	6.16	It is recommended that the processing staff open the correct end of the swab package and peel it down a short distance before handing the swab package to the persons being tested. This will help avoid the wrong end of the swab being handled. Where possible a combined nose and throat swab should be taken. However, a person-centred approach should be used to assess which sample to take from each child or young person. A child or young person may find it difficult to take a throat swab due to their having difficulty in understanding instructions, needing to keep their mouth open during the period of swabbing or they are having a strong gag reflex. In such cases, where a combined nose and throat swab is not possible, a nose swab from both nostrils can be taken. Similarly, if for some reason a nasal swab is not feasible, a throat swab alone will suffice.	The Testing Team will ensure students and staff are provided the swab appropriately, offering the handle first so the integrity of the test is maintained	Team Leaders & Testing Team	Jan-21
	6.17	Once the test swabbing has been undertaken it is recommended the processing staff place the rack with the test vial in onto the table in front of the person carrying out the test for them to place the swab into swab end down. Holding onto the rack whilst they place the test swab into it may prevent accidental spillages and the need for the swab to be re-done.	The Testing Team will ensure students and staff put the swab into the test vial in the rack directly, carefully and securely to ensure the integrity of the test is maintained.	Team Leaders & Testing Team	Jan-21
	6.18	If, at any point during the test, the swab end touches any surface apart from the vial it is being deposited into, or any part of the person being tested other than those required for swabbing, the swab should be discarded and a new one issued.	The Testing Team will ensure that any test that is compromised at any stage of the process is reported and rectified appropriately. This includes re-issuing swabs where these are compromised by coming into contact with other areas.	Team Leaders & Testing Team	Jan-21
	6.19	Once the processing staff have confirmed the swab is safely in the vial the person being tested can leave the testing bay / area and await their results.	Staff or students will be directed to sanitise their hands and replace their face covering after the swab is securely and safely in the testing vial before being directed to leave the testing bay	Team Leaders & Testing Team	Jan-21
	6.20	Tests should be handled and processed in line with the guidance in the How to Guide.	Tests will be processed in line with the training and guidance by the Testing Team. Any issues or errors will be reported.	Team Leaders & Testing Team	Jan-21
	6.21	Results should be actioned as below in 7.		Team Leaders & Testing Team	Jan-21
ST 7. Test Results and Actions to Take.	7.1	<b>Positive result</b> - individual and their household should start self isolation following government guidance straight away as only a very small proportion of people who do not have coronavirus will receive a positive result (false positive) from a LFT. Where a pupil has tested positive for coronavirus (COVID-19), they need to be sent home. The parent or carer should be contacted to make arrangements for the pupil to journey home as soon as possible. They may walk or cycle if it is possible for them to do so and they are able to keep a safe distance from others. They must not travel on public transport. In exceptional circumstances, where it is not possible for the parent or carer to make arrangements for the pupil's journey home, home to school transport may be provided.	If a student or member of staff receives a positive result they will be quarantined until they are able to return home safely. They are no longer required to take a separate PCR test.	Team Leaders & Testing Team	Jan-21
	7.2	Schools should undertake close contact tracing and inform contacts they must start self isolation as per government guidelines immediately.	The school will carry out contact tracing in line with national guidance following a positive result	Team Leaders & Testing Team	Jan-21
	7.3	<b>Negative result</b> - individual and household can continue as normal.	If a student or member of staff receives a negative result they will be informed of the outcome and stay in school.	Team Leaders & Testing Team	Jan-21
	7.4	<b>Invalid result</b> - the individual should re-take a LFT as soon as possible and relevant action should then be taken when a positive / negative result is obtained.	If a student or member of staff receives an invalid result they will be informed of the outcome and offered a further test.	Team Leaders & Testing Team	Jan-21

ST 8. General	8.1	Social Distancing - staff working in the testing area should maintain a 2m distance from other staff and persons attending the testing area whenever practicable. It is appreciated that for some roles in the testing area and at certain points in the process this may not be possible all the time. Timetabling test times will help with this.	Signage and layout within the test area will support social distancing wherever possible. In cases where it is not possible e.g., supporting students with swabbing or securing the swab in the testing vial the testing team will wear appropriate PPE. Staff and students will be provided with a timeslot for testing to support the management of testing within the testing. COVID Co-ordinators are in place to ensure compliance.	Team Leaders & Testing Team	Jan-21
	8.2	Regular reviews and quality assurance checks should be carried out of the testing area and procedures to ensure they are affective and the correct procedures are being followed.	Regular QA of each stage of the testing will be carried out to ensure that testing is conducted in line with the training and guidance provided.	Team Leaders & Testing Team	Jan-21
ST 9. Hygiene / cleaning	9.1	After taking the test the individual should wipe down the table, mirror and any areas touched with an anti-viral wipe. This should be overseen by the processing staff or staff assisting with test administering. If persons taking the test are not capable of doing this / there are doubts as to the thoroughness of the cleaning these areas should be cleaned / wiped by testing centre staff wearing the appropriate PPE as identified above.	Staff and students will be asked to wipe down the area and equipment used, this will then be followed by a further wipe by the Testing Team after students have left the testing bay, including all surfaces	Team Leaders & Testing Team	Jan-21
	9.2	Cleaning should be carried out regularly following schools cleaning procedures, especially frequent touch points as detailed in Section 2 of this risk assessment. Cleaning should be undertaken at the end of each session.	Cleaning will continue throughout the day, including frequent touch points and thorough cleaning of the testing area will be carried out at the end of each session, with further deep cleaning at the end of each day.	Team Leaders & Testing Team	Jan-21
	9.3	Spillages – any spillages should be cleaned up immediately and thoroughly by staff in appropriate PPE. Testing in the affected area should be paused until it is safe to continue.	Any spillages will be reported promptly and the area cleared and secured appropriately, in line with risk. The areas will be cleaned by trained staff using appropriate PPE. Any materials used to clean up any spillage will be disposed of appropriately.	Team Leaders & Testing Team	Jan-21
	9.4	Once the area has had the final thorough clean of the day it should be secured and access restricted to authorised persons only.	Access to the testing area will be restricted at all times and this will be further limited to appropriate staff outside of testing sessions	Team Leaders & Testing Team	Jan-21
PT 10. Record keeping / Reporting.	10.1	Schools must keep records of : a) the consent forms and any withdrawal of consent, b) their own records of the results of tests, c) when a child or young person has required assistance with swabbing and a parent or member of staff has assisted or performed the swabbing.	School will obtain consent from staff, student, parents/carers and ensure this is kept up to date with changes recorded including who edited the consent and when. The school will create and retain a register of consent provided, tests completed and results for a minimum of 14 days and a maximum of one month in line with the guidance.	Team Leaders & Testing Team	Jan-21
	10.2	Records must be kept in accordance with GDPR requirements.	The school will create and retain a register of consent provided, tests completed and results for a minimum of 14 days and a maximum of 1 month in line with the guidance.	Team Leaders & Testing Team	Jan-21
	10.3	There is an example register on the School Portal. Schools can amend and tailor this to their own needs provided they still contain the data identified in the samples.	The school will create and retain a register of consent provided, tests completed and results for a minimum of 14 days and a maximum of 1 month in line with the guidance.	Team Leaders & Testing Team	Jan-21
	10.4	All positive results should also be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk).	The school will continue to record and report positive cases to the local authority using the DCS alert email	Team Leaders & Testing Team	Jan-21
<b>HOME MASS TESTING</b>					
	11.1	Staff and pupils should be provided with the school amended letter for staff and pupils and privacy notice (on the schools portal), information leaflet, time to watch the how to test video and access to the relevant materials on the schools portal to enable them to make an informed decision regarding consent for weekly home testing. It is recommended this is done as a group in staff meetings / class time for those pupils in school to give a consistent message and it could be done via a virtual staff meeting with time during / after for staff / pupils to ask questions / raise any issues or concerns. For staff, as this may involve large groups of staff and be of some length it is recommended this is not done face to face to minimise the risk of transmission / potential contacts.	Information already provided to parents regarding testing. Updated information, a how to guide and short video will be sent to staff and parents.	Team Leaders & Testing Team	

ST11. Organising the home testing system.	11.2	Staff and pupils should be informed that if they consent to testing they must carry out the testing at the time agreed with the school, follow the instructions in the test kit, must not give the test kits to anyone else and must upload their results and inform the school as soon as possible	Staff info booklet & Video	Team Leaders & Testing Team	
	11.3	Identify and record which staff and pupils have given consent to carry out twice weekly testing. Staff should be encouraged to undertake testing as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual at any time and they should not be directed to or forced to take the tests. Staff attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid - 19.	Internal spreadsheet	Team Leaders & Testing Team	
	11.4	Set up a system of recording the distribution of test packs and the results of testing carried out.	Google form to be devised	Team Leaders & Testing Team	
	11.5	One or more COVID-19 co-ordinators school be identified and they may need to be supported by a separate Registration Assistant. The roles each person will carry out should be identified and should include :		Team Leaders & Testing Team	
		a) who is communicating with staff and pupils and addressing any personal issues / concerns with regards to testing they may have.	Staff/Students - to communicate with Team Leader	Team Leaders & Testing Team	
		b) who is distributing the correct number of kits to staff and pupils, ensuring they have the right instructions and are signing for the test kits.	Pupils - test kits to be distributed after 3rd test. Staff - distribution from Reception/Primary Reception	Team Leaders & Testing Team	
		c) who is the point of contact for staff and pupils if they have incidents whilst testing at home and who is reporting any incidents and overseeing the process. The incident form in the "How to Guide - Primary Schools EY LFD Testing" document could be used.	Team Leader for Staff/Students	Team Leaders & Testing Team	
		d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form.	To be collated via google forms. Staff will highlight separately on a positive result	Team Leaders & Testing Team	
	e) who is managing the storage, stock control and re-ordering of test kits.	Testing Staff, stock stored at correct temperature levels and in a secure space	Team Leaders & Testing Team		
	11.6	It is recommended staff (and pupils if relevant) undertaking testing are made aware of who has responsibility for each of these roles so they can report results and raise any issues / questions with the appropriate person.	Staff have all been trained, have certification and are now experienced in the process.	Team Leaders & Testing Team	
11.7	Set up a collection point in school for the distribution of the test packs / decide how to distribute packs. Any space used should be big enough to allow social distancing for the numbers permitted to enter the space at any one time and be able to be secured to prevent unauthorised access e.g. the staff room. The temperature of the area should be between 2'C and 30'C . For schools with a screened reception desk with a secure office space this may be a suitable option so kits can be handed out via the screen.	Test packs issued to pupils after 3rd test as they leave the testing site. Staff will collect from reception	Team Leaders & Testing Team		
11.8	The lot numbers of the testing kits provided should be recorded on arrival.	Record keeping on spreadsheet	Team Leaders & Testing Team		
ST12. Storage and management of Testing Materials / Supplies for the Testing area.	12.1	Testing kits should be stored between 2'C and 30'C.	Test kits kept in correct temp storage	Team Leaders & Testing Team	
	12.2	Storage areas should be lockable and access restricted to authorised personnel only.	Storage areas are locked at all times	Team Leaders & Testing Team	
	12.3	Checks of supplies should be regularly undertaken to ensure there are adequate supplies of all relevant materials for the testing to be undertaken and stocks re-ordered as required.	Checks of stock are carried out frequently	Team Leaders & Testing Team	
	13.1	The tests should only be offered to staff and pupils who attend the school setting and not those still working / learning from home from home. Staff and pupils are expected to sign for the receipt of their test kits.	Process underway	Team Leaders & Testing Team	
	13.2	If you have regular contracted staff, therapists, volunteers on site e.g. cleaners and caterers, peripatetic teachers etc.. you could include them in your testing offer if the amount of kits you have been provided with allows for this. This would need to be done in consultation with the contractors / managers and test results would need to be shared between both parties. Those persons would be expected to follow the same procedures as your own staff.	Visitors to site are limited, cleaners and caterers are BGGs staff not contracted.	Team Leaders & Testing Team	
	13.3	All staff and pupils consenting to testing should test twice a week as the tests work best when there is a high viral load. This will apply to part time and full time staff.	Process for testing underway	Team Leaders & Testing Team	



ST 13. Issuing tests	13.4	It is recommended staff and pupils are given time slots for the collection of their test kits to avoid people congregating in the area. You may wish to allocate staff to deliver the testing kits to staff in areas where they are based and pupils directly during the registration process in classrooms. Staff distributing / collecting test kits must wear face masks / face coverings, maintain a 2m distance and hand sanitise before / after handling kits.	Time slots and pre upload of mass registration is underway	Team Leaders & Testing Team	
	13.5	When issuing test kits the issuer must complete the test kit log - see record keeping below.	A test log of kit issued will be kept on a spreadsheet	Team Leaders & Testing Team	
	13.6	Test kits should be issued with the most up to date Instructions for Use leaflet (at this current time test kits may not have the most up to instructions included) . It is recommended staff and pupils are also sent a copy of this electronically and it is placed on the schools internal system (if there is one) so staff and pupils can still access the instructions if they loose the leaflet.	Test kits will be issued with full instructions	Team Leaders & Testing Team	
ST14. Conducting the Test	14.1	When testing at home, pupils aged 18 and over should self-test and report the result, with assistance if needed. Pupils aged 12-17 should self-test and report with adult supervision. The adult may conduct the test if necessary. When testing at home children aged 11 (who attend a secondary school) should be tested/swabbed by an adult.	Communicated via information sent to parents/staff	Team Leaders & Testing Team	
	14.2	Tests should be taken twice a week at intervals of 3 or 4 days apart e.g. Sunday and Wednesday or Thursday. Consider identifying set days for staff and pupils to undertake their tests. It is recommended one of the days is the first day they are in school each week / the day before. This may mean the same set day for all staff or different set days depending on the working patterns of staff.	Set days have been identified and a process for carrying out tests	Team Leaders & Testing Team	
	14.3	Consider the time consenting staff and pupils will take the test. This may be : a) in the morning to minimise the chance of being exposed to Covid after taking the test or (b) late afternoon / evening to enable time for the school to take action re close contacts / manage absences in the event of a positive result and for staff and pupils to have the time to re-take a test if they get void results.	Testing will be carried out in the morning. Staff will be advised to test themselves before coming to work.	Team Leaders & Testing Team	
	14.4	Staff and pupils that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Full guidance for how this could be applied retrospectively can be found in Bulletin 06 2021. Staff that have had the Covid-19 vaccine can still take part in the LFD testing programme.	This will be communicated to staff/pupils via the information supplied	Team Leaders & Testing Team	
	14.5	The LFD test kits should be stored between 2°C and 30°C. However the devices and reagents must be used between 15°C and 30°C during use so if they are stored somewhere colder than 15°C they should be moved to a room temperature area for around 30 minutes before use.	The school has experience of storage and use of tests at the correct temp	Team Leaders & Testing Team	
	14.6	Staff and pupils should : a) wait at least 30 minutes after eating or drinking anything before starting the test.	To be communicated in information booklet	Team Leaders & Testing Team	
		b) Not start their test if they have had a nosebleed in the last 24 hours - if this is the case they should inform the school and take a test when the 24 hours has elapsed if possible bearing in mind the need to take the 2 tests 3 / 4 days apart. If only one nostril has bled they can swab the other one.	as above	Team Leaders & Testing Team	
		c) Swab the other nostril if they have a nose piercing or, if both nostrils are pierced, remove the jewellery first.	Full instructions and guidance issued by the test staff or in the information booklet	Team Leaders & Testing Team	
		d) Swab both nostrils if they cannot take a throat swab e.g. they have had a tracheostomy or swab the throat if they cannot do nose swabs.	as above	Team Leaders & Testing Team	
		e) Wash their hands or hand sanitise before taking the test.	as above	Team Leaders & Testing Team	
f) Use a clean, flat surface and, if doing more than one test, make sure they sanitise their hands each time.		as above	Team Leaders & Testing Team		
g) Time the test and check their results at the 30 minute point as tests results are invalid if left any longer.	as above	Team Leaders & Testing Team			
14.7	If a test result is Inconclusive / Void the individual should take another LFD test as soon as possible using a new test kit but not reusing anything from the first kit. If both tests are void the member of staff or pupil should arrange to have a PCR test.	as above	Team Leaders & Testing Team		

	14.8	The testing solution is not toxic in the quantities provided and any spillages should be cleaned with a paper towel. If the solution included the throat and nose sample, the area should be appropriately disinfected using household disinfectant.	Full cleaning regime in place at the test centre in school	Team Leaders & Testing Team	
	14.9	As soon as possible after a positive or negative result staff and pupils should upload their results to the NHS online at <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or by contacting 119. They must also inform the school via the identified route / at the identified time.	Staff/Pupils will be informed of the importance of communicating a positive result.	Team Leaders & Testing Team	
	14.10	Staff and pupils should report any issues with testing to the school e.g. unable to take the test, missing / broken / damaged items, unable to log results with NHS, void results. The school can monitor and / or then raise this with DfE helpline or 119 as identified in the How to Guide.	Staff/Pupils will be advised in booklet of any potential problems and where to communicate.	Team Leaders & Testing Team	
Test results and actions	15.1	<b>Positive result</b> - individual and their household should start self isolation straight away and the individual should get a PCR test to confirm the result.	as above	Team Leaders & Testing Team	
	15.2	Only a very small proportion of people who do not have coronavirus will receive a positive result (false positive) from a LFD test. For this reason household contact isolation and the tracing and isolation of close contacts of the positive case should take place at the point of a positive LFD test and should not wait for the PCR test result.	as above	Team Leaders & Testing Team	
	15.3	If the PCR test is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19.	as above	Team Leaders & Testing Team	
	15.4	<b>Negative result</b> - individual and household can continue as normal unless they have symptoms of Covid-19.	as above	Team Leaders & Testing Team	
	15.5	<b>Inconclusive / Void result</b> the individual should take another LFD test as soon as possible using a new test kit but not reusing anything from the first kit. Relevant action will then be taken when a positive / negative result is obtained. If both tests are void the member of staff or pupil should arrange to have a PCR test. They do not need to isolate whilst awaiting the results if they are asymptomatic.	as above	Team Leaders & Testing Team	
ST 16. Record keeping / Reporting.	16.1	Schools must keep records of : a) the consent forms and any withdrawal of consent, b) the test kits distributed (a test kit log) including staff and pupil signatures on collection and c) their own records of the results of tests.	A system is in place for this process	Team Leaders & Testing Team	
	16.2	Records must be kept in accordance with GDPR requirements.	as above	Team Leaders & Testing Team	
	16.3	The test kit log and the test results register / log must be separate documents. There are samples of each in the templates section of the School Portal. Schools can amend and tailor these to their own needs provided they still contain the data identified in the samples.	as above	Team Leaders & Testing Team	
	16.4	The test kit log and test results register should be kept for a minimum of 8 years after the last entry.	as above	Team Leaders & Testing Team	
	16.5	All positive results (even where a confirmatory PCR test is negative) should be reported as usual via the PCIF 01 Form to DCS Alert ( <a href="mailto:DCS.alert@leeds.gov.uk">DCS.alert@leeds.gov.uk</a> ).	as above	Team Leaders & Testing Team	
ST 17. Waste Disposal	17.1	Tests can be disposed of in the waste bags provided in the test kit and then put in with the general household waste.	Council have provided a separate bin that we will continue to use	Team Leaders & Testing Team	





































