

COVID-19 National Testing Programme - Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary school, school-based nurseries and maintained nurseries.

All schools are advised to note the hazard/issues and suggested control measures in this document and then add detail specific to their school.

Name and Address of the School: Timothy Hackworth Primary School, Byerley Road, Shildon, Co. Durham, DL4 1HN		
Current Number of Staff Employed: 71	Name of Person Completing the Risk Assessment: Lynn Boulton, Head Teacher	Date of assessment: 25 th January 2021
Current Number of Pupils on Roll: 397	Review Dates: 2 nd February 2021 23 rd February 2021	
<p>Consultation – The COVID-19 National Testing Programme - Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary school, school-based nurseries and maintained nurseries risk Assessment has been shared with the Governing Body and Staff members.</p> <p>The Governing body of the school are to be informed of staff members concerns.</p>		
<p>Communication -Staff have received all relevant information/guidance in order for them to make the decision to take part in the testing programme.</p>		

Persons covered by this assessment – All Staff who have given consent to take part in the testing programme	This risk assessment to be used in conjunction with COVID-19 risk assessment and associated documentation put in place by the school/nursery
<p>This risk assessment is based on the Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school based nurseries and maintained nursery schools guidance, guidance which has been developed with the Department for Education and the NHS and currently applies to England only.</p> <p>Guidance is also available on the Primary School/Nursery Documents Sharing Platform.</p> <p>-Testing is important because staff could be carrying the virus and may spread it to others. Testing all staff without symptoms will support schools and nurseries to continue to operate.</p> <p>-LFD tests are approved by the Medicines and Healthcare products Regulatory Agency (MHRA).</p>	

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-The ultimate aim of testing is to break the chain of transmission of COVID-19. As many as one in three people with COVID-19 show no signs of having it, that is they are 'asymptomatic'. Testing helps us to identify and isolate more asymptomatic people who test positive and are therefore, more likely to spread the virus, at the same time as minimising disruption for those who test negative. Testing yourself regularly helps stop the virus spreading.

Primary, school-based nursery and maintained nursery staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.

Lateral Flow Antigen test -Lateral Flow Antigen testing involves the processing of human nasal and throat swab samples with a Lateral Flow device (LFD). The device detects a protein (antigen) produced by the virus at its most infectious stage. If present in the person's sample, a coloured line appears on the device that can be read between 20-30 minutes. **If you receive a positive test, you must immediately report the result to your COVID Coordinator/Headteacher and NHS Test and Trace.**

Schools and nurseries in England can raise questions, concerns, or report issues, via **the DfE coronavirus helpline: 0800 046 8687.**

Anyone with one or more of the symptoms of coronavirus -a high temperature, a new continuous cough; or a loss or change in sense of smell or taste -should self-isolate and [book a test](#) or call 119 / contact the Head teacher.

The testing programme for primary/nursery schools commences on Monday the 25th January 2021.

For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team -hsteam@durham.gov.uk and 03000 263430.The Health and Safety Team have placed all relevant documents in a [COVID-19 file](#) on their Extranet page.

[All relevant guidance contained in this document is subject to updates as required.](#)

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RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability, or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Coordination of the testing programme within the school/nursery	L	<ul style="list-style-type: none"> -COVID Coordinator identified for the LFD testing programme. -COVID Coordinator is aware of the <u>information and guidance available</u>. -The COVID Coordinator has ensured that the '<u>test kit log</u>' and '<u>test results register/log</u>' are separate documents for data protection purposes (so that those signing for results cannot see the results of their colleagues). -The test kits are only for those working on school / nursery premises that might unknowingly infect others. 	<ul style="list-style-type: none"> -COVID Coordinator ensures that staff receive all relevant documentation to make an informed decision regarding participating in the LFD testing programme. 	L	COVID Coordinator/ Head teacher
Manual Handling	M	<ul style="list-style-type: none"> -<u>Manual Handling risk assessment in place</u>. -Identified staff transport the delivery to the storage area. -Each box contains 54 test kit bundles. -LFD test kits are in bundles of 7. -Instructions for the test kits are separate to the storage boxes. 	<ul style="list-style-type: none"> -Ensure that social distancing guidance is followed when transporting the test kits to the storage area. 	L	Head teacher

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Delivery/Storage of the LFD's on the school site.	M	<ul style="list-style-type: none"> - Packaging checked for damage when delivered to the school site. - Damaged packaging be put to one side and inspected. - '<u>Test kit log</u>' used to record the number of LFD test kits delivered to the school. - Where need identified the school/nursery has a Registration Assistant (can be the same person as the COVID Coordinator). - Lot numbers of the LFD test kits delivered to school/nursery are recorded locally on receipt of the delivery - A lockable storage area has clearly been identified within the school building. - Authorised staff only are permitted to access the storage LFD test kit storage area. - The bundle of updated <u>-Your step-by-step guide for COVID-19 self-testing (version 1.3.2) stored with the LFD test kits.</u> 	<ul style="list-style-type: none"> - COVID Coordinator to raise concerns or report issues, via the DfE coronavirus helpline: 0800 046 8687 where need identified. - Ensure that social distancing guidance is followed when storing the test kits in the storage area. - Ensure that the storage area is at a temperature of between 2-30°C can be achieved when storing the devices. - Room temperature to be checked daily. - Ensure that boxes are stored off the floor so that they cannot be contaminated by water ingress or affected by heat. - Stock check of the LFD to be carried out on a weekly basis and recorded. - Where need identified re-order stock. 	L	Head teacher
Communication	L	<ul style="list-style-type: none"> - Staff are aware who the COVID Coordinator/ Registration Assistant are at the school. - The test kits are only for those working on school / nursery premises that might unknowingly infect others. - COVID Coordinator shares all relevant information with staff. Staff have received all relevant <u>information/guidance</u> in order for them to make the decision to whether to take part in the testing programme. - Staff advised that testing is not 	<ul style="list-style-type: none"> - Staff are to be advised that LFD test kits are to be distributed at an identified day and time. - Staff are to be advised that on receipt of the LFD test kits they will sign for a copy of <u>Your step-by-step guide for COVID-19 self-testing (version 1.3.2).</u> - Staff are to be advised that they need to disregard the instructions that are located within the LFD test kits. - Staff are to be advised that Tests are to be undertaken twice weekly in the 	L	Head teacher

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p><u>mandatory.</u></p> <ul style="list-style-type: none"> -Staff who do not participate in the testing programme, can still attend work. -Staff are advised when LFD test kits will be distributed to them. -The Governing Body of the school are aware that LFD testing is being made available to staff. -Agency staff and other support staff that attend the school site advised that they can be included in the testing programme. 	<ul style="list-style-type: none"> home (3-4 days apart) and pro rata once per week for part-time staff. -Staff are to be advised that tests are to be carried out on an evening before they attend work, where possible. -Staff are to be advised that they must record their test results on the NHS Test and Trace website and inform the Head Teacher (Teachers/TAs) or School Business Manager (Admin. Team/Cleaning Team/Lunchtime Supervisors/Catering Team) of either a Void or Positive result. 		
Training	L	<ul style="list-style-type: none"> -The Head teacher and the COVID Coordinator have read <u>the 'How to guide' Rapid testing of primary and nursery workforce.</u> -The HT/DHT and SBM have viewed the two NHS Test and Trace webinars made available to School/Nurseries- -Introduction to Rapid Testing for Primary and Nursery Staff. -How to Test & Report Results for Primary and Nursery Staff. -The school hold a copy of the 'How to Guide' Rapid Testing of Primary and Nursery Workforce. -The school/nursery hold a copy of <u>Your step-by-step guide for COVID-19 self-testing (version 1.3.2).</u> -COVID Coordinator/Registration Assistant are aware of the key activities that they have, to ensure that the testing programme at the school/nursery is a 	<ul style="list-style-type: none"> -On receipt of the LFD test kit staff <u>sign for a copy of- Your step-by-step guide for COVID-19 self-testing (version 1.3.2).</u> -<u>Staff advised that a YouTube video guide 'Step by Step Guide to COVID-19 Self-Testing is available.</u> -Staff are advised to e-mail the COVID Coordinator or HT if they have any concerns. 	L	Head Teacher

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		success.			
Staff Consent to participate in the testing programme	L	-The LFD asymptomatic testing programme does not replace current guidance for those with symptoms or those identified as a close contact of a positive case.	-COVID Coordinator to ensure that staff understand the testing process. -Staff who choose to participate in the testing programme are committing to self-administer the test and report the results to NHS-Track and Trace and the school. Prior to staff members undertaking the LFD test, the COVID Coordinator is to ensure; Staff read the privacy notice to understand what will happen with their data. Staff receive a copy of the new 'Your step-by-step guide for COVID-19 self-testing.	L	Head Teacher COVID Coordinator
Staff who have received the COVID-19 vaccination	H	-Staff who have been vaccinated can still take part in the LDF testing programme. -It is not yet known whether vaccines prevent individuals transmitting the virus.		L	
Staff not participating	H	-Whole school/nursery COVID-19 Risk Assessment in place and reviewed on a regular basis. -The school/nursery are following the systems of control to keep staff and pupils safe. -Staff not participating in the LFD testing programme can still attend work.	-Continue to remind staff that they can access the testing programme at any point during the school term. -Staff who decline to participate in the LDF testing programme and have symptoms of COVID-19 should follow the guidance- Stay at home: guidance for households with possible or	L	Head teacher

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
			<u>confirmed coronavirus (covid-19)infection.</u>		
COVID-19 Symptoms	H	<p>-The asymptomatic testing programme does not replace current testing policy for those with symptoms. Anyone with symptoms, whether they are involved in the asymptomatic testing programme or not, will still be expected to obtain a PCR test and follow <u>NHS Test and Trace</u> Guidance, self-isolating-<u>Stay at home: guidance for households with possible or confirmed coronavirus (covid-19)infection.</u> until they have received their results.</p> <p>-All Staff are aware not to attend the school site 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 10 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</p> <p>-Whole school/nursery COVID-19 Risk Assessment in place and reviewed on a regular basis.</p> <p>-The school are <u>following the systems of control to keep staff and pupils safe.</u></p>		L	

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Distribution to staff	H	<ul style="list-style-type: none"> -Collection point identified within the school. -Identified staff member distributes the LFD test kits to staff, whilst socially distanced from staff. -Distribution area well-ventilated and hand hygiene standards always maintained. -Staff allocated recommended time slots to collect LFD testing kits to ensure social distancing. -Test kit log in place. -Lot numbers recorded against each staff members name. Staff sign for test -Staff receive a pack which contains 7 LFD test kits. -Staff previously advised that they are to carry out twice weekly testing at home (3 to 4 days apart). -Staff are continually advised that LFD test kits are for the sole use of the member of staff and are not to be used by others. -Staff sign for a copy of; <u>Your step-by-step guide for COVID-19 self-testing v1.3.2</u> -Staff issued with a copy of <u>How to do a Rapid COVID-19 Self-Test.</u> 	<ul style="list-style-type: none"> -Agree with staff a time and day when the LFD test kits will be issued to staff. Staff are to be advised. -Test kits need to be stored at a temperature of 2-30°C can be achieved when storing the devices -Testing kits are not to be stored in direct sunlight and not in a fridge or freezer. -Keep the test kit away from children. -COVID Coordinator to monitor the stock of LFD held at the school and re-order where need identified. 	L	Head teacher/ COVID Coordinator
Administering the test in the home environment	H	<ul style="list-style-type: none"> On receipt of the LDF test kits in school staff are advised; -LFD test kits are to be adequately stored so that a temperature of 2-30°C can be achieved when storing the devices. -Testing kits are not to be stored in direct 	<ul style="list-style-type: none"> Staff follow <u>-Your step-by-step guide for COVID-19 self-testing (version 1.3.2).</u> -Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test. 	L	Staff

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>sunlight and not in a fridge or freezer.</p> <ul style="list-style-type: none"> -LFD test kits are to be stored away from children. -The LFD test kits should be used at room temperature (15°C to 30°C). If the kit has been stored in a cool area (less than 15°C), leave it at normal room temperature for 30 minutes before using. -LFD tests are to be undertaken twice weekly in the home (3-4 days apart) ideally before staff attend the workplace, where possible, and pro-rata once weekly for part-time staff. 	<ul style="list-style-type: none"> - If you've had a nosebleed in the past 24 hours, swab the other nostril -Staff to wash their hands thoroughly for 20 seconds, using soap and warm water. This is so that you do not contaminate the test kit. -Hands are to be dried. -Clean and dry a flat surface, where you will take the test. -Unpack the sealed test equipment for one test and place onto a clean flat surface. -If you notice anything damaged, broken, missing or difficult to use in the test kit, do not use it. -Gently blow your nose into a tissue. -Wash your hands thoroughly for 20 seconds, using soap and warm water. <u>-Follow; Your step-by-step guide for COVID-19 self-testing (version 1.3.2).</u> - Place the test strip on a flat and level surface. Do not move the strip during the test. -Leave your test for the full development time to get an accurate result. Do not read your results until 30 minutes. If the test device is left to develop longer you may receive a false positive result and you will need to repeat the test. 		

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Non-Clinical issues/Clinical issues with the LFD test kit	M	<ul style="list-style-type: none"> -Packaging checked for damage when delivered. -LFD test kits are approved by the Medicines and Healthcare products Regulatory Agency (MHRA). -Staff receive a pack which contains 7 LFD test kits in a sealed unit. -Examples of clinical issues are a swab breaking in the mouth, bleeding, allergic reaction on using the kit etc. -A non-clinical issue would be missing items from a test kit. 	<ul style="list-style-type: none"> -Staff to report all concerns to the COVID Coordinator. -In the case of an issue, it is most likely that this will be experienced by an individual at home. <p>However, if there seems to be repeated or similar issues (e.g. Multiple repeat void tests, unclear results, leaking/damaged tubes etc.), staff report incidents to the COVID Coordinator so that information can be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. – The COVID Coordinator is to record the time, date, and details reported. DHSC/MHRA may require the school to provide more information if further investigation is required.</p> <p>Clinical issues;</p> <ul style="list-style-type: none"> -If you've been harmed or had a reaction using this kit, report it on the Coronavirus Yellow Card Reporting Site: https://coronavirus-yellowcard.mhra.gov.uk -Clinical issues to be reported to the COVID Coordinator. 	L	COVID Coordinator
Negative test result	H	<ul style="list-style-type: none"> -Staff will see the control line (C) begin to appear after about 4 minutes. Staff must wait 30 minutes before your result is ready. -Negative test result- One line next to C shows the test is negative. 	<ul style="list-style-type: none"> -If the test is negative and you do not have any symptoms of COVID-19 you can attend work. A negative test result, however, is not a guarantee that you do not have coronavirus. -If you test negative, no further action is required until the next test but 	L	Staff

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		-Do not leave the test to develop for longer than 30 minutes as this will make the result void.	<p>remain vigilant to COVID-19 symptoms.</p> <p>- Test results must be recorded on line via -Report a COVID test result.</p> <p>-Report positive or void test results to the Head Teacher (Teachers/TAs) or School Business Manager/Covid Co-ordinator (Admin. Team/Cleaning Team/Lunchtime Supervisors/Catering Team).</p>		
Positive Test Result	H	<p>-Staff will see the control line (C) begin to appear after about 4 minutes. Staff must wait 30 minutes before their result is ready.</p> <p>-Positive test result-Two lines, one next to C and one next to T, even faint lines, shows the test is positive. You must report this test result to the NHS/COVID Coordinator or Headteacher.</p> <p>-Do not leave the test to develop for longer than 30 minutes as this will make the result void.</p>	<p>-Positive test result-If you get a positive result, it means you are currently infected with coronavirus and risk infecting others. When you report your result, you will be provided with further information on the next steps to take.</p> <p>-Test results must be recorded on line via -Report a COVID test result.</p> <p>-If your test result is positive, you and your household must self-isolate Stay at home: guidance for households with possible or confirmed coronavirus (covid-19)infection.</p> <p>-Report your positive test result to the COVID Coordinator. Do not attend the workplace.</p> <p>-If you test positive, you should book a confirmatory PCR test (COVID test) on line NHS Test and Trace.</p>	L	Staff

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Void Test Result	H	<p>-Void test result- No lines or one line next to T means the test is void.</p> <p>-A void result means the test has not run correctly.</p> <p>-Do not leave the test to develop for longer than 30 minutes as this will make the result void.</p>	<p>-Staff to take another test on the same day using a new test kit.</p> <p>- In the very unlikely event staff get two void test results, they should book a PCR test. Staff should self-isolate Stay at home: guidance for households with possible or confirmed coronavirus (covid-19)infection. pending the result of the PCR test.</p> <p>- Report your void test results to the COVID Coordinator/SBM or HT. Do not attend the workplace.</p> <p>-Staff should inform their school/nursery as it may indicate a faulty batch of test kits.</p> <p>-Test results must be recorded on line via Report a COVID test result.</p>	L	Staff
Member of staff testing positive	H	<p>-Staff with a positive LFD test result will need to self-isolate in line with the Stay at home: guidance for households with possible or confirmed coronavirus (covid-19)infection.</p> <p>- Head teacher to report to DCC Public Health team using: Covid-19 Education settings reporting tool</p> <p>-Notify Ofsted (Registered EY only)</p> <p>-Asymptomatic staff: self-isolate for at</p>	<p>-Follow the procedure in place in the Full School COVID-19 Risk Assessment for a positive case/staff/pupil identified as close contacts.</p>	L	Head teacher

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		<p>least 10 days starting from the day the test was taken.</p> <p>-Head teacher Identifies staff/pupils who have been in close contact with the member of staff who tested positive</p> <p>-Definition of close contact-Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>-Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p> <p>-Travelling in a small vehicle, like a car, with an infected person</p>			
Waste Management	H		-Once your test is complete, put all the used test contents in the small waste bag provided. Seal the bag and put the bag in your bin at home – it is classified as general household waste.	L	Staff
Recording and Reporting staff test results	H	<p>-Test results that are Negative/Positive/Void are to be reported to NHS Test and Trace-<u>Report a COVID test result.</u></p> <p>-Staff record their test results on line via NHS Test and Trace -<u>Report a COVID test result.</u></p> <p>-Staff can report test results by calling</p>	<p>-Staff to be advised that test results must be recorded on line-<u>Report a COVID test result.</u> Within 24hrs of the test taking place.</p> <p>-You need the QR code, or the ID number under it, on the test strip to report your result.</p> <p>Staff with a positive LFD test result</p>	M	Staff

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		119. -Test results are reported to the COVID Coordinator/SBM or HT prior to staff attending work. -COVID Coordinator records the test results on the staff <u>test results register</u> and discusses the results with the Headteacher.	will need to self-isolate in line with the <u>stay-at-home guidance</u> . -They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result		
Staff not reporting test results	H	-COVID Coordinator to ensure all tests are recorded on the <u>test results register</u> in a timely manner.	-Staff to be reminded via Sharepoint to report void and positive test results to the COVID Coordinator/SBM or HT so that the <u>test results register</u> can be maintained. -Staff to be reminded that test results must be recorded on line- <u>Report a COVID test result</u> . Within 24hrs of the test taking place. -Head teacher/Covid Coordinator to discuss concerns with member of staff.	L	Head teacher
Staff Self-Testing with a recent Covid-19 positive diagnosis:	M	-Current advice is that for most people a previous confirmed Covid-19 diagnosis in the last 90 days is likely to make testing with an LFD antigen test not necessary, however, LFD and PCR tests will continue to be taken as necessary and as appropriate.	-Request evidence of when the Staff member tested positive for COVID-19	L	Head teacher
Mental health and wellbeing of Staff involved in testing process	M	-Staff have been provided with Public Health England <u>Guidance for the public on the mental health and wellbeing</u>	-Staff members with health concerns to speak with the Head teacher in the first instance.	L	Staff

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		<p><u>aspects of coronavirus (COVID-19).</u></p> <p>-Staff have been provided with <u>COVID-19 mental health link</u></p> <p>-The <u>Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	<p>-Where need identified staff are to be referred to the DCC Occupational Health Team- occhealth@durham.gov.uk</p> <p>Staff to be reminded of the counselling services available to all DCC staff- <u>Health Assured</u> on 0800 716017.</p> <p>Staff workload monitored by the SLT.</p> <p>HR colleagues contacted for support where need identified.</p>		Head teacher

Please see the Guidance Documents from The Government and the NHS these are subject to updates on a continuous basis.

School based Guidance

Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools
-Staff advised that a YouTube video guide 'Step by Step Guide to COVID-19 Self-Testing is available.
Primary Schools/Nursery Documents Sharing Platform.

DCC Extranet

Health and Safety COVID-19 file

Health related guidance

Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection
NHS Test and Trace

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