

# Introduction

This annexe applies to all Birmingham maintained schools for the Asymptomatic Testing Programme that has 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 pupils and staff. Symptomatic pupils and staff will be required to undertake standard offsite testing options.

The testing program contains the following elements:

1. **Asymptomatic Mass Testing - Return to onsite learning:** During the first week of term (week commencing 4th January) secondary schools are asked to set up testing sites and prepare to test as many pupils and staff as possible. The intention is that testing will begin as soon as possible but by the second week of term at the latest, with pupils who are children of critical workers, those defined as vulnerable and those who are in examination years being prioritised for early testing. Schools that have made the required preparations, as identified within the DfE/NHS guidance documentation and this risk assessment, may commence testing during the week commencing 4th January.
* Individuals will undergo two tests spaced 3 to 5 days apart. The aim is to identify asymptomatic pupils and 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.
1. **Asymptomatic Weekly Routine Testing - Staff:** After the initial mass testing all secondary school staff will be able to have routine testing once a week. The aim is to identify asymptomatic staff to reduce the level of potential infection within schools.
2. **Asymptomatic Close Contact Serial Testing - Pupils and Staff:** After the initial mass testing all secondary school pupils and staff will be able to have ‘serial testing’ if they are a close contact of a positive case. This will allow them to stay in education by taking a daily test in the morning for 7 school days and only be required to self-isolate if they test positive.

An individual will only be told if they test positive on a ‘lateral flow’ test and will be advised that if they do not hear anything further to assume it was negative. A small number of individuals may need to repeat the test if the first test was invalid or void for some reason.

Any pupil or member of staff who tests positive on the lateral flow test will need to leave school, self-isolate and take a further Polymerase Chain Reaction (PCR) test on the same day (or as soon as possible). The school will be able to provide these PCR test kits to perform at home, or a follow-up test may be booked via [**www.gov.uk/get-coronavirus-test**](http://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 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 using DfE and NHS guidance. Our testing system has also been advised to our Public Liability Insurer. Schools are required to:

1. Identify any additional school-specific controls that may be required for operation; and
2. Confirm all identified required control measures are in place

# **COVID-19 Risk Assessment: School Based Asymptomatic Testing**

|  |  |
| --- | --- |
| **School Name:** | Holy Trinity Catholic School |
| **Completed by (name)** | Joanne Daw |
| **Completed by (Job Title)** | Deputy Head Teacher |
| **Assessment Date:** | 19/01/2021 |

| Identified Risk | Specific risk details | Required Control Measures | Complete |
| --- | --- | --- | --- |
| Planning Time and Resources | The school is not able to plan and make the logistical arrangements required to facilitate the testing in the time provided | * The school has been able to utilise time within the first week of term (week commencing 4th January), to put the specified arrangements in place.- team of 17 staff identified and trained on PHE training as at 19th Jan 2021
* JD and CC are identified to lead and oversee the school-based testing program. JR and VH also trained at members of SLT
* The school has put in place a quality management system, in line with DfE/NHS requirements, and has a designated Quality Lead who has accountability for quality and risk management of the testing program. The Quality Lead has a clear escalation and decision mechanism process.- in place and this mechanism will also Be QA by schools links with leads from local medical centre (GP) and school based NHS nurse
* HT has a quality management plan in place prior to the start of the testing that meets the requirements of DfE guidance and includes the following elements:
	+ Training
	+ Observation of the testing process
	+ Monitoring
	+ Risk Assessment
	+ Recording and Reporting
* HT has not been required to put in place testing ahead of pupil return to onsite learning. Testing is to start from 4th January and guidance, including template communication material and consent forms, have been provided by the School and DfE.
* Mass testing commenced once the correct logistical arrangements are in place to ensure a safe and effective testing facility and in line with school reopening in light of the new National Lockdown.
* Testing Staff have completed DfE/NHS training modules and will be followed as required by applicable personnel if and when needed –
* Guidance documentation has been provided by the School and the DfE / NHS and will be followed in the establishment of the testing program.
* HT has been provided with full details of the KIT that will be supplied within the NHS Test & Trace deliveries and the Kit that is required to be sourced locally. All required Kit has been secured.
* First starter packs of up to 1,000 test kits, along with PPE and PCR tests has arrived –
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|  |  | **School-specific additional controls** |  |
|  |  | * 4 x SLT member of staff have completed full PHE training.
* Additional QA will be carried out by local GP surgery and also via NHS nurse J Bonner (in school and on site every Tuesday)
* Testing team as follows

|  |  |  |
| --- | --- | --- |
| * **Staff Member**
 | * **Role**
 | * **Date of training completion**
 |
| * CC
 | * Head Teacher
 | * w/c 5th Jan 2021
 |
| * JD
 | * Deputy Head teacher
 | * w/c 5th Jan 2021
 |
| * VH
 | * Assistant Head teacher
 | * w/c 5th Jan 2021
 |
| * JR
 | * Assistant Head teacher
 | * w/c 5th Jan 2021
 |
| * AD
 | * Medical Lead
 | * w/c 5th Jan 2021
 |
| * CF
 | * Home Link support worker and DSL
 | * w/c 5th Jan 2021
 |
| * MW
 | * First Aider and Technician
 | * w/c 5th Jan 2021
 |
| * TOD
 | * Pastoral support worker
 | * w/c 5th Jan 2021
 |
| * CC
 | * Admin and ICT technician
 | * w/c 5th Jan 2021
 |
| * KB
 | * Admin support
 | * w/c 5th Jan 2021
 |
| * JB
 | * NHS school nurse
 | * w/c 5th Jan 2021
 |
| * HS
 | * Exam Invigilator
 | * w/c 5th Jan 2021
 |
| * DB
 | * Head of Faculty Religious Education
 | * w/c 11th Jan 2021
 |
| * AB
 | * Key stage 3 Lead, HOY 7
 | * w/c 11th Jan 2021
 |
| * EY
 | * SENCO
 | * w/c 11th Jan 2021
 |
| * CE
 | * HOY 8
 | * w/c 11th Jan 2021
 |
| * SE
 | * HOY 9
 | * w/c 18th Jan 2021
 |
| * SS
 | * HOY 10
 | * w/c 18th Jan 2021
 |
| * SM
 | * Key stage 4 lead, HOY 11
 | * w/c 18th Jan 2021
 |
| * DD
 | * Volunteer TA within SEN faculty,
 | * w/c 18th Jan 2021
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Timeline as follows:Timeline:w/c 5th Jan testing team identified. Training and initial run through completed. Initial team of 12 staff completed all 7 Public Health England Modules as per PHE and DFE requirements including online assessments.w/c 11th Jan -Testing commenced; 5 x additional staff volunteered and training completed in preparation for observation of duties prior to commencing. Initial staff testing carried out.w/c/18th Jan- testing programme in place for staff and initial testing of pupils (vulnerable and key worker children on site) where consent is given.w/c 25th Jan- Capacity increased to offer test slots daily and allowing for 2 x LFT per staff member. |  |
| Testing Location | The school does not have a suitable location within their estate to manage testing | * HT school has identified a secure location for the safe storage of new testing kits (with a temperature of between 2oC and 30oC) and for the separate storage of clinical waste prior to collection.-venue is the gym- Random temperature checks have taken place, including during the recent harsh and colder weather, to ensure that this remains within the recommended temp.
* Gym as a testing location that meets the minimum space requirements. The room can accommodate testing bays and maintain social distancing requirements for all movements within the room, including the integration of a one-way system of movement for those attending testing- see below for additional management and mitigation of space given theta there is only one entrance/ exit to the gym.). Layout Options, as detailed within the NHS guidance document, have been used. And has been calculated to have sufficient capacity to facilitate the scheduled program (based upon NHS guidance of 11 tests per testing desk per hour).
* Schools will facilitate a significant element of Mass Testing prior to all year groups returning to onsite learning so enabling a suitable location to be identified that is not required for timetabled learning. This will be revisited when the timeline ofr the exit of national Lockdown and reopening ‘roadmap’ has been shared, most likely post w/c 8th March
* Schools facilitates weekly routine testing for staff during non-timetabled core hours rior to the start of timetabled lessons, so enabling a suitable location to be identified that is not required for timetabled learning.
 |[x]
|  |  | **School-specific additional controls** |  |
|  |  | * School has established and set up the gym as its Covid 19 lateral flow testing centre
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| Testing location | The testing location may increase virus transmission | * The gym is able to meet cleaning requirements, i.e. non-porous floor and fully wipeable contact surfaces.
* The identified location has all required cleaning materials accessible, which have been secured to ensure sufficient supply.
* Any additional Supplies costs will be reclaimed from the additional DFE funding for testing.
* Cleaning of all surfaces, in line with COVID protocols, will be undertaken between each test.
* The DfE/NHS online training modules that are required to be undertaken and have successful assessments by all testing staff, include the following applicable modules which are applicable to reduce virus transmission:
	+ Infection prevention and control measures
	+ Cleaning protocols
	+ Appropriate use of PPE
	+ Test kit storage
	+ How to deal with any contamination or other incidents
	+ Waste management
	+ All certification shared by staff upon completion – shared with JDaw
* All staff supporting the testing ware required to maintain social distance whilst pupils and staff self-administer the tests
* Full PPE is worn by all staff who are supporting testing. The wearing and changing of PPE will be undertaken in line with NHS guidance and training provided. Visual reminders are placed strategically around the gym to remind the testing team of this and requirements for PPE depending on the role they are working o in the gym at the given time.
* All waste generated within the testing location will be disposed of in line with NHS guidance, including the use of yellow and Tiger bags (provided within the testing kit) for the identification of healthcare waste.
* The schools waste collector has been contacted and confirmed their ability to collect the healthcare waste from the school site. School are currently awaiting response from BCC re contractors and charges as we have had to look outside of normal contractors who are currently charging for specialist waste collection
* Spillages – any spillages are cleaned up immediately and thoroughly by staff in appropriate PPE. Testing in the affected area is paused until it is safe to continue. Equipment is ready in the gym in the eventuality that this may be needed
* Only Asymptomatic pupils and staff can be tested. Symptomatic pupils and staff are referred to offsite testing options or provided with a PCR Test.
* All staff and pupil attending tests are required to maintain social distance and wear face masks in line with existing requirements for communal areas.- visual reminders placed to remind staff of this.
* All staff and pupils will be required to use hand sanitiser on arrival at the testing location.
* All staff and pupils attending tests will use the identified one-way system
* Existing Year Group Bubbles will have distinct testing times. Staff social distancing and conduct will not impact upon bubble contamination.
* Transfer of pupils from class to test location is carefully supervised with socially distanced queuing.
* The serial element of testing has been paused- therefore no serial testing will take place on the school site
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|  |  | **School-specific additional controls** |  |
|  |  | * Whilst there is a one entrance/ exit door to enter the gym the space allow for appropriate one way traffic and for staff/ pupils not to interact or cross each other- Social distancing carefully maintained throughout.
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| Staff Resources | The school is not able to identify suitably trained and sufficient staff to undertake the testing roles required | * JD been identified to lead and oversee the school-based testing program to enable them to direct staff accordingly.
* Schools will facilitate a significant element of mass testing prior to all year groups returning to onsite learning, so enabling pastoral and support staff not required to support either onsite or remote learning to support the testing program.
* The required testing roles identified by the NHS to support the testing program will be allocated to staff. Staffing will be adequate to undertake the program safely.
* The small team required for the testing has been identified without the need to divert teaching staff from learning.- currently manageable. This will be reviewed as needed if this becomes unmanageable once roadmap for school return is published.
* The testing team is made up of volunteers recruited from non-teaching staff or from the school community as a supporting 3rd party workforce. Testing roles are allocated in line with DfE/NHS guidance to ensure identified responsibilities are with school staff only… specially for the registration and recording of results in linke with GDPR guidance,
* Where existing staff agree to undertake a testing role checks are made to ensure this is in line with agreed terms and conditions of employment.
* Screening/risk profiling of staff and volunteers on the testing team is undertaken to ensure suitability for the role (e.g., age, underlying health conditions, vulnerable family members).
* Staffing levels are sufficient to allow breaks for staff to reduce risk of errors due to fatigue… carefully mapped rota in place allowing for this
* All testing staff will either be DBS checked, through their school roles or working under direct supervision. Pupils will be supervised at all times by DBS cleared staff.
* Additional resources of £15 per pupil have been identified by the DfE and will be accessed as required in line with the published DfE criteria.
* The rapid testing type used requires low technical skills but is supported with training modules and guidance documentation from the DfE/NHS.
* Prior to starting testing, all staff with roles will be specifically trained for the role they will execute using DfE/NHS resources via the online training and assessment platform, that has been provided in line with stated requirements.
* Only staff who have passed the assessments will be permitted to commence testing. A record of testing staff and their passing of the required modules will be kept by the school.
* After the completion of training testing staff have been allowed time to practice onsite using the testing devices provided.
* The DfE Competency Assessment has been completed for all staff roles to ensure their effective operation of the criteria within their role. Any areas of concern have been addressed with a review date set. The Assessments are filed and securely stored.
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|  |  | **School-specific additional controls** |  |
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| Legal Considerations | The school may face legal challenges in respect of onsite testing. | * All pupil, parent and staff communication has clearly communicated the basis for the testing programme and how it will work.
* The sharing of health data under the testing program is being facilitated within Safeguarding powers under Section 175 of the Education Act 2002, as well as by consent This is referred to within the School’s Privacy Notice and DfE Testing Program Privacy Notice that has been made available to pupils, parents, and Staff. A copy of this is available for viewing at the testing location reception. Privacy notice has been sent out to parents/ carers and all staff and is available on the school website.
* The testing program is recommended and supported, but not mandated.
* Pupils and staff will not be required to participate in the Mass Testing program.
* Staff will not be required to participate in the Weekly Routine Testing program.
* Pupils and staff will no longer be required to participate in the Close Contact Serial Testing program and instead be required to self-isolate and not attend onsite teaching for 10 days after identification as a close contact.. Serial testing LFT element has been paused. As per DFE guidance any contacts will need to self-isolate in line with PHE guidance.
* Testing will not be undertaken on pupils or staff without their consent.
* All pupils aged 16 years and under who are tested will also be required to have parental or legal guardian consent.
* Test will be self-administered, under adult supervision, to a participant’s own throat and nose.
* Specific arrangements have been put in place for children with SEND to mitigate risk of harm through parental or legal guardian consent for adult assistance.- an example of this in extenuating circumstances is to allow the family member to complete swab in safe and secure socially distanced manner and following all PHE guidance.
* Positive test results will be communicated individually in a location that provides privacy to pupils and staff.
* Positive test results will also be communicated to the parents or legal guardians of those aged 16 or under.
* Guidance on safe travel and additional precautions (regarding self-isolation, further testing, and family access to benefits) will be provided to those testing positive.
* During the testing process anonymity will be provided through digital registration and the use of barcodes against samples. Positive tests will be matched against the digital record and known only to the COVID-19 Coordinator, Registration Assistant and Results Recorder. These roles are all required to be School staff and not 3rd party workforce.
* The use of barcodes and the following of guidance regarding their correct use will prevent the miscoding of samples and results.
* All electronic and paper record Personal Data associated with testing will be destroyed after 14 days, in line with School’s Data Protection policy requirements.
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|  |  | **School-specific additional controls** |  |
|  |  | * Pending details and the return to school road map additional resources will be considered and trained. This will be reviewed once the timeline for schools reopening is published.
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