

Risk Assessment Form (RA1)

Department:	Service:	Reference:
Activity: Coronavirus (COVID-19) Rapid Testing <u>on-site</u> Asymptomatic Test Site (ATS) in Secondary Schools <i>from the start of the new academic year-Autumn Term. It does not relate to at-home testing for both staff and pupils.</i> Version 1.3: Updated 25 August 2021 (See DARK RED coloured text for updates; also recorded in Document History) This assessment has been produced by the NCC Corporate Health and Safety Team in collaboration with the NCC Public Health Team.		Site: Bellingham Middle School Settings are to review and amend this template to reflect their establishments settings. The assessment is to be reviewed in the event of significant change to school processes and procedures.
People at Risk: School Staff, Pupils, Volunteers All staff and volunteers are aware of the content of this risk assessment.		Additional Information: guidance on completion: risk assessment form This assessment should be read in conjunction with <i>the COVID-19 National Testing Programme Guidance Manuals and Documentation: The orange guide 'Why, Who, What and When', the green guide 'How To Guide' for testing onsite, the blue guide 'How To Guide' for at-home testing and the pink guide for re-ordering test kits.</i> See end of this document for links to further information and useful links .
<i>This risk assessment should be used for asymptomatic testing on-site of secondary age pupils (11+) on their return to school after the Summer Holidays twice, 3 to 5 days apart using your ATS. They should return to face-to-face education if the result is negative. Twice weekly testing at home is to resume for pupils once they have taken two tests.</i> <i>Note: No test is 100% accurate and lateral flow testing may not pick up all positive cases. To minimise the risk of COVID-19 transmission and associated disruption, all must continue to maintain the preventative measures implemented by the school. Refer to the Schools overall COVID-19 Risk Assessment.</i>		
Name of Person Completing Form: Lindsay Hamilton		Job Title: Headteacher
Date: 02.09.21		Review Date: 02.10.21

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Pupils not completing 2 tests, 3 to 5 days apart on return	Incorrect implementation of future home testing leading to misleading test result(s) and therefore COVID-19 transmission	H	<p>Testing will initially take place on-site at the Asymptomatic Testing Site (ATS) as soon as possible when pupils and students return*.</p> <p>Pupils are supervised whilst swabbing to make sure they are doing it correctly, particular attention is given to those who are new to the school (new year 7 pupils and other new pupils joining other year groups).</p> <p>All pupils offered two tests via an ATS three days apart, upon their return: Monday 6th September and Thursday 9th September.</p>	L	<p>* To manage the flow of pupils through the ATS, settings are permitted to start testing no earlier than three days before the start of term or stagger the return of pupils during the first week.</p> <p>Information is made available that is suitable for parent/carers and pupils, explaining the transition from on-site testing to testing at home for pupils.</p>
Symptomatic persons may present at school to take test	COVID-19 transmission	H	<p>Clear instructions are issued to parents/carers and staff that anyone with COVID-19 symptoms or who lives with someone who is showing symptoms of COVID-19 must self-isolate immediately and book a test through the NHS symptomatic testing programme.</p> <p>If a symptomatic pupil attends school or lives with someone who is showing symptoms of COVID-19, they are isolated, and the parents are contacted immediately and asked to collect them (see also “Pupil test is confirmed as positive”).</p>	L	
Close contact (within 2m) with individuals being tested and contact with potentially infectious individuals or test	Exposure to virus resulting in contracting COVID-19	H	<p>Testing site set up is configured According to the green guide, ‘How To Guide’ including provision of separate Registration Desk, Swabbing Desk(s), a Processing Desk and Recording Desk.</p> <p>Room layout, test subject chairs are configured as follows:</p>	L	Sufficient supplies of PPE (including eye protection, fluid-resistant surgical masks, disposable gloves and aprons) have been delivered and sufficient stocks are maintained.

<p>samples and other materials (e.g. contaminated PPE)</p> <p>Test participants and/or staff contact with contaminated surfaces</p>			<ul style="list-style-type: none"> • Signage and floor markings put in place to support participants* • The room is well lit, has good air flow (no recirculation) and ambient temperature is between 15-30°C. • Secure storage available for testing kits and PPE (between approx. 2-30°C for testing kits) • Test site floor is non-porous** • Registration Desk, Swabbing Desk, sample processing desk, Recording Desk align to the 'Desk Layouts' in the green guide, 'How To Guide'. • One way direction of travel in place (where restricted distancing is maintained). • Clear division between swabbing desk and processing desk in place that ensures test participants are not able to enter the processing area. <p>Trained staff in place in line with the green guide, 'How To Guide' Workforce Roles.</p> <p>Testing team wear suitable PPE as defined by the green guide 'How To Guide' (see PPE requirements by role' slide) for each role. Follow donning and doffing processes, change PPE at the required frequencies (e.g., between sessions, those with gloves change them after each sample).</p>	<p>* Link to signage templates for a testing site.</p> <p>** The flooring should be easy to clean and carpeted flooring should be avoided. If carpet cannot be avoided, a covering material which is easily cleaned (such as thick plastic sheeting) should be installed over the carpet and the school should complete a risk assessment for ability to withstand regular and deep cleaning with approved cleaning products.</p> <p>*** To be qualified by school policy and site-specific risk assessment noting the expectation that face coverings are to be worn in enclosed areas, crowded spaces and where individuals may come into contact with people they do not normally meet.</p>
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<p>Testing process not implemented correctly</p> <p>Insufficient testing capacity established in the school to ensure two tests within three to five days</p> <p>LFD Test capability compromised by incorrect handling/storage,</p>	<p>COVID-19 transmission</p> <p>Invalid/false result leading to repeat swab being needed.</p> <p>Incorrect result communication or inability to communicate result</p> <p>Anxiety of staff/pupils.</p> <p>Misunderstanding leading to</p>	H	<p>A quality management system is in place and a designated member of the team is identified to act as Quality Lead; they have the accountability for quality and risk management of the service (this may be carried out by the COVID-19 Coordinator).</p> <p>Testing requirements have been calculated and the corresponding number swabbing Desks/Administered Swabbing determined using the ready reckoner within the "How To Guide". Quality lead monitors capacity and requirements as testing proceeds.</p> <p>Testing resource availability and site key layout requirements checked prior to commencement against the green guide, 'How To Guide' and the 'How to Buy Guide'.</p> <p>Plans have been made to manage the transition to new LFD tests (Orient Gene).</p>	L	<p>[*the government recommends schools use 1-2 school staff with the remainder being volunteers (e.g. NCC volunteers, agency staff, governors, St John Ambulance etc). Reasonable workforce costs will be reimbursed. When deciding on the number of individuals required for these roles, consider the requirement to provide cover for any sickness/self-isolation absences. Larger schools are likely to require a higher number of individuals assigned to these roles.</p> <p>[**The details and a links to the online training are included in the the green guide, 'How To Guide'. The process is supported by the</p>

<p><i>Change from Innova to Orient Gene LFD tests - Staff unfamiliar with new Orient Gene brand Mixing brands during testing of a single cohort</i></p> <p><i>Insufficient/inappropriate resources available.</i></p> <p><i>Damaged barcode, lost LFD, failed scan of barcode.</i></p> <p><i>Kits tampered with or damaged resulting from unauthorised access.</i></p>	<p><i>incorrect process being followed.</i></p>	<p><i>The setting will only use 1 brand of LFD Test at any one time for on-site testing, to minimise risk of confusion and processing errors. Plans ensure Innova LFD tests are used up prior to introducing Orient Gene LFD Test. Use estimations based upon size of the cohort +10% to account for void results and/or unexpected test participants.</i></p> <p><i>All staff supporting the ATS are made aware that: "Orient Gene ATS testing kits*** will be delivered with outdated instructions for use inside the box. Orient Gene test kits have approval for use in educational settings and the swabbing methodology has been updated to nasal-only swabs by the manufacturer".</i></p> <p><i>Instructions listed in the green guide, 'How To Guide' or on the document sharing platform are to be followed.</i></p> <p><i>Deliveries are checked on receipt to ensure kits are complete (the green guide, 'How To Guide') and in good condition. Kits are stored in a secure area to prevent unauthorised access, away from damp conditions, <i>away from direct sunlight</i> and at temperature between approx. 2° C and 30°C.</i></p> <p><i>A designated team is provided to undertake the *Workforce Profile Roles as defined by COVID-19 the green guide, 'How To Guide'</i></p> <p><i>The Workforce Planning Tool (see Planning Tool) has been used to determine roles and numbers of personnel used.</i></p>	<p>purple guide 'Training Guide – Rapid testing for Secondary Schools and Colleges']</p> <p><i>Where pupils are unable to nasal swab a supply of Innova LFD tests that utilise throat swabs only, are to be kept back to support their testing. Settings are advised to contact the helpdesk 0800 046 8687 if running low on stock.</i></p> <p><i>In the event non-school personnel (e.g. parents, carers, family members) request a home test kit from the school for their own use, the school will advise them to obtain a kit from:</i></p> <ul style="list-style-type: none"> <i>• Their employer if they offer testing to them,</i> <i>• a local test site or,</i> <i>• by collecting a home test kit from a test site or,</i> <i>• collect tests from a pharmacy or,</i> <i>• collect tests from a community centre, such as a library</i> <i>• by ordering a home test kit online.</i> <p><i>Further information is provided within government guidance.</i></p>
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		<p>The workforce has received the designated Online Training ** (including the extra Orient Gene training modules) to ensure continuity of testing process including the correct use and allocation of barcodes to reduce risk of wrong allocation of samples and the miscoding of results. Staff are encouraged to practice using the testing devices.</p> <p>After completing the online training, testing staff are encouraged to practice using the testing devices during the onsite walkthrough</p> <p>Designated test sites meet key layout requirements defined by the green guide, 'How To Guide'</p> <p>A written school specific process is established prior to testing with the Team Leader and Test Subjects Registered.</p> <p>Team Leaders and test subjects are registered in accordance with the green guide, 'How To Guide'. Results are recorded and submitted using the NHS Test & Trace system following guidance set out within the Green How To Guide using either the 'Bulk Upload' Facility or 'Lite Registration' process. Note: Staff test results are to be managed through 'Lite Registration'.</p> <p>Test results added to the schools COVID-19 Test Register in line with requirements set out within the Green How To Guide.</p> <p>All samples are correctly handled, labelled, logged and disposed of. Process outlines action to take where barcodes are damage/fail, LFD is lost or administrative error leads to inability to communicate result and outlines re-test requirements. The</p>	<p>The LFD test called Orient Gene ATS testing kits has been sent out to schools. These devices are for use at on-site ATS in secondary schools and colleges. These tests require double nasal swab samples only – a throat sample is not needed. The Orient Gene devices also return a positive or negative result in under 30 minutes. There is no change to the test kits used by staff and students at home. Staff and students will continue to use the Innova test kits at home, which require both a throat and nasal swab.</p>
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			<p>process is periodically reviewed with a Senior School Manager.</p> <p>All students will be fully briefed on the required process to collect and handle samples.</p> <p>Instructional Posters and Instructions are made available and on display (as set out within the green guide, 'How To Guide' – 'Self administering the test'.</p> <p>LFD testing is carried out in the morning at the soonest opportunity.</p>		
Not accounting for Special Educational Needs and Disabilities leading to adverse response	<p>Emotional/physical distress, exacerbation of existing health complication</p> <p>Unable to carry out test</p>	H	<p>In cases where difficulties carrying out test occur, or where these are anticipated, a person-centred approach is taken. The test and associated concerns have been discussed with the child or young person and their family to ensure understanding of the process, support the person making the consent decision, anticipate any particular adverse response and agree strategies and reasonable adjustments that are appropriate.</p> <p>Those who require assistance with swabbing are identified. The willingness and feasibility to swab is reviewed and risk assessed on each occasion before swabbing. Where necessary parents/carers attend to support the child or young person and the test process.</p> <p>Pupils who cannot self-swab are identified, and risk assessments reviewed to identify appropriate options to achieve testing.</p> <p>Consideration has been given to specialist staff administering swabs for those who cannot self-</p>	L	<p>Where it is deemed testing cannot be carried out safely refer to section:</p> <p>'Testing without appropriate consent; Staff and/or pupils declining the test'</p> <p>For additional information please refer to the guidance on Rapid asymptomatic testing in specialist settings (applies from Step 4)</p>

			<p>administer. <i>Those assisting with swabs on-site wear appropriate PPE in accordance with role requirements.</i></p> <p>Care is taken to ensure the testing area and manners adopted are as calm and reassuring as possible.</p> <p>Additional time for conducting tests and time during breaks are planned to ensure testing is not rushed to help manage potential anxieties. Consideration is given to incorporating relaxing activities and refreshments to help.</p> <p>In situations where the physical nature of the test presents problems (e.g. difficulty in understanding instructions, <i>difficulties in tolerating touch to nose or mouth</i>, ability to keep mouth open, strong gag reflex etc.) the approach will be reviewed. <i>If a throat swab is not possible, a nose swab from both nostrils will be taken instead using the Orient Gene LFD. Similarly, if a nose swab is not possible a throat swab alone will be taken. In such circumstances a supply of Innova ATS test kits are used following the process in Appendix 1 of the Green How To Guide. Any individual unable to tolerate a swab will not be tested.</i></p>		
Exposure to chemicals contained in LFD kits	Potential health hazard	L	<p>Under the intended conditions of use, the quantities concerned and component chemicals are not defined as hazardous and therefore do not have hazard labels associated with them</p> <p>PPE to be maintained as stated below.</p>	L	

			<p>Spillages to be wiped from surfaces in line with standard cleaning protocols.</p> <p>Testing staff briefed not to use LFD kits/solution that has expired processes for disposal.</p>		
Inappropriate use/handling/disposal of waste (including used LFD kit/PPE)	COVID-19 transmission	H	<p>Appropriate PPE for each workforce role is worn (as described in the green guide, 'How To Guide'). Staff are trained on how to put on and take off PPE in the correct way. (PHE - Putting on PPE; PHE - Taking off PPE https://youtu.be/-GncQ_ed-9w)</p> <p>Handwashing / hand-hygiene facilities provided in accordance with the green guide 'How to Guide'</p> <p>Testing kit disposed of in accordance with the green guide 'How to Guide' which states:</p> <p style="padding-left: 40px;">“As a result of the revision to guidance, agreed with DEFRA, Asymptomatic Testing Site (ATS) waste can be disposed of through your mainstream waste disposal route”. [i.e your general black bag waste; there is no longer a requirement to dispose of this as healthcare waste]</p> <p>Waste is placed into a tied black waste bag. Where possible waste from testing is separated from usual waste using wheelie bins (ideally 1100 ltr) in an area dedicated to testing waste.</p>	L	<p>PPE/waste bags have been delivered to each school.</p> <p>ATS waste can be disposed of through your mainstream waste disposal route. Because testing is not the school's primary activity waste is not be classified as a healthcare waste but are classified as municipal waste.</p>
Inadequate cleaning	Transmission of COVID-19	H	<p>Whilst robust cleaning regimes are already in place in the school environment, an enhanced cleaning regime is in place within the testing site, in line with the green guide, 'How To Guide'. All staff involved are aware of cleaning requirements relevant to their role.</p>		

<p>Testing without appropriate consent</p> <p>Staff and/or pupils declining the test</p>	<p>COVID-19 positive individuals exposing others in school to Coronavirus</p>	<p>H</p>	<p>School has established a plan for communication with parents, pupils and staff in consideration to <i>the green guide 'How To Guide'</i>.</p> <p>All parents/carers, pupils and staff have been sent a letter and Privacy Notice explaining the test process and completed the registration details attached (template & registration details letter to parents, pupils and staff.) A signed consent form has also been received <i>and this is recorded on the Schools' COVID-19 Test Register. Staff consent is recorded by the school. Staff test results are be managed through 'Lite Registration'.</i></p> <p>Whilst testing is not mandatory, the school will encourage pupils and their parents/carers and staff to participate to reduce the risk of COVID-19 transmission.</p> <p>Schools ensure robust data handling processes with due regard to data security and handling. Test result records are kept for 14 days and then confidentially disposed of.</p> <p>Staff members are provided with the information pack and the green guide, <i>'How To Guide'</i> explaining the test procedure and are encouraged to discuss any concerns with staff prior to testing.</p> <p>Tests will only be performed once formal consent has been obtained.</p>	<p>L</p>	
<p>Application of swab samples results in involuntary reaction (e.g.</p>	<p>COVID-19 transmission arising from staff or pupil contact with another</p>	<p>H</p>	<p>Testing centre set up in accordance with the green guide, <i>'How To Guide'</i>.</p> <p>Pupils/staff provided with instructional information and trained <i>in accordance with the requirements set</i></p>	<p>L</p>	<p>Sufficient disposable vomit bowls and spill kits will need to be ordered for each station</p> <p>Body fluid spillage process:</p>

vomiting, gag reflex)	person's body fluid		<p><i>out in the green guide, 'How To Guide'. Staff are on hand to provide guidance and reassurance.</i></p> <p><i>Body Fluid spillage guidance outlined within the SOP is followed (see "Clinical Standard Operating procedure (SOP) Rapid Asymptomatic Testing in Secondary Schools..." and opposite).</i></p> <p><i>Where spillage kits are used they are subject to COSHH risk assessment and staff briefed on the requirements of the assessment.</i></p> <p><i>Operations at the testing desks shall be ceased and the site personnel will follow the spillage guidelines until the area has been cleaned adequately to allow resumption.</i></p> <p><i>Where it is not possible to maintain operations due to compromised distancing to spillages or it is likely that the event may induce vomiting in others the test area should be evacuated until the area has been cleaned.</i></p> <p><i>Cleaning guidelines set out within the green guide, 'How To Guide' are to be observed.</i></p> <p><i>Cleaners and any staff in proximity are to ensure appropriate PPE is in place as relevant to their role and change their PPE after cleaning as defined by the green guide, 'How To Guide'.</i></p>		<ul style="list-style-type: none"> • Cordoned off the affected areas, maintain social distancing • Don appropriate PPE, where there is risk of splash, wear eye protection • Using disposable paper towels remove all traces of visible spillage, dispose of as waste • Once the residual waste has been removed the area must be cleaned thoroughly using a • general-purpose detergent solution in warm water, using disposable cloths, rinse and dry • Using appropriate disinfection • Clean the bucket in fresh water and general-purpose detergent, rinse and dry • Dispose of all disposable towels, gloves, cloths, mop heads and disposable apron carefully. • Decontaminate hand thoroughly.
Exposure of Clinically Extremely Vulnerable (CEV) /Clinically Vulnerable (CV)	Transmission of COVID-19 with symptoms that may be exacerbated by their personal characteristics/	H	<p><i>CEV/CV staff do not take part in supporting the testing programme wherever possible.</i></p> <p><i>If this is unavoidable, additional precautions are taken by the setting that are outlined within specific Personalised Risk Assessments. These consider:</i></p>	L	

<i>Staff to COVID-19 virus</i>	<i>underlying health condition</i>		<ul style="list-style-type: none"> • <i>Only specific roles being allocated where strict social distancing can be maintained to limit contact with those they do not usually meet.</i> • <i>Having no contact with samples.</i> • <i>Staff not participating in assisted swabbing of test participants.</i> • <i>Staff not supervising (if needed) those pupils who subsequently test positive.</i> • <i>Participation in self-testing outside of the setting</i> • <i>Additional review of personalised risk assessments where COVID-19 disease levels are high in the general community</i> • <i>In response to any directions initiated as part of an outbreak control plan</i> 		
<i>Failure to maintain adequate on-site ATS whilst there is a need for testing</i>	<i>Failure to effect appropriate testing leading to COVID-19 transmission</i>	<i>H</i>	<p><i>In advance of the end of the initial 3 2 tests in school a review has been conducted to ascertain the likely numbers of pupils who are unable/unwilling to test at home. The review has been used to calculate the anticipated number of testing bays that will be maintained on-site.</i></p> <p><i>Senior Management Team continually review numbers of pupils making use of testing to adjust resourcing to ensure suitable testing capacity is maintained.</i></p> <p><i>Infection Prevention and Control for School-based Asymptomatic Testing Sites is maintained (see above).</i></p> <p><i>ATS follows key layout requirements as defined by the ‘How to Guide’ - Green Guide</i></p>	<i>L</i>	

Confirmation of a positive test

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<p>Staff LFD test is confirmed as positive</p> <p>Staff identified as a Close Contact and fail to follow correct protocol</p>	<p>Exposure of others to live virus resulting in contracting Coronavirus</p>	H	<p>Staff member/ Head Teacher / School Lead is notified immediately and the staff member is requested to follow PHE guidance on self-isolation - Stay at Home.</p> <p><u>Staff return home to isolate after a positive LFD test result. They follow the guidance for PCR testing and take a test to confirm the result of the LFD. If the PCR test is taken within 2 days of the positive LFD test, and the results are negative, it overrides the previous LFD test and the staff member can return to school unless they are symptomatic or identified as a close contact of a positive case by NHS Test & Trace and are still required to self isolate.</u></p> <p>Refer to School risk assessment and procedure for dealing with symptomatic persons on site (including the arrangements for 'deep cleaning' school facilities, etc).</p> <p>Following a positive LFD test result, the test processor will record and submit results on the NHS Test & Trace system following guidance set out by the Green How To Guide using the 'Bulk Upload' Facility or 'Lite Registration' process. Note: Staff test results are managed through 'Lite Registration'.</p> <p>Close contacts will be identified via NHS Test and Trace and the setting will provide assistance with this when requested.</p> <p>All close contacts will not need to self-isolate. They are advised to obtain a PCR test and will not need to self-</p>	L	<p><i>Settings to advise staff to plan to recommence at-home testing from the start of the autumn term. Staff are advised to take their first self-test at home on either the evening or morning before they return to school or college.</i></p> <p><i>Prior to testing, schools take steps to identify if any staff have tested positive 90 days prior to the current test. This is to identify the potential for false positive test results. Staff falling into this category are advised not to test until the 90-day period ends unless they develop COVID-19 symptoms.</i></p> <p>Confirmed cases of COVID-19 to be recorded via ANVIL, as they may be RIDDOR reportable.</p> <p>Any transmission of COVID-19 where it is likely the result of a breach in the asymptomatic testing process will be reportable to the HSE as a notifiable disease. You should seek further advice via NCC's Corporate Health and Safety team (or your own H&S provider for some Academies)</p>

			<p><i>isolate whilst waiting for the result. If the PCR test result is positive they must self-isolate in accordance with Government Stay at Home guidance. NHS Test and Trace will work with them to identify any close contacts.</i></p> <p><i>The other household members of those close contacts who are self-isolating do not need to self-isolate unless they develop symptoms or are directed to do so by NHS Test and Trace.</i></p>		
<p><i>Pupil test is confirmed as positive</i></p>	<p><i>COVID-19 transmission from person who has tested positive</i></p> <p><i>Pupil anxiety following confirmation they have COVID-19</i></p>	<p><i>H</i></p>	<p><i>Pupils will be fully briefed prior to testing regarding the implications and procedure if they test positive. They should be reassured that their symptoms are likely to be mild.</i></p> <p><i>Pupils will remain in their classroom or designated waiting area when waiting to receive test results. Any pupils who test positive will be moved immediately to a place of isolation until they can be picked up by parents/carer.</i></p> <p><i>Parents are alerted in advance that they may need to collect children who test positive. <u>Pupils should isolate after a positive LFD result. They will also arrange a PCR test to confirm the result. If the PCR test is taken within 2 days of the positive LFD test, and the result is negative, it overrides the previous LFD test and the pupil can return to school.</u></i></p> <p><i>They are strongly advised to wear a fluid resistant mask (IIR) where available or a conventional face covering whilst waiting and in school.</i></p> <p><i>School processes and risk assessments are reviewed to account for the possibility that the person collecting a pupil(s) who has tested positive may also be asymptotically positive. Household contacts (i.e.</i></p>	<p><i>L</i></p>	<p><i>Follow guidance set out by the Green How To Guide, see “The Testing Journey: Positive Result” and Schools COVID-19 operational guidance</i></p> <p><i>Prior to testing, schools take steps to identify if any pupil has tested positive 90 days prior to the current test. This is to identify the potential for false positive test results. Pupils falling into this category are advised not to test until the 90 day period ends unless they develop COVID-19 symptoms.</i></p>

		<p><i>siblings/family members attending the same establishment) of those identified as close contacts of the positive case, do not need to self-isolate unless that individual subsequently develops symptoms or are advised otherwise by NHS Test and Trace.</i></p> <p><i>Refer to School risk assessment and procedure for dealing with symptomatic persons on site (including the arrangements for 'deep cleaning' school facilities, etc).</i></p> <p><i>Following a positive test result NHS Test and Trace will identify close contacts and the establishment will provide assistance with this when requested to do so.</i></p> <p><i>From 18 August 2021, close contacts under 18 yrs. will not be required to self-isolate. Close contacts will instead be advised by NHS Test and Trace to take a PCR test. Those testing negative will be permitted to return. Those testing positive, will follow requirements for isolation outlined above.</i></p> <p><i>Close contacts over the age of 18 yrs and 6 months are to follow guidance above.</i></p> <p><i>Site specific arrangements include restricting access to the premises to outside or limited areas only and enhanced measures see COVID-19 School Risk Assessment "Contact with others who may have Coronavirus". Pupils have been given specific timed appointments for testing, and allowed in one at a time to reduce contact between pupils during the testing.</i></p>		
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<p><i>Travel home following positive test (unescorted).</i></p> <p><i>Parents unable to collect pupil after positive test</i></p>	<p><i>Exposure of others to live virus resulting in contracting Coronavirus</i></p>	<p><i>H</i></p>	<p><i>The school's existing process for symptomatic children is followed.</i></p> <p><i>Children should not use public transport. Where a child or young person is able to wear a face covering and keep a safe distance from others they could also walk, scoot or cycle where this is possible (or appropriate given their age/ability).</i></p> <p><i>Pupils who test positive must be kept in isolation until they can be collected by a member of their family or household. In exceptional circumstances, if this is not possible, and the school needs to take responsibility for transporting them home, or if a pupil needs to be transported to a residential setting, you should do one of the following:</i></p> <ul style="list-style-type: none"> <i>• use a vehicle with a bulkhead or partition that separates the driver and passenger</i> <i>• the driver and passenger should maintain 2 metres from each other</i> <p><i>For both options:</i></p> <ul style="list-style-type: none"> <i>• The driver should wear PPE, including a fluid resistant facemask (IIR) which should also be worn by the passenger.</i> <i>• The vehicle must be cleaned thoroughly afterwards, in line with government guidance.</i> 	<p><i>L</i></p>	
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Further Information

COVID-19 National Testing Programme Guidance Manuals and Documentation:

[The orange guide](#) 'Why, Who, What and When' Rapid Testing for Secondary Schools and Colleges from July 2021. RP60-8 Last updated 14 July 2021

[the green guide](#) 'How To Guide' Rapid Testing on-site (ATS) in Secondary Schools and Colleges. RP03-11 Last updated 14 July 2021

[the blue guide](#) 'How To Guide' Rapid Testing of education Staff and Secondary/College Age Students at Home (Self-test). RP76-8 Last updated 07 July 2021

[the pink guide](#) Re-ordering Test kits – How To Guide. RP127.1 Last updated 28 June 2021

The Digital Handbook - [The Digital Services You Will Use To operate your school or college asymptomatic test site \(ATS\) and report lateral flow test \(LFT\) results to NHS Test and Trace](#) RP20-08 Updated 28 June 2021

[the 'How To Buy' Guide School Rapid Testing Workforce](#) RP39-01 Last Updated 22 March 2021

[SEND and specialist settings: additional COVID-19 operational guidance \(applies after Step 4\) Updated 19 July 2021](#)

[Rapid asymptomatic testing in specialist settings \(applies from Step 4\) Updated 19 July 2021](#)

DfE coronavirus helpline: 0800 046 8687 **Opening hours** Monday to Friday 8am to 6pm, Saturday and Sunday 10am to 6pm.

Document History

Item	Nature of change	Date of Update
Cover Page	Updated to reflect new guidance information and revisions to testing requirements	25/08/2021
School bubble/cohort groupings compromised by testing process	Arrangements for presenting mixing of groups removed. Commentary added in the event an Outbreak Management Plan is initiated.	25/08/2021
Pupils not completing 2 tests, 3 to 5 days apart on return	Amended to reflect changes to; number of tests (now 2), specified number of days apart (now 3-4) and when testing may commence.	25/08/2021
Close contact (within 2m) with individuals being tested and contact with potentially infectious individuals or test samples and other materials (e.g. contaminated PPE)	Updated to reflect terminology in the Green Guide, 'How To Guide' regarding ATS set up and arrangements. Inserted recommendations regarding flooring where hard surfacing is absent, outlined ATS layout requirements, linked to Workforce Role PPE requirements and test participant use of face coverings. Update in respect of 16 August updates regarding self-isolation requirements.	25/08/2021
Testing process not implemented correctly...	Link to the 'How to Buy' guide added. Updated to reflect advice regarding "outdated Orient Gene ATS Testing Kit Instructions" and test requirements. Amended to reflect changes to; number of tests (now 2), specified number of days apart (now 3-4). Commentary regarding training, recording and submitting results updated to align with the Green 'How To Guide'. Link to the Workforce Planning tool updated.	25/08/2021
Not accounting for Special Educational Needs and Disabilities	Updated links to latest guidance. Information relating to self-swabbing/pupils unable to swab and use of Orient Gene and Innova LFD tests added. Link to PPE guidance inserted.	25/08/2021
Inappropriate use/handling/disposal of waste (including used LFD kit/PPE)	Updated guidance links and text change to reflect the refined wording of the advice given regarding waste.	25/08/2021
Testing without appropriate consent. Staff and/or pupils declining the test.	Updated guidance links. Note added regarding recording results for staff.	25/08/2021

Application of swab samples results in involuntary reaction (e.g. vomiting, gag reflex)	Updated guidance links and wording to reflect relevant 'How To Guides'. Reference to Clinical Standard Operating Procedure removed as this guidance has been archived.	25/08/2021
Exposure of Clinically Extremely Vulnerable (CEV) /Clinically Vulnerable (CV) Staff to COVID-19 virus	Updated to align with guidance applicable following implementation of Step 4 and reinforce the need for personalised risk assessment review.	25/08/2021
Staff LFD test is confirmed as positive	Additional Action note regarding timing of testing for staff testing at home. Link to NHS guidance for taking a PCR test added. Updated to reflect changes to methods of recording results (Bulk Upload Facility & 'Lite Registration') and contact tracing.	25/08/2021
Pupil test is confirmed as positive	Updated links to most recent guidance. Amendment made to reflect role of NHS Track and Trace and change to self-isolation requirements after 18 August 2021	25/08/2021
Staff LFD test is confirmed as positive	Following a confirmed positive COVID-19 case via a PCR test, Public Health advice is that close contacts should now be advised to arrange a PCR test regardless of whether they have symptoms or not.	07/06/2021
Pupil test is confirmed as positive	Following a confirmed positive COVID-19 case via a PCR test, Public Health advice is that close contacts should now be advised to arrange a PCR test regardless of whether they have symptoms or not.	07/06/2021
Testing Process not implemented correctly	Update on new LFD tests being sent to schools – these only require nose swabs.	07/06/2021
Staff LFD test is confirmed as positive	A confirmatory PCR test is now required after a positive LFD result.	07/04/2021
Pupil test is confirmed as positive	A confirmatory PCR test is now required after a positive LFD result.	07/04/2021
First issue	n/a	02/03/2021