

## Introduction

This annexe applies 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:

- i) **Asymptomatic Mass Testing - Return to onsite learning:** During the first week of term (week commencing 4<sup>th</sup> 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 4<sup>th</sup> January. Waverley School will set up the testing site in the main hall by Friday 8<sup>th</sup> January. The test run will take place on the same day. Testing will begin on site from 11<sup>th</sup> 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.
- ii) **Asymptomatic Weekly Routine Testing - Staff:** Mass testing of pupils will take place when students return to school post lockdown. School staff in any phase will be able to have routine testing once a week when on site. Vulnerable pupils and children of critical workers will be able to have routine test once a week if attending school during the lockdown period. The aim is to identify asymptomatic staff and pupils to reduce the level of potential infection within schools.
- iii) **Asymptomatic Close Contact Serial Testing - Pupils and Staff:** After the initial mass testing all secondary school pupils and all 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](https://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:

- i) Identify any additional school-specific controls that may be required for operation; and
- ii) Confirm all identified required control measures are in place

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

<b>School Name:</b>	Waverley Studio College
<b>Completed by (name)</b>	Kamal Hanif
<b>Completed by (Job Title)</b>	CEO
<b>Assessment Date:</b>	06/01/2021

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	<ul style="list-style-type: none"> <li>The school has been able to utilise time within the first week of term (week commencing 4<sup>th</sup> January), if required, to put the specified arrangements in place.</li> <li>Senior Leader have been identified to lead and oversee the school-based testing program- AL, SD, CF and RS</li> <li>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.</li> <li>The school 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: <ul style="list-style-type: none"> <li>Training</li> <li>Observation of the testing process</li> <li>Monitoring</li> <li>Risk Assessment</li> <li>Recording and Reporting</li> </ul> </li> <li>Testing of pupils and staff on site is to start from 11<sup>th</sup> January and guidance, including template communication material and consent forms, have been provided by the School and DfE.</li> <li>Mass testing of secondary pupils will commence once the correct logistical arrangements have been put in place to ensure a safe and effective testing facility and once all secondary pupils return after the lockdown, when the DfE directs.</li> <li>Testing Staff have been provided with the DfE/NHS training modules and will be followed as required by applicable personnel – detailed further later.</li> </ul>	<input checked="" type="checkbox"/>

Identified Risk	Specific risk details	Required Control Measures	Complete
		<ul style="list-style-type: none"> <li>Guidance documentation has been provided by the School and the DfE / NHS and will be followed in the establishment of the testing program.</li> <li>The School has been provided with full details of the KIT that will be supplied within the NHS Test &amp; Trace deliveries and the Kit that is required to be sourced locally. All required Kit has been secured.</li> <li>First starter packs of up to 1,000 test kits, along with PPE and PCR tests have arrived in school on 4<sup>th</sup> January – a member of staff has been identified to be on site to receive the delivery.</li> </ul>	
		<b>School-specific additional controls</b>	
		<ul style="list-style-type: none"> <li><a href="#">Click here to enter text.</a></li> </ul>	
Testing Location- the main hall	The school does not have a suitable location within their estate to manage testing	<ul style="list-style-type: none"> <li>The school has identified a secure location for the safe storage of new testing kits- the main hall (with a temperature of between 2°C and 30°C) and for the separate storage of clinical waste prior to collection.</li> <li>The School has identified a testing location that meets the minimum space requirements- the main hall. 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 (incorporating separate entrance and exits). Layout Options, as detailed within the NHS guidance document, will be used.</li> <li>The location identified for testing has been calculated to have sufficient capacity to facilitate the scheduled program (based upon NHS guidance of 11 tests per testing desk per hour).</li> <li>The school will facilitate a significant element of Mass Testing prior to all year groups in the secondary phase returning to onsite learning after lockdown so enabling a suitable location to be identified that is not required for timetabled learning.</li> <li>Schools will facilitate weekly routine testing for staff and close contact serial testing prior to the start of timetabled lessons, so enabling a suitable location to be identified that is not required for timetabled learning.</li> </ul>	<input checked="" type="checkbox"/>
		<b>School-specific additional controls</b>	
		<a href="#">Click here to enter text.</a>	
Testing location- the main hall	The testing location may increase virus transmission	<ul style="list-style-type: none"> <li>The identified location will be able to meet cleaning requirements, i.e. non-porous floor and fully wipeable contact surfaces.</li> <li>The identified location has all required cleaning materials accessible, which have been secured to ensure sufficient supply.</li> <li>Any additional Supplies costs will be reclaimed from the additional DfE funding for testing.</li> <li>Cleaning of all surfaces, in line with COVID protocols, will be undertaken between each test.</li> <li>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: <ul style="list-style-type: none"> <li>Infection prevention and control measures</li> <li>Cleaning protocols</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>

Identified Risk	Specific risk details	Required Control Measures	Complete
		<ul style="list-style-type: none"> <li>• Appropriate use of PPE</li> <li>• Test kit storage</li> <li>• How to deal with any contamination or other incidents</li> <li>• Waste management</li> <li>• All staff supporting the testing will be required to maintain social distance whilst pupils and staff self-administer the tests</li> <li>• Full PPE will be 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.</li> <li>• 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.</li> <li>• The schools waste collector has been contacted and confirmed their ability to collect the healthcare waste from the school site. A yellow bin has been ordered.</li> <li>• 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.</li> <li>• Only Asymptomatic pupils and staff can be tested. Symptomatic pupils and staff will be referred to offsite testing options or provided with a PCR Test.</li> <li>• All staff and pupil attending tests will be required to maintain social distance and wear face masks in line with existing requirements for communal areas.</li> <li>• All staff and pupils will be required to use hand sanitiser on arrival at the testing location.</li> <li>• All staff and pupils attending tests will use the identified one-way system as well as the distinct entrance and exit of the testing location.</li> <li>• Existing Year Group Bubbles will have distinct testing times. Staff social distancing and conduct will not impact upon bubble contamination.</li> <li>• Transfer of pupils from class to test location will be carefully supervised with socially distanced queuing.</li> <li>• During Serial Testing for close contacts – Arrangements are in place for close contacts to attend a separate room each morning while waiting for test results, before joining their class (if negative).</li> </ul>	
		<b>School-specific additional controls</b>	
		<a href="#">Click here to enter text.</a>	
Staff Resources	The school is not able to identify suitably trained and sufficient staff to undertake the testing roles required	<ul style="list-style-type: none"> <li>• Senior Leader has been identified to lead and oversee the school-based testing program to enable them to direct staff accordingly.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<input checked="" type="checkbox"/>

Identified Risk	Specific risk details	Required Control Measures	Complete
		<ul style="list-style-type: none"> <li>The small team required for the testing has been identified without the need to divert teaching staff from learning.</li> <li>The testing team is a 3<sup>rd</sup> party workforce through Ranstad. Testing roles will be allocated in line with DfE/NHS guidance to ensure identified responsibilities are with school staff only.</li> <li>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).</li> <li>Staffing levels are sufficient to allow breaks for staff to reduce risk of errors due to fatigue.</li> <li>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.</li> <li>Additional remote logistical support is provided, as appropriate, by the School, Local Authority, NHS, DfE and Army.</li> <li>The school will contact the RSC regional delivery directorate, in consultation with the Trust, if additional support is required from the allocated 1,500 military personnel identified for in-person support.</li> <li>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.</li> <li>The rapid testing type used requires low technical skills but is supported with training modules and guidance documentation from the DfE/NHS.</li> <li>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.</li> <li>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.</li> <li>After the completion of training testing staff are allowed time to practice onsite using the testing devices provided.</li> <li>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.</li> </ul>	
		<b>School-specific additional controls</b> School Screener software to support all administration aspects	
Legal Considerations	The school may face legal challenges in respect of onsite testing.	<ul style="list-style-type: none"> <li>All pupil, parent and staff communication has clearly communicated the basis for the testing programme and how it will work.</li> <li>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</li> </ul>	<input checked="" type="checkbox"/>

Identified Risk	Specific risk details	Required Control Measures	Complete
		<p>available to pupils, parents, and Staff. A copy of this is available for viewing at the testing location reception.</p> <ul style="list-style-type: none"> <li>• The testing program is recommended and supported, but not mandated.</li> <li>• Pupils and staff will not be required to participate in the Mass Testing program.</li> <li>• Staff will not be required to participate in the Weekly Routine Testing program.</li> <li>• Pupils and staff will not be required to participate in the Close Contact Serial Testing program but may instead be required to self-isolate and not attend onsite teaching for 10 days after identification as a close contact.</li> <li>• Testing will not be undertaken on pupils or staff without their consent.</li> <li>• All pupils aged 16 years and under who are tested will also be required to have parental or legal guardian consent.</li> <li>• Test will be self-administered, under adult supervision, to a participant's own throat and nose.</li> <li>• 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.</li> <li>• Positive test results will be communicated individually in a location that provides privacy to pupils and staff.</li> <li>• Positive test results will also be communicated to the parents or legal guardians of those aged 16 or under.</li> <li>• Guidance on safe travel and additional precautions (regarding self-isolation, further testing, and family access to benefits) will be provided to those testing positive.</li> <li>• 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 3<sup>rd</sup> party workforce.</li> <li>• The use of barcodes and the following of guidance regarding their correct use will prevent the miscoding of samples and results.</li> <li>• 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.</li> </ul>	
		<b>School-specific additional controls</b>	
		RPA will cover indemnity	