



PensMeadowSchool

Living, Growing, Learning

Lateral Flow Testing

WORKFLOW AND RISK ASSESSMENT

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DEPUTY HEADTEACHER

Rationale

From the beginning of January, schools and colleges starting with secondary schools and FE colleges, including special schools and alternative provision will be provided with testing kit including PPE. They will be provided with comprehensive guidance and training materials and support to introduce a testing programme that works for staff and students/pupils.

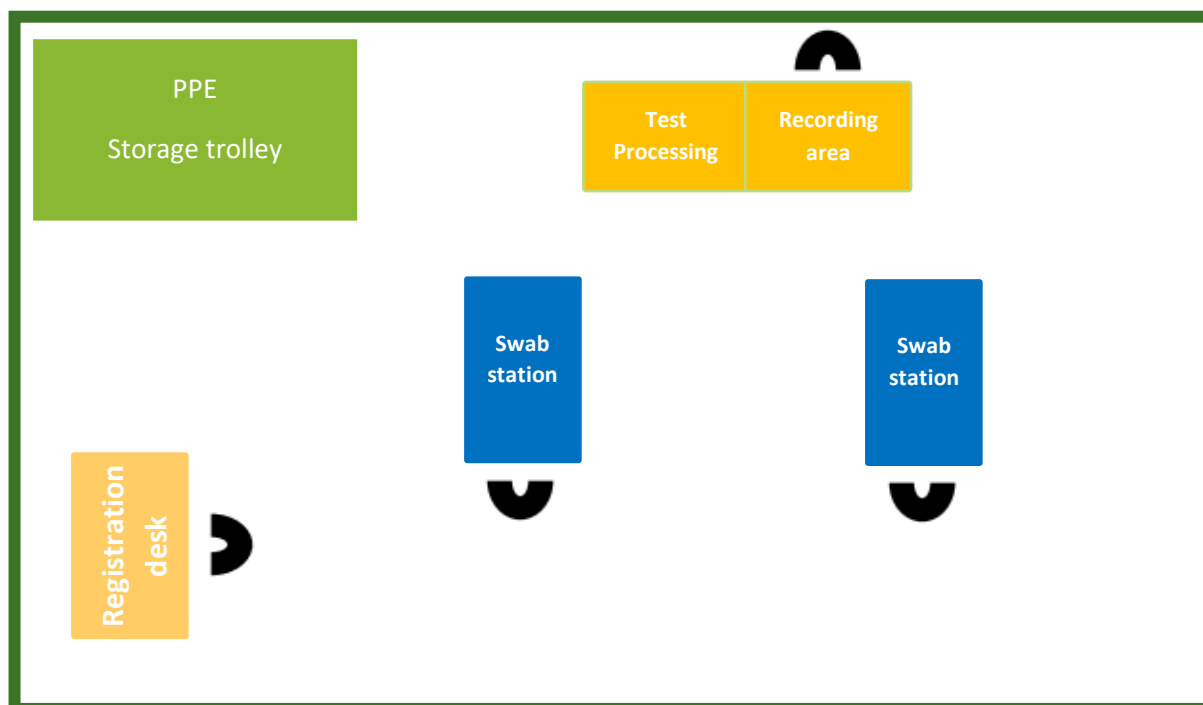
For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges. Any pupil or a member of staff will need to follow [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) if they receive a positive result of the test.

Testing arrangements

During National Lockdown testing sites are organised every Wednesday between 9:30AM and 2:00PM on both Pens Meadow School sites. The testing site at Ridge Hill site is located in the main hall and at Pensnett site in the sports hall.

Testing for secondary age pupils is offered at Pensnett Site every Wednesday between 11:00AM and 12:00PM.

Testing Sites layout:



The designated “Team Leaders” for Pens Meadow testing sites are A. Austin and M. Pawlowicz. All other roles are fulfilled by school staff volunteers and school nurses when necessary for pupils’ testing.

All people involved in testing have completed online training.

Staff testing

At Pens Meadow School all staff have the opportunity to take part in Mass Testing. It is offered on a voluntary basis, however everyone is encouraged to engage with this as a process to reduce the infections spread within our community. Staff are offered tests on their respective sites. Staff are encouraged to take additional tests 3-4 days later at community walk in centres in line with the current guidelines for school staff. They may do that by using the link:

<https://www.1centralhealth.co.uk/covidscreen>

Pens Meadow School has not been offered home testing kits for staff.

Pupils testing

- Voluntary testing will take place in the sports hall at the Pensnett Site
- Testing of pupils will commence on Wednesday, 27th January 2021
 - Parents or carers, who wish to engage with mass testing, must bring their child directly to the sports hall between 11:00AM and 12:00PM on Wednesday to be tested. The parking spaces directly outside the sports hall should be used and staff will collect you from your car.
- Parents or carers must stay with their child at all times during the test that will be supported by our school nurses, Natalie and Meegan.
 - Parents or carers may conduct the test after having a guidance provided by the supporting staff or guide their child to do the swab themselves **or**
 - School nurse may conduct the test only with full compliance from a pupil. Should the pupil present any resistance, the nurse will not pursue the test further
- Following the test, parents or carers must wait in their car for the result. A member of staff will bring the result directly to the individual after 30 minutes from the completion of the test.
- Test results:
 - NEGATIVE – parents or carers may take their child home
 - VOID – re-test will be offered on a voluntary basis
 - POSITIVE – Pupils, who receive positive result of the LFT and their households must self isolate for at least 10 days. The school will conduct contact tracing and will advice identified people to self-isolate for 10 days as well.

Community testing is also available to anyone over 18 in Dudley who is asymptomatic. If parents prefer, they can book a test at any of the available venues as an alternative to being tested at school. They may do that by using the link: <https://www.1centralhealth.co.uk/covidscreen>

Pens Meadow School Testing Process

General

- on entry to the testing site everyone must sanitise their hands using hand gels provided.
- everyone must maintain social distancing of 2m from each other
- everyone must respect privacy of the person completing the test

Registration

- Registration desk is located near an entrance to the testing site
- everyone must sign in on a register
- everyone must complete the registration sheet and pick up one swab
- registrations sheets and swabs must be taken to the "swab station"

Swab test

- following registration make your way to an available swab station
- a registration sheet must be handed in to the Test Assistant
- test process will be explained by the test assistant
- once the test is complete the test cartridge with the registration sheet is moved to the test processing station
- the person completing the test should leave the swab station only once the actions above have been completed

Test Processing

- Following the completion of the test, the cartridge will remain in a test processing area for 30minutes

Test record

- all test are recorded on a school based system
- positive test must be reported to Team Leader, who will inform the member of staff of a result and advice them on next steps
- Test recorder will stick the bar code on a registration sheet as well as the test cartridge prior to recording the result on Test and Trace system
- only positive tests are recorded officially on a Test and Trace system by the Results Recorder

Covid-19 Lateral Flow testing Risk Assessment

Task/ Activity	Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks																																																							
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<table border="1" style="display: inline-table; margin-right: 20px;"> <thead> <tr><th>Severity</th><th>Likelihood</th></tr> </thead> <tbody> <tr><td>1- Nil</td><td>1- Never</td></tr> <tr><td>2- Minor</td><td>2-Unlikely</td></tr> <tr><td>3- Significant</td><td>3- Possible</td></tr> <tr><td>4- Severe</td><td>4- Likely</td></tr> <tr><td>5- Death</td><td>5- Certain</td></tr> </tbody> </table> <table border="1" style="display: inline-table;"> <thead> <tr><th rowspan="2">Severity</th><th colspan="5">Likelihood</th></tr> <tr><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th></tr> </thead> <tbody> <tr><td>1</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>2</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr> <tr><td>3</td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr> <tr><td>4</td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr> <tr><td>5</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr> </tbody> </table>										Severity	Likelihood	1- Nil	1- Never	2- Minor	2-Unlikely	3- Significant	3- Possible	4- Severe	4- Likely	5- Death	5- Certain	Severity	Likelihood					1	2	3	4	5	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25
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Initial Preparations	COVID-19 Virus Biological Hazard	All persons involved in named activity.	1	1	2	School Premises Covid-19 Risk Assessment formulated and actioned alongside the schools planning framework All schools and childcare settings to follow Government and Local Authority guidance Anyone showing symptoms of, coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, their normal sense of taste or smell – anosmia), or have someone in their household who is, not allowed in a school or childcare setting. Staff and families with COVID-19 symptoms to follow government guidance and self-isolate at home All staff aware of the testing approach. Relevant staff completed online training. Testing area and workflow determined Appropriate stock of PPE available for staff	1	1	2																																																					
Preparation of Testing Area	COVID-19 Virus Biological Hazard	All persons involved in named activity.	1	1	1	Testing Site Identified. Consent forms to gain formal consent for testing and sharing results available Scheduled staff testing The testing area is cleaned between tests and PPE contamination protocols are followed Test site flooring is non-porous Test site is well lit and have good airflow	1	1	1																																																					

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						<p>Registration desk is located at the first point where test subject would enter the Test site</p> <p>One-way direction of travel for test subjects. If not possible, enough room is provided for test subjects to exit room whilst maintaining social distance.</p> <p>Test subject chair in the swabbing bay should be minimum of 2m apart</p> <p>Each swabbing desk must have a processing desk close by –no more than 1m away. Recording desk to be located close by.</p> <p>Test subjects must not enter area processing area.</p> <p>Clear division between swabbing and processing area.</p> <p>Test subjects must not enter the processing area</p> <p>Follow other key considerations include social distancing, disability access, and fire safety regulations</p> <p>Follow the NHS Covid-19 National Testing Programme- Schools and Colleges Handbook</p>			
Training	COVID-19 Virus Biological Hazard	All persons involved in named activity.	1	1	1	Testing support staff have been identified and trained	1	1	1
Testing	COVID-19 Virus Biological Hazard	All persons involved in named activity.	4	3	12	<p>Testing staff identified and trained, and appropriate PPE provided</p> <p>Protective screens set up on a testing stations</p>	4	2	8
Test Analyse	COVID-19 Virus Biological Hazard	All persons involved in named activity.	4	3	12	<p>Negative Lateral Flow Test Result</p> <p>Continue with your normal activities until your next test is due.</p> <p>Positive Lateral Flow Test Result</p> <p>Follow the national guidance, self-isolate for at least next 10 days.</p> <p>The school will identify close contacts at school.</p> <p>All persons identified as close contacts must complete 10 days self-isolation. All other identified close contacts and household members of this positive case must also follow the national guidance.</p>	4	2	8
PPE Requirements	COVID-19 Virus Biological Hazard	All persons involved in named activity.	4	3	12	<p>All staff and nurses supporting testing will wear appropriate PPE:</p> <ul style="list-style-type: none"> disposable gloves 	4	2	8

Lateral Flow Testing Arrangements and Risk Assessment

Task/ Activity	Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks		
			S	L	Risk		S	L	Risk
						<ul style="list-style-type: none"> • disposable plastic apron • surgical, fluid resistant face mask <p>Nurses supporting pupils' PCR testing following positive result of pupils' tests must wear Level 3 PPE:</p> <ul style="list-style-type: none"> • disposable gloves • disposable apron • FF3P face mask • Eye protection 			

Follow guidance on PPE (GOV.UK). Additional guidance on Disposal of PPE– see Gov guidance (cleaning)

General training for staff– toolbox talks, etc

Personal hygiene– hand washing etc before and afterwards– See HSE guidance

Expiry dates of PPE and checking these <https://www.gov.uk/coronavirus/education-and-childcare>

There are also resources available for schools to talk to young people about COVID and mass testing at www.storicise.com with more planned to be ready for schools, parents and young people to access at start of Jan.