


Section 3 - Mass Asymptomatic Testing for Secondary and SILC settings - daily serial testing for close contacts is not to be undertaken at the present time unless part of the NHS evaluation programme.

| Area of control | Control Measures | Additional / altered measures / notes | Implemented by : Initial | Date Completed | |
|--|--|---|--|----------------|------------|
| <p>Secondary and SILC schools - currently twice weekly staff testing 3 / 4 days apart (where possible) and 2 tests (3 -5 days apart) for pupils on return to school. Detailed guidance is available on the DfE Schools Portal. Through schools where the Primary / Nursery and Secondary bases are on the same site should follow the Secondary schools testing process if safe access to the Secondary testing area is available. If based on separate sites the Primary / Nursery process should be followed.</p> | | | | | |
| ST 1. Setting Up the Testing Area. | 1.1 Assessing and identifying the staff and area(s) to be used. | | | | |
| | 1.1.1 Identify which staff and pupils have given consent for tests to be carried out. | Email sent to all staff with details of lateral | Director of Operations | 15/01/2021 | |
| | 1.1.2 Identify the number of testing bays and testing personnel likely to be needed. Use | Testing areas set up at Boston Spa | Director of | 15/01/2021 | |
| | 1.1.3 Identify appropriate staff / volunteers to carry out the roles required. Consideration | The Director of Operations and Educurers | Director of | 15/01/2021 | |
| | 1.1.4 Staffing levels should be sufficient to allow breaks for staff and to reduce risk of | See above | | 15/01/2021 | |
| | 1.1.5 Identify 1 / more than 1 suitable dedicated testing area(s) in the school. Testing | a. Adequate space to follow the layout requirements for the testing areas, bays each | One testing area per site - Boston Spa | Director of | 15/01/2021 |
| | | b. Adequate ventilation (in line with Section 2 of this risk assessment) and lighting. | In place | Director of | 15/01/2021 |
| | | c. A non porous floor and readily cleansable surfaces. Temporary floor coverings | Rooms have non porous floor | Director of | 15/01/2021 |
| | | d. Privacy - it should not be possible for passers by / staff and pupils in other areas | One person tested at a time | Director of | 15/01/2021 |
| | 1.2 Setting up the Testing Area. | | | | |
| | 1.2.1 Set up the testing area in accordance with the "How to Guide ". It is recommended | Only one person tested at at time. Separate | Director of | 15/01/2021 | |
| | 1.2.2 It is recommended signage and floor marking is used to identify the entrance and | Exit marked and staff directed to exit on | Director of | 15/01/2021 | |
| | 1.2.3 Testing bays should be set up and provided with the facilities outlined in the How to | In place | Director of | 15/01/2021 | |
| | 1.2.4 Suitable seating should be available if persons taking the tests need to or wish to do | Seat available at each table for use by | Director of | 15/01/2021 | |
| | 1.2.5 Consider if alternative tables / facilities are required for persons in wheelchairs. | N/A | | | |
| | 1.2.6 Fixed or standing mirrors may be easier for some persons to use whilst taking the | Mirrors purchased for the testing | Director of | 15/01/2021 | |
| | 1.2.7 To provide a degree of privacy to persons undertaking the test consider the use of | N/A | | | |
| | 1.2.8 Closely located toilets and wash basins for the sole use of staff working in the | Wash basin available in art room at Boston | Director of | 15/01/2021 | |
| | 1.2.9 Depending on the time of day / length of time the testing area is in operation, a | There is a daily timetable in place, reviewed | TLCOs/TLIs | Ongoing | |
| | 1.2.10 In addition to or instead of timers in each bay, it may useful to provide a large clock | Timers and clock available in the testing room | Director of | 15/01/2021 | |
| 1.2.11 It is recommended bins are provided in each bay and at each station in the testing | Waste dispoals bins available by each table | Director of | 15/01/2021 | | |
| 1.2.12 Consider pre-making up testing kits / processing kits and placing in individual containers. It may also help to mark up processing desks to keep tests separate whilst they are processing. For example: | Test prepared for each person prior to entering | Educarers | Ongoing | | |



| | | | | | |
|--|--|---|--|------------------------|-------------|
| | 1.2.13 | Consider the use of separate containers for the sheets for test results awaiting entry onto the DHSC log and school log and those that have already been entered. For example :  | As one person is tested at a time. One sheet per school site can be used | Educarers | Ongoing |
| ST 2. Training / competency | 2.1 | All staff / volunteers involved in the testing process must complete the online | Training has been completed, certificates | Director of | 15/01/2021 |
| | 2.2 | Carry out several dummy runs before starting the testing for real. This will enable | Dummy runs undertaken | Director of | 15/01/2021 |
| | 2.3 | It is recommended schools start with testing staff initially and limit numbers on the | See above | Director of | 15/01/2021 |
| | 2.4 | Staff competency at their roles should be assessed at regular intervals throughout | | Director of | Ongoing |
| ST 3. Storage and management of Testing Materials / Supplies for the Testing area. | 3.1 | Testing kits should be stored between 2°C and 30°C and the antigen LFD devices | Kits stored in HH/IB office (Boston Spa) | Director of | Ongoing |
| | 3.2 | Storage areas should be lockable and access restricted to authorised personnel | | Director of | Ongoing |
| | 3.3 | Checks of supplies should be undertaken at the end of each session to ensure | | Director of | Ongoing |
| ST 4. Waste Disposal | 4.1 | Waste generated by the testing area must be disposed of in an appropriate manner: | Contract in place with PHS to dispose of all | Director of | Ongoing |
| | | a. Swabs, tissues and cartridges - go into yellow / clear bags and need to be | See above | Educarers | Ongoing |
| | | b. PPE, mop heads and cleaning cloths / wipes - go into "Tiger" bags (black and | See above | Educarers | Ongoing |
| | | c. General waste - includes LFD packaging and general waste - goes into black | See above | Educarers | Ongoing |
| 4.2 | Waste in yellow / clear bags and "tiger" bags does not need to be disposed of as | See above | Educarers | Ongoing | |
| 4.3 | Healthcare waste needs to be stored in a secure location / receptacle whilst | See above | Facilities staff | Ongoing | |
| ST 5. PPE | 5.1 | Staff working in the testing area must don and doff PPE in line with the guidance in | | | |
| | 5.2 | Staff working in the testing area should wear and change PPE as identified below. | Staff have supply of PPE for use whilst | Educarers | Ongoing |
| | 5.3 | Staff processing / handling the tests should wear IIR masks and eye protection / | See above | Educarers | Ongoing |
| | 5.4 | Staff undertaking cleaning of the area should wear IIR masks and eye protection / | See above | Facilities staff | Ongoing |
| | 5.5 | All other staff working in the testing area e.g. co-ordinating supplies and | See above | Educarers | Ongoing |
| | 5.6 | Persons taking the test should wear a face mask / face covering at all times | See above | Test subject | Ongoing |
| | 5.7 | Staff directly assisting persons to undertake tests should wear IIR masks and eye | See above | Educarers | Ongoing |
| | 5.8 | All Testing centre staff must not leave the testing area without removing and | See above | Director of | Ongoing |
| ST 6. Conducting the tests | | Before the Test | | | |
| | 6.1 | It is recommended schools pre-register staff and pupils who have consented to the | Staff are provided with guidance on to | Director of Operations | 15/01/2021 |
| | 6.2 | To inform staff and pupils and to alleviate anxiety around the testing process it is | Staff have been provided with the leaflet on | Director of Operations | 15/01/2021 |
| | 6.3 | Ascertain if staff or pupils need assistance with administering the test or taking part | Staff are supported in the testing process by | Educarers | Ongoing |
| | 6.4 | Inform staff and pupils to notify a named person in school if they have any particular | Staff are supported in the testing process by | Director of | Ongoing |
| | 6.5 | Consent to be tested can be withdrawn at any stage including during the test. This | Staff are advised that they can withdraw | Director of | Ongoing |
| | 6.6 | Where a school feels it may not be appropriate or safe to test a pupil who has | Families to be asked w.c. 1.2.21 if they wish | Heads of School | w.c. 1.2.21 |
| | 6.7 | Only staff and pupils currently attending the site and not working from home are | See 6.3- weekly testing currently in place | TLCOs/TLIs | Ongoing |
| | 6.8 | Staff that have had a positive PCR test in the last 10 days should not take a LFD | This is taken into account when the | TLCOs/TLIs | Ongoing |
| | 6.9 | It is recommended that staff and pupils to be tested are given an appointment time / | Staff are given a regular appointment time | TLCOs/TLIs | Ongoing |
| | 6.10 | All persons taking tests should be advised in advance not to attend if they have any | Staff are advised that they must not attend | Educarers | Ongoing |
| | 6.11 | Where possible, testing should be carried out in the morning to limit the potential | Tests are timetabled during the day to best | TLCOs/TLIs | Ongoing |
| | | During the Test | | | |
| | 6.12 | Access to the testing area should be controlled and social distancing between those | Tests are timetabled one at a time to | Educarers | Ongoing |
| | 6.13 | Persons being tested should wash their hand / sanitise immediately before / upon | Those being tested are asked to sanitise | Test subject | Ongoing |
| | 6.14 | Persons undertaking the test should be informed they must sanitise their hands | See above | Test subject | Ongoing |
| | 6.15 | Persons being tested should be asked to read the testing instructions and / or have | Test instructions are displayed on the table | Test subject | Ongoing |
| | 6.16 | It is recommended that the processing staff open the correct end of the swab | Test subjects are supported in the opening | Educarers | Ongoing |
| | 6.17 | Once the test swabbing has been undertaken it is recommended the processing | The rack is placed on the table ready for the | Educarers | Ongoing |
| | 6.18 | If, at any point during the test, the swab end touches any surface apart from the vial | In place | Educarers | Ongoing |
| | 6.19 | Once the processing staff have confirmed the swab is safely in the vial the person | In place | Educarers | Ongoing |
| 6.20 | Tests should be handled and processed in line with the guidance in the How to | | | | |
| 6.21 | Results should be actioned as below in 7. | | | | |

| | | | | | |
|---|------|--|---|------------------------------|---------|
| ST 7. Test Results and Actions to Take. | 7.1 | Positive result - individual and their household should start self isolation following | In place - subjects advised that this course | Director of Operations/Educa | Ongoing |
| | 7.2 | Schools should undertake close contact tracing and inform contacts they must start | In place | Director of Operations/Heads | Ongoing |
| | 7.3 | Negative result - individual and household can continue as normal. | In place | Educarers | Ongoing |
| | 7.4 | Invalid result - the individual should re-take a LFT as soon as possible and relevant | Tests are repeated immediately in the case | Educarers | Ongoing |
| ST 8. General | 8.1 | Social Distancing - staff working in the testing area should maintain a 2m distance | In place | Educarers | Ongoing |
| | 8.2 | Regular reviews and quality assurance checks should be carried out of the testing | | Educarers | Ongoing |
| ST 9. Hygiene / cleaning | 9.1 | After taking the test the individual should wipe down the table, mirror and any areas touched with an anti-viral wipe. This should be overseen by the processing staff or staff assisting with test administering. If persons taking the test are not capable of doing this / there are doubts as to the thoroughness of the cleaning these areas should be cleaned / wiped by testing centre staff wearing the appropriate PPE as | Test subjects asked to wipe down area after use | Test subject | Ongoing |
| | 9.2 | Cleaning should be carried out regularly following schools cleaning procedures, | Cleaning briefed on cleaning requirements - | Facilities staff | Ongoing |
| | 9.3 | Spillages – any spillages should be cleaned up immediately and thoroughly by staff | As above | Facilities staff | Ongoing |
| | 9.4 | Once the area has had the final thorough clean of the day it should be secured and | Room locked when not in use. | Facilities staff | Ongoing |
| PT 10. Record keeping / Reporting. | 10.1 | Schools must keep records of : a) the consent forms and any withdrawal of consent, | COVID register kept by Directions of | Director of Operations | Ongoing |
| | 10.2 | Records must be kept in accordance with GDPR requirements. | See above | Director of Operations | Ongoing |
| | 10.3 | There is an example register on the School Portal. Schools can amend and tailor | In place | Director of Operations | Ongoing |
| | 10.4 | All positive results should also be reported as usual via the PCIF 01 Form to DCS | Results also recorded on COVID tracker | Director of Operations | Ongoing |