

Area of concern Hazard / Risk	Persons at risk	Control measures	S e v e r i t y ( 1 - 5 )	L i k e l i h o o d ( 1 - 5 )	R i s k / P r i o r i t y	I n p l a c e ( Y e s / N o )	Additional controls required
<b>1 Establishing a systematic process of Entrance test provision</b>							
<b>1.1 Identify likely numbers of test pupils and agree required staffing resource and approach</b>							
Lack of certainty over candidate numbers	Staff, Students	<ul style="list-style-type: none"> <li>Planning for full allocation of test candidates</li> </ul>	2	1	2	y	
<b>1.2 Availability of staff and suitable rooms</b>							
Insufficient staff available to invigilate	Staff	<ul style="list-style-type: none"> <li>Allocate staff as early as possible</li> <li>Additional reserve staff identified</li> <li>Additional SLT available on the day</li> </ul>	4	2	8	y	
Overcrowded rooms	Students	<ul style="list-style-type: none"> <li>capacity in each usual venue is reduced.</li> <li>typical classroom allocated 15 students.</li> </ul>					
<b>1.3 Communication with test candidate parents</b>							
Timely and clear instructions to parents	Students	<ul style="list-style-type: none"> <li>E Call letter agreed with Academy Trust and sent out in good time</li> <li>Map of site and drop off pick up locations clear</li> </ul>	5	1	5	y	
<b>1.4 Planning for movement around site</b>							
Large numbers of adults and students mingling	Staff, parents and students	<ul style="list-style-type: none"> <li>All measures in main plan above in place</li> <li>Usual test routines allow for separate arrival and dismissal points outside</li> <li>Student helper zones to continue bubbles</li> </ul>	5	4	20	y	Plan for controlled dismissal and break time routines
<b>1.5 Safeguarding provision</b>							
Insufficient trained staff on site	Staff, students	<ul style="list-style-type: none"> <li>Plan for 2 deputy DSLs to be on site in admin not allocated to a test room</li> </ul>	2	1	2	y	
<b>1.6 Adaptation to the day</b>							
Insufficient time allowed for additional cleaning between sessions	Staff and students	<ul style="list-style-type: none"> <li>Two session timings worked out to allow for sufficient test room cleaning</li> </ul>	4	2	8	y	
Staff administrative routes and venues are overcrowded	Staff	<ul style="list-style-type: none"> <li>utilise Hall as an administrative collection point to allow for more space and better ventilation</li> </ul>	4	2	8	y	
<b>2 Protective measures and hygiene</b>							
<b>As above for normal school operation</b>							
<b>3 Investing in safety equipment and health &amp; safety arrangements to limit the spread of coronavirus.</b>							
<b>3.1 Cleaning during the day</b>							
Lack of cleaners on site to cover the main areas of entry and exit points, toilets, handrails and test room desks and chairs	Staff, Students	<ul style="list-style-type: none"> <li>Recruit 4 cleaners for each test session from current trained staff</li> <li>Cleaning will happen after arrival completed, after first break, after sessions 1, repeated for session 2 and then at the end of the day ready for Monday lessons</li> <li>Staff will assist with cleaning prep for second session and Monday lessons</li> </ul>	4	2	8	y	Specific duties assigned to each for the day
<b>3.2 Hygiene and handwashing</b>							
Student helpers unable to maintain hygiene	Students	<ul style="list-style-type: none"> <li>Students helpers briefed to have a face covering, wash hands and use the hand gel dispensers around site.</li> <li>Insistence on the use of face coverings at all times</li> </ul>	4	2	8	y	
Test candidates unable to maintain hygiene	Students	<ul style="list-style-type: none"> <li>Staff training and handbook includes insistence on using hand gel dispensers in each test venue or their own</li> <li>Tissue boxes and bins in each venue</li> <li>Disinfection spray and disposable clothes in each venue</li> <li>Regular trips to wash hands in schedule</li> <li>Allow the use of face coverings whilst en route to and from test room</li> </ul>	5	2	10	y	Clarify the use of face coverings whilst in the test room with Admissions
Staff unable to maintain hygiene	Staff	<ul style="list-style-type: none"> <li>Staff training and handbook includes insistence on using hand gel dispensers in each test venue or their own</li> <li>Tissue boxes and bins in each venue</li> <li>Disinfection spray and disposable clothes in each venue</li> <li>Regular trips to wash hands in schedule</li> <li>Advise the use of face coverings</li> </ul>					
<b>3.3 Managing Symptoms</b>							
Student with symptoms attends test centre	Staff and students	<ul style="list-style-type: none"> <li>Staff on main entry doors initial check</li> <li>Staff in test room secondary check</li> <li>Own student helpers assessed upon arrival</li> <li>First Aider on site to temperature check any students unsure of after isolating away from the test room.</li> </ul>	4	2	8	y	

		• All measure used during the normal day					
<b>3.4 First Aid and DSL</b>							
Lack of first aid cover or DSL on the day	Staff and students	• First aid trained staff on site with back up planned • 5 DSLs on site on the day	3	2	6	y	
<b>3.5 Medical rooms</b>							
Lack of isolation medical room for test candidates or staff/student helpers	Staff and students	• Usual room available as during normal school day	2	2	4	y	
<b>3.6 PPE provision</b>							
Lack of PPE available	Staff and students	• Staff have access to school supplies of face masks, gloves, face shields and sanitising gel • Student helpers have access to sanitising gel and must have face covering to help and to wash hands regularly. • Candidates have been advised by Admissions on PPE requirements. School will insist on face coverings in corridors, stairwells and toilet areas as well as during arrival and dismissal.	4	2	8	y	
<b>4 Maximising social distancing measures</b>							
<b>4.1 Student behaviour</b>							
Student helpers fail to adhere to guidance	Staff, Students	• Current students have been well briefed on requirements and have operated around school in this way for 7 school days. Well aware of the consequences. • Social distancing signage is up around site and all measures as outlined for normal school day in place	4	2	8	y	
Test candidates fail to adhere to guidance	Students, staff	• Staff will brief and remind regularly expectations and challenge unacceptable behaviour, removing a candidate if necessary	4	1	4	y	
<b>4.2 Student venues</b>							
Student helpers' venues not zoned	Students	• Students will have assigned venues by year group to maintain the usual bubbles operated in school as much as possible. • Each year group will have an assigned social space for the day and will take separate breaks and be dismissed in small batches	4	2	8	y	
Candidate test rooms not set up for social distance	Students and staff	• Reduced numbers in each room allows for greater spacing of desks • Rooms are ventilated and doors open whilst test not in operation to allow for change of air. • Taped zone around staff desk	4	2	8	y	
<b>4.3 Movement around site</b>							
Arrival not socially distanced	Staff, Students	• Reduced numbers called to each session • Two points of entry used • Staff will be encouraging one adult per child in queue and distancing • One-way system for drop off with adult staying away from the main doors ensuring last instructions etc happen away from the front of the queue • Student helpers will be in year groups and will maintain distance as they escort candidates to their venues. • Usual one way systems will be enforced to avoid face to face passing	5	4	20	y	Temporary queue controls set up and one-way system established at the front. This depends on adult cooperation
Toilet visits not socially distanced	Students, staff	• Staff and student helpers will control the release to the toilets. Each test room has an assigned toilet zone	4	3	12	y	
Dismissal not socially distances	Students, staff	• Extended period of time allowed for dismissal so that senior staff can control release to parents one room at a time. • One adult only to collect and wait outside to collect student. • Students from each room wait apart from each other outside. • Students from each room wait apart from each other in Playroom if parents are running late.	5	4	20	y	this depends on adult cooperation
<b>4.4 Staff areas</b>							
Staff not keeping to social distancing measures	Staff	• Staff briefed to avoid a central area during breaks, to keep to their assigned room • No refreshments available centrally instead bottled water issued and bring your own food • Collection and return of test papers in spacious hall at specific venues to limit crowding.	3	3	9	y	

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	4	3	2	1	
5	5	10	15	20	25	
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
	1	2	3	4	5	SEVERITY (CONSEQUENCE)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so