

Risk Assessment Form

(to be read in conjunction with the main Risk Assessment at this time on our website)

KEFW		Date Assessed: 9 th September 2020		Assessed by: Mr S.F Shephard (Health & Safety Leader) / Miss C.S. Griffith (Exams Officer)			
Risk Assessment for: Entrance Examination Day		Date: Saturday September 12 th 2020					
Section 1: Protective measures and hygiene							
Activity / Task	Hazard / Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk / Priority	Additional controls required
Cleaning the examination room	Exposure to virus resulting in infection	Staff and candidates	<ul style="list-style-type: none"> ● Follow the Public Health England guidance - Social Distancing; Catch-it, Kill it, Bin it., ventilation of rooms, ● Anyone with Coronavirus symptoms have been asked to self-isolate. ● Any candidates who are self-isolating but asymptomatic must sit test at later date. ● All necessary PPE has been issued to cleaning staff. ● Examination room (Hall) has been fully cleaned. ● Appropriate cleaning materials have been provided for use. ● Cleaning of tables, chairs and touch points between examinations and end of day. ● Additional cleaning staff employed on the day to clean communal areas, large exam rooms and toilets. 	3	2	6	
Hand and Respiratory Hygiene	Inadequate hygiene facilities	Staff and candidates	<ul style="list-style-type: none"> ● Hands sanitised on entry to building and examination room. ● Hands washed on a regular basis using soap and water for 20 seconds. ● Hand washing guidance posters are on display in washrooms, which are cleaned regularly. ● Sanitising gel placed in hall and in main foyer. ● Windows open in exam rooms. ● Good hand and respiratory hygiene promoted. 	3	1	3	

			<ul style="list-style-type: none"> At least 1m invigilation zone, desks facing front, transparent face shields/masks optional for invigilators 				
Use of toilets	Inadequate hygiene facilities	Staff and candidates	<ul style="list-style-type: none"> Candidates assigned toilet in specified location to reduce numbers and thus cross contamination. Candidates will only use the toilet one at a time. Candidates will be given adequate time to access the toilet during break in testing. The toilets have been cleaned frequently, with appropriate supply of soap, paper towels and hand gel. Bins are emptied regularly. 	3	1	3	<ul style="list-style-type: none"> Clean toilets again, immediately at end of day/Monday morning.
In case a student is/or becomes unwell	Exposure to virus resulting in infection	Staff and candidates	<ul style="list-style-type: none"> If a student is unwell on the day of testing, they must stay at home If a student becomes unwell during the examination, they must be isolated in the medical room School will contact parent to collect and will advise to get tested Parents must let us know results of the test Parents must agree to engage with the NHS track and Trace 	3	2	6	<ul style="list-style-type: none"> The School Nurse will be on site during the examination
Section 3- Arrival, Exam and Departure							
Arrival and Departure	Exposure to virus resulting in infection	Staff, candidates & parents	<ul style="list-style-type: none"> Where possible, public transport should be discouraged. Students should walk, cycle or be dropped off in a car Only one parent to briefly accompany candidate to registration. Leaving site thereafter. Regulate numbers in registration room. Queue 2m apart outside registration room. Parents are not permitted to be on site during examination. Candidates escorted to the exam room where hands will be sanitised on entry. 	3	2	6	<ul style="list-style-type: none"> Parents will not be allowed on site during examination. Prefects and parents to maintain strict social distancing at registration.

			<ul style="list-style-type: none"> • Candidates to sit at allocated desk only. • Staff to escort candidates back to specified collection points (geographically spread) on exam completion, to minimise on site parental gatherings. • Site movement 'one way system' in operation for entry and exit (including registration in Chowen). 				
Examination procedure	Exposure to virus resulting in infection	Staff and candidates	<ul style="list-style-type: none"> • Social distancing of desks 1+ metre • Classroom layout adjusted; no face to face candidate contact. • Candidates can bring face masks (optional); PPE issued to staff. • Staff option to use mask & gloves when handing out/collecting papers. • Otherwise all to maintain a distance of 1m+ away from other people. • Candidates to remain in rooms, aside from toilet use. • No sharing of equipment. Must bring own. 	3	2	6	<ul style="list-style-type: none"> • Reduced number of candidates per room to enable social distancing. Am and pm sessions • Reminders to be communicated to candidates re. use of own equipment.

Severity (Consequence)	Likelihood	TOTAL Summary		Suggested Timeframe
1. Negligible (delay only)	1. Improbable / very unlikely	12-25	High	As soon as possible
2. Slight (minor injury / damage / interruption)	2. Unlikely	6-11	Medium	Within next 3-6 months
3. Moderate (lost time injury, illness, damage, lost business)	3. Even chance / may happen	1-5	Low	Whenever viable to do so
4. High (major injury / damage, lost time business interruption, disablement)	4. Likely			
5. Very High (fatality / business closure)	5. Almost certain / imminent			