

Common Entrance Assessment 2020/21 Risk Assessment FOR COMPLIANCE WITH TWO-METRE RULE									
Risk Assessment location: Methodist College							Likelihood		Consequence
Date of assessment: November 2020				Risk Assessment review date: 4 th January 2020			5-Very likely		5-Catastrophic
Completed by: Scott Naismith and Diana Boyd							4-Likely		4-Major
Work activity/ process: Hosting the CEA during the Coronavirus Pandemic							3-Fairly Likely		3-Moderate
Attached: Reducing Risk of the Spread of Covid-19 During the Common Entrance Assessment (parents and candidates); Education Restart: Public Health Guidance to Support Public Examinations; Guide for Staff and Helpers							2-Unlikely		2-Minor
							1-Very unlikely		1-Insignificant
Hazard	Risk rating			People affected	Mitigations	Residual risk			Action needed
	L	C	R			L	C	R	
Spread of virus from breathing	4	4	16	All staff and candidates	<ul style="list-style-type: none"> • candidates seated at least 2 metres apart • staff recommended to use visors and masks at all times • masks available to pupils • minimise close contact (see below) • minimise number of people on site (no parents or visitors allowed inside the centre) • venues selected are well ventilated with high ceilings • use of mechanical ventilation and air purifiers 	2	4	8	<p>Masks and visors available to staff and masks for candidates</p> <p>Parental Expectations sent to all parents</p> <p>Unless seated, candidates should wear a mask</p> <p>Communicated in familiarisation presentation</p> <p>Air purifiers purchased.</p>
Spread of virus from hands/touch	4	4	16	All staff, helpers and candidates	<ul style="list-style-type: none"> • hand sanitisers readily available and staff, helpers and candidates encouraged to use them frequently (on entry to building and rooms) • no personal touching (handshakes, hugs) • staff, helpers and candidates encouraged to wash hands frequently for 20 seconds • gloves used by staff when handling items to be given to, or received from, candidates 	2	4	8	<p>Parental Expectations sent to all parents</p>

					<ul style="list-style-type: none"> following setting up of the exam rooms, the desks and chairs will be cleaned down and rooms will be sanitised using a sanitising machine over all surfaces and touch points. Following each exam, the rooms, desks and chairs will be sprayed down to ensure they are disinfected to protect staff moving desks/chairs to reset the rooms Disinfectant wipes will be available in each exam locations to allow intermittent cleaning if required 				
Spread of virus from anyone showing symptoms of Covid-19 (as per the government issued guidelines)	4	4	16	All staff, helpers and candidates	<ul style="list-style-type: none"> staff, helpers and candidates exhibiting symptoms of virus must not attend and follow government guidance for self-isolation and testing parents informed to keep children at home if exhibiting symptoms of virus candidates who attend with suspected Covid symptoms will be isolated in a separate room and parents will be contacted to collect candidate 	2	4	8	<p>Parental Expectations sent to all parents</p> <p>Notices displayed at entrance to centre</p> <p>School nurse on duty on day of tests</p> <p>Communicated in familiarisation presentation</p>
Spread of virus from a person who has no symptoms	4	4	16	All staff, helpers and visitors	<ul style="list-style-type: none"> use of hand sanitisers on entry to centre and rooms use of PPE as appropriate (gloves, masks, visors) enforcement of the two-metre social distancing rule candidates' desks placed two metres apart minimise number of people on site (no parents or visitors allowed inside the centre) 	2	4	8	<p>Signs indicating social distancing will be displayed</p> <p>Parental Expectations sent to all parents</p> <p>Communicated in familiarisation presentation</p>

A person in a vulnerable group catching the virus	4	5	20	Vulnerable staff and candidates	<ul style="list-style-type: none"> • a risk assessment produced for vulnerable staff and signed by staff member • an agreed risk assessment produced for vulnerable candidates and signed by parent/guardian 	2	5	10	Staff and parents given copies of the risk assessment
Spread virus through close contact	4	4	16	All staff, helpers and candidates	<ul style="list-style-type: none"> • social distancing required at all times • use of PPE as appropriate (gloves, masks, visors) • ensure candidates are informed to keep 2 metres apart when walking around the centre • limit number of candidates using toilet facilities at any one time • one way system in operation • Examination Officer/Chief Invigilator to coordinate work areas and seating plans • minimise number of people on site (no parents allowed following drop-off and prior to collection) 	2	4	8	Signs indicating social distancing will be displayed Parental Expectations sent to all parents Communicated in familiarisation presentation
Spread of virus through eating and drinking	4	4	16	All staff and candidates	<ul style="list-style-type: none"> • use of hand sanitisers and hand washing • candidates instructed to bring their own clear water bottle for personal use only 	2	4	8	Information communicated to parents Communicated in familiarisation presentation
Spread of virus through surfaces	4	4	16	All staff and candidates	<ul style="list-style-type: none"> • assessment rooms cleaned before and after use • wipes and sprays provided for staff • hand sanitisers and hand washing encouraged • gloves used by staff when handling items to be given to, or received from, candidates 	2	4	8	

