



COVID-19 Risk Assessment for Entrance Examinations January 2021

Candidates, Parent and Staff Risk Assessment in the COVID-19 Environment

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Staff, parents and candidates attending school to sit the exam not provided with sufficient information on the COVID safety protocols in place	Full joining instructions sent to the parents in advance which set out the protocols in place.	Low risk	
Insufficient information on where candidates and staff are located within the school for contact tracing purposes.	Detailed registers of candidates and staff using each room will be kept including seating plan of the candidates in each room.	Low risk	
Lack of robust rules / procedures for hygiene standards for staff and candidates – and failure to adequately enforce standards	Candidates will be required to sanitise their hands on entering school with sanitiser being available at every entry point as well as at multiple points around school. This will be monitored by staff at registration points. Tissues and sanitiser will be available in each classroom used to allow candidates and staff to 'catch it, bin it, kill it'.	Low risk	



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<p>Insufficient hygiene stations at entrances, exits, toilets, classrooms, staff areas etc.</p>	<p>Sanitiser stations will be at every entry/exit point as well as outside every classroom. Handwashing facilities are available in toilets.</p> <p>Tissues and anti-viral wipes are available in each classroom being used.</p>	<p>Low risk</p>	
<p>Rooms used not properly and regularly ventilated with fresh air.</p>	<p>In line with guidance, every room will have some fresh air ventilation at all times - candidates have been told to bring warm clothes as the rooms may be chillier than usual although heating will be on.</p>	<p>Low risk</p>	
<p>Staff not trained or regularly updated in COVID-19 symptoms, social distancing and how these rules will apply on the day</p>	<p>Staff are well-versed in COVID 19 symptoms having all been working in the school throughout the pandemic with regular reminders and updates given. Staff understand that they and candidates must all maintain a 2m distance from each other and will seek to enforce this as far as possible.</p>	<p>Low risk</p>	
<p>At drop-off and pick-up parents do not social distance outside gates and entrances.</p>	<p>Staggered drop off and pick up times have been allocated and parents asked to strictly adhere to</p>	<p>Low risk</p>	



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	<p>these - this should minimise the number of parents on or around the school site at any one time and allow enough space for social distancing. Marshalls will be on site to ask parents to move on/maintain a social distance if they are gathering in groups. Maximum of 12 candidates will be arriving at a registration point with queueing for registration being outside.</p>		
<p>Transit spaces (corridors) and classrooms not configured for social distancing</p>	<p>Candidates will not be congregating in corridors but will be directed to their classroom on arrival individually. Classrooms will each have a maximum of 6 candidates with desks spaced with at least 2 metres distance between and all facing front. The staff member supervising will do so from the front of the classroom at least 2 metre from the nearest candidate. If candidates need help and the staff member has to get close to them then this will be done with a face covering on and any close contact is to be fleeting.</p>	<p>Low risk</p>	



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Group sizes do not allow for social distancing and minimising of contact with others.	Maximum number of candidates arriving at each registration point is 12 - with socially distanced queuing outside. Maximum number of candidates in each classroom will be 6 with desks spaced at least 2 metres apart.	Low risk	
Candidates and staff not wearing face coverings whilst moving between classrooms or activities.	Candidates have been asked to arrive wearing a mask (unless their parents inform us that they are exempt). Masks will be worn whilst moving around the site but can be removed when sat at their desk before starting their exam. Staff will also wear a mask unless seated at more than 2 metres apart from others.	Low risk	
Unnecessary and unused items (including soft toys, soft furnishings and spare furniture) not removed.	Unnecessary items will be removed from classrooms - candidates should have no need to touch anything other than the desk they are allocated.	Low risk	
Equipment, such as pens and pencils not shared by staff or prospective pupils.	Candidates have been asked to provide their own pen, pencil, eraser and ruler to prevent the sharing of equipment.	Low risk	



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<p>Candidates and staff not limiting the amount of equipment brought into school daily to essentials.</p>	<p>Candidates have been asked to only bring the equipment noted above and have been advised against bringing in bags or other items. Any staff personal belongings will be kept in staff rooms away from areas where candidates may be.</p>	<p>Low risk</p>	
<p>Candidates or staff come into the school with symptoms of COVID or when they should be self-isolating due to a close contact being positive or other reason.</p>	<p>Parents have been reminded in the joining instructions sent that candidates should not come into school if they or anyone in their household/support bubble has COVID symptoms. Alternative arrangements can be made for these individuals.</p>	<p>Low risk</p>	
<p>The procedure for isolating or sending candidates or staff home (if anyone becomes unwell in school) are not understood.</p>	<p>Staff are aware of what to do if someone should show COVID symptoms whilst on site. The individual will be moved immediately to an isolation room and their emergency contact called to collect them.</p>	<p>Low risk</p>	
<p>No isolation room and separate bathroom available, inadequate signs for those waiting for collection and no access to PPE for those attending to unwell staff and pupils.</p>	<p>Medical room will be set up as an isolation room and has an attached bathroom. Staff looking after a</p>	<p>Low risk</p>	



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	symptomatic person on site have access to the PPE required.		
Insufficient First Aid trained personnel in school	Staff rota will be drawn up to ensure sufficient first aiders on site.	Low risk	