



Royal Russell School 11+ and 13+ Entrance Examination Risk Assessment January 2022

This document supplements to overall plan for the Entrance Assessment Days running on Wednesday 5 January and Thursday 6 January 2022 and is also supported by the Whole School Risk Assessment for covid-19.

The document: [COVID-19: assessment processes for selective school admissions Updated January 2022](#) states that:

Admission authorities and those organising selection tests on their behalf should follow the advice on control measures set out within the [Schools COVID19 operational guidance updated January 2022](#) including advice on when face coverings should be worn:

- we recommend that adults should wear face coverings in corridors and other communal spaces.
- where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are being tested, we recommend that they should wear face coverings in corridors and other communal spaces
- health advice continues to be that children of primary school age should not be asked to wear face coverings.
- test venues should have a small contingency supply of face-coverings available for people who need them
- we would not ordinarily expect candidates and invigilators to wear face coverings during exams and selection tests but they may wear them if they wish to and settings should be sensitive to the needs of individuals.

All candidates and supervising staff will be required to complete a Lateral Flow Test before arrival at the School and should wear masks throughout the entrance assessments, unless exempt.

We will also be adopting the following practical safety measures:

Additional safety measure suggested in assessment processes for selective school admissions	Confirmation of control measures taken by Royal Russell School
<p>those children taking tests in a school whilst other children are being educated in that school should be kept separate from them to minimise any risk of transmitting coronavirus (COVID-19);</p>	<p>There will be a small number of Senior School pupils attending a revision class for public examinations who will be separate from the external candidates. Senior School Lateral Flow Tests will be taking place in the Sports Hall – away from the 11+ and 13+ entrance assessments. No other RR pupils will be on site.</p>
<p>candidates or staff who are unwell/self-isolating should not be permitted to attend. Separate arrangements for assessing children who are unwell/self-isolating should be made;</p>	<p>Parents will be reminded on Tuesday 4 January, that any candidates who are unwell should not attend for the assessments</p>
<p>tests should be managed to avoid a mass drop-off or pick-up of candidates at the same time. Parents should not be permitted to park or congregate at or outside the centre and the admission authority will need to police safe distancing inside and outside the venue. Likewise, children should not be permitted to congregate in groups whilst entering or leaving the test centre;</p>	<p>Test groups are broken down into manageable sizes with maximum of 60 candidates in any group. A 'drop and go' system will operate with parents remaining inside their vehicles. Groups will be released in phases at the end of the assessments to avoid overcrowding in car park.</p>
<p>limit escorts for candidates to one parent/adult and discourage group travel to test centres;</p>	<p>Parents will be asked to only provide one escort. Parents will not be allowed to enter the School Buildings. All parents and candidates will be asked to wear masks in the School Car Park</p>
<p>tests should take place in well-ventilated rooms with desks set at a safe distance apart in all directions;</p>	<p>Rooms have been suitably set out and will be well ventilated. Candidates will be advised to wear warm clothes.</p>
<p>hand washing facilities should be available. There should be good access to hand washing and toilet facilities to avoid queuing;</p>	<p>All pupil hand washing and toilet facilities will be available and candidate access to facilities will be carefully monitored</p>
<p>any test rooms and toilet areas should be sanitised and kept scrupulously clean.</p>	<p>Full cleaning of all test rooms and facilities will take place before the testing and after each testing group has completed their assessments.</p>
<p>Frequently touched surfaces (door handles/desks etc.) should be regularly cleaned with the usual cleaning products;</p>	<p>All desks and keyboards will be cleaned between testing groups.</p>

hand sanitiser should be placed around the test rooms and general area to help candidates and staff keep their hands clean. It may be necessary to provide sanitiser on every desk;	Hand sanitiser will be provided in all testing rooms. All candidates will be required to sanitise hands on arrival and departure and during any movement around the site.
candidates should bring their own equipment (pencils/pens/calculators etc.), tissues and water bottles to avoid sharing. It is recommended that a supply of unused equipment should be available for those candidates who do not bring their own.	Candidates will be reminded to bring all of their own equipment and water. A supply of unused equipment will be available.

DATE OF VISIT	5 & 6 January 2022	YEAR GROUP	External Year 6 External Year 8	NUMBER OF PUPILS	c 370 split over three sessions
PURPOSE OF VISIT	11+: To complete Royal Russell entrance assessments for those candidates unable to sit them in their own schools 13+: To complete Royal Russell entrance assessment papers				
TIMINGS	Wednesday 5 January: 13+ 8.00 am – 12.00 noon Wednesday 5 January: 11+ 12.30 pm – 4.45 pm Thursday 6 January: 11+ 12.30 pm – 4.45 pm				
STAFF LEADERS	Overall Responsibility: CJH & Admissions Team 11+: Anne Mawer 13+: Nikki Snelgrove		Admissions: 0208 657 4433 ext 282 Katie James, ext 289 Nicola Pocock admissions@royalrussell.co.uk Headmaster: 0208 657 3669 headmaster@royalrussell.co.uk		
FIRST AID ARRANGEMENTS (Named First Aider if accompanying)	School Nurses will be present in the Health and Wellbeing Centre. Supervising staff are First Aid trained.				
MEDICAL/DIETARY & SEN NEEDS (SEN e.g. OCD/ADD etc.)	Any relevant individual medical needs are collected by the admissions team in advance and will be shared with the room supervisor				

GENERAL INFORMATION	Parents informed of details by Admission Team Register to be taken on arrival Emergency contact numbers known to all staff/adults
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Risk Assessment Part Two – Hazards and Controls

Potential Hazards	Who could be harmed?	Control Measures Implemented
Covid 19 infection – unwell candidates arrive on the day	Candidates, supervising staff	<ul style="list-style-type: none"> • Clear instructions given to parents in advance documentation that candidates should not attend if they are unwell or if a member of their household is unwell, or if they have been asked to self-isolate as a contact. Reassurance given that they will be able to sit the tests on another date • Reminder to be sent the day before • If candidates show one of main three symptoms on the day, to be taken to the isolation room by the zone supervisor and parents contacted to collect
Covid 19 infection – too many candidates to allow for social distancing	Candidates, supervising staff	<ul style="list-style-type: none"> • Candidates brought in in three separate groups to minimise number on site at any one time • Groups taken through one room at a time (collected by room supervisor) • Number of candidates in each room kept to a minimum to allow for social distancing • All candidates and adults arriving on site asked to conduct a Lateral Flow Test before they arrive.
Covid 19 infection – risk increased by handling 13+ candidate papers	Supervising staff & staff marking team	<ul style="list-style-type: none"> • Written papers will be quarantined before marking by English and Maths department
Covid 19 infection – risk increased by lack of cleaning / ventilation	Candidates, supervising staff	<ul style="list-style-type: none"> • Masks to be worn by all candidates and supervising staff at all times • Candidates and staff to sanitise hands on entry • Computers and surfaces to be cleaned at the beginning and end of each session • Rooms to be ventilated • Rooms to be deep cleaned on both evenings

Covid 19 infection – candidates unaware of need to socially distance

Candidates, supervising staff

- 11+ and 13+ supervisor (AMM & NJS) to ensure staff and candidates are clear on procedures needed and to troubleshoot
- Supervising staff given instructions to keep candidates 2m apart
- Parents of candidates informed of our Covid-19 control measures in advance
- Candidates reminded of Covid-19 control measures on arrival and throughout their time on site



Signature of Headmaster

Date: Monday 3 January 2022