



COVID 19 – Safety for Exam Rooms/Areas (GCSE/'O' Level November Re-sits)

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID19 RA017 v01
RA conducted by: (List all involved in conducting the risk assessment)	G. Howard
Signature of the person approving the assessment (incl. name and position)	 H&S Compliance Manager
Date RA conducted:	14/09/20
Planned review date:	On-going – As required

Task and/or work activities covered by the assessment

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Description: To aid assess management of safe practices for protecting against transmission/spread of COVID-19 virus between persons in UCB Exam environment.

In every workplace, maintain 2 meter distancing where possible (1m+ with extra precautions) and increase frequency of hand washing and surface cleaning.

Reference:

- Gov.uk Guidance: Working safely during COVID-19 in offices and contact centres – 12-08-20
<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-200812.pdf>
- Gov.uk Guidance - Coronavirus (COVID-19): implementing protective measures in education and childcare settings - Updated 01-06-20
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 13-08-20
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Hazards present which create potential Health & Safety risks: (Tick as applicable)

Machinery and Equipment

- Lifting operations (incl. FLT)
- Flammable gases/liquids
- Electricity
- Machinery and equipment

Workplaces

- Slips, trips and falls
- Fall from heights
- Transport (incl. loading)
- Workstations and seating

Occupational Health

- Noise exposure >80dB(A)
- Hand-arm vibration
- Hazardous substances
- Musculoskeletal Injury/diseases

Other Hazards

- Lone working
- Display screen equipment
- Manual handling of loads

Other Hazards (Specify):

Viral: Infection/cross transmission of COVID-19 virus, : Spread through close contact with transmission between persons by contaminated respiratory aerosols and/or touching of contaminated surfaces.

Any specific references for COSHH/Products/Manufacturer safety requirements/training etc. should be noted as control measures for further review and noted comments made in section 'observations/comments' as required for further action. Copy of the completed assessment to be retained for review by the assessor/department competent person.

		Likelihood					Consequences		
		Unlikely	Possible	Likely	Very Likely	Certain	People	Assets	Reputation
Severity	5	5	10	15	20	25	Death	Severe Damage	Severe Impact
	4	4	8	12	16	20	Major Injury/Reportable Disease	Major Damage	Major Impact
	3	3	6	9	12	15	Reportable Injury (Over 7 day lost)	Moderate Damage	Moderate Impact
	2	2	4	6	8	10	Lost Time Injury (Under 7 days lost)	Slight Damage	Slight Impact
	1	1	2	3	4	5	Minor Injury (No lost time)	No Damage	No Impact
		1	2	3	4	5			

Score	Priority	Action
1 to 4	Low	Low risk identified - Control measures to be adopted and monitored
5 to 10	Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
12 to 25	High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls or re-address the process requirements

The 'Likelihood' & 'Severity' value is to be scored 1 – 5 taking guidance from the above matrix - the total overall 'Risk' value 'R' is: 'L' * 'S' entered into the 'R' column
Dependant on the overall score; this will dictate if further actions/control measures should be highlighted or the process reviewed

Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons
(The Assessor should be competent in his/her knowledge of the activity or process and be competent in risk assessment techniques)

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures	Rating Revised			Further Actions / Recommendations / Observations
			L	S	R		L	S	R	
COVID RA 017.1	Ingress & Egress Risk: Spread of virus through touching of contaminated surfaces and/or spread of a persons contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	Access to Exam Rooms/Areas is to be controlled by the Examinations Officer for UCB and Exam Invigilator. Exams will be booked to be held on campus in The Maltings Sports Hall (or alternative venue based on numbers) Limited numbers of Students will to be allowed into the Hall at any one time – Students to be contacted to be informed of their entry time to the exam room based on seating arrangements and allocated desks. (The hall is to be filled from the back to the front to limit person contact). Entry will start at 08.00. Students waiting to enter for the building for the exam will be asked to wait outside if arriving early for their allotted time. Marshalls to be allocated to remind of social distancing requirements. The games room (old shop) and downstairs entrance foyer is to be available in case of bad weather. The Guild space should be locked shut. All Students are to wear face coverings when entering the building and proceeding to their exam desk. Face coverings may be relaxed when seated at their exam desk. Face coverings should be worn again when leaving the exam room until exiting the building. (Students should be advised to provide their own face covering where possible). The wearing of face coverings will be optional during the exam. (Estates to provide spare face coverings as necessary) Hand sanitiser to be available in the lobby area and entry to the hall/exam room. Students should enter the exam room and remain seated – exam papers will be distributed between 10 and 15 minutes prior to the start of the exam dependant on numbers in the examination venue. Cross contamination of equipment & clothing , - All Students are to be notified to attend the exam with minimum equipment/bags. Clear storage bags will be provided (plus labels) on entry to the exam room to store all personal belongings during the exam (Alternatively, bags are to be stored under chairs, coats on back of chairs, mobile phones to be switched off and placed in envelopes, sealed, and laid on the floor at the side/under of their desks – dependant on venue) and will be determined in advance of the examination by the Examinations Unit. All students to be notified of spot checks of coat pockets and bags will be in progress – information signs reminding students that unauthorised materials are not permitted to be displayed in foyer entrance and at exam room entrance. All students should remain seated at the end of the exam until advised they may leave the room. Students should exit the room maintaining social distancing. All desks and chairs are to be cleaned and sanitised after the exam ready for the next day. General cleaning and sanitising of room/stairs/banisters/doors etc. is to be conducted after the exam as directed by Estates with the Cleaning Company and enhanced cleaning risk assessment.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 017.2	Walk areas Risk: As above	a,b,c,d,e,f	4	5	20	Limited numbers of Students will to be allowed into the Maltings Sports Hall at any one time – Students to be contacted to be informed of their entry time to the exam room based on seating arrangements and allocated desks. (The hall is to be filled from the back to the front to limit person to person contact). No one should congregate/wait in walk areas. Social distancing and continual movement through the areas should be maintained. Where possible, the floor areas will be highlighted showing areas for flow of traffic, and where walk areas have to be divided showing side of flow direction. Social distancing within the all areas is to be maintained.	1	5	5	Maintain, monitor and regularly review control measures.

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers										
Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures	Rating Revised			Further Actions / Recommendations / Observations
			L	S	R		L	S	R	
COVID RA 017.3	Seating/Desks Risk: As above	a,b,c,d,e,f	4	5	20	All desks will be spaced at standard exam 1.5m apart (front & back, side to side) Mitigation; desks will be filled from back of class first. Students will face frontwards facing the back of other students & located side-by-side 1.5m apart Desks & seating to be wiped/sanitised after each exam.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 017.4	Exam Papers Risks: Spread of virus through touching of surfaces	a,b,c,d,e,f	4	5	20	All exam papers are to be distributed by persons wearing disposable gloves. All exam papers are to be collected by persons wearing disposable gloves. All exam papers are to be sorted/collated by persons wearing disposable gloves. Gloves are to be removed in the correct safety manner by using the cuffs to remove the gloves whilst turning the glove on reverse to turn it inside out. Dispose of gloves in general waste. Wash/sanitise hands.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 017.5	Electronic Exam Requirements Risk: Spread of virus through touching of contaminated surfaces or spread of contaminated persons respiratory aerosols	a,b,c,d,e,f	4	5	20	IT Suite or Laptops will be used where students require electronic versions of the exam. Laptops and seating at PC's is to be socially distanced. Sanitising wipes to be provided to wipe down keyboard and mouse prior to and after use. Assistance / ASW's to sit socially distanced or adopt 1m+ extra safety methods as required. Assistance /ASW's to monitor printing of exam work, signatures and sealing of exam work into envelopes. Care should be taken to sanitise/wash hands after handling paperwork if handled by both parties. Gloves may be worn. All equipment, plus printer & display screen to be wiped/sanitised after use.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 017.6	Invigilators Risk: As above	a,b,c,d,e,f	4	5	20	All invigilators are to maintain socially distanced at all times. Gloves should be worn when handling exam papers or other equipment handled by multiple others.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 017.7	Exam equipment Risk: As above	a,b,c,d,e,f	4	5	20	All students will be issued a clear pencil case containing quarantined items of: pens, pencils, ruler, protractor, calculator etc. All students are to retain their exam equipment for their next exam only returning it at the completion of all exams for their exam period All returned equipment should be quarantined for minimum of three days prior to being issued again.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 017.8	Cleaning Risk: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	A full cleaning schedule is to be agreed between Estates and the cleaning company highlighting increased cleaning regime and sanitising of key 'touch areas' that could be infected, - seating areas, work areas/desk tops, keyboards, mouse - risk assessment to be produced by cleaning company. Cleaning is to be conducted in the afternoon after each exam ready for the next session.	1	5	5	Maintain, monitor and regularly review control measures.

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID RA 017.9	Ventilation Risks: Spread of virus through close contact	a,b,c,d,e,f	4	5	20	Ventilation should be increased in the area where possible by opening windows and doors (not fire doors) to increase natural air flow of the area. Increase mechanical ventilation where possible.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 017.10	Toilets Risks: Spread of virus through touching of surfaces	a,b,c,d,e,f	4	5	20	All toilets are to be used on a one-in, one-out basis. Social distancing is to be exercised when escorting students to the toilet from the exam room. Usual practice of requesting to use the toilet should be adopted Toilets are included in the cleaning company regular upgraded cleaning schedule.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 017.11	Signage & Safety Information Risk: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	Reminder to wash hands for minimum of 20 secs / sanitise hands on entry to the exam room Information to remind of requirements to social distance Students to remain facing forwards when seated – no direct face-to-face interaction	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 017.12	Fire	ab,c,d,e,f	3	5	15	All actions should be conducted as usual procedure – raise the alarm, try and attack the fire where possible, evacuate the building – do not comply with social distancing guidelines if it would be unsafe to do so. Evacuate the building by the shortest, safest route. Social distancing should be exercised as best possible at the emergency assembly point.	1	5	5	Maintain, monitor and regularly review control measures.

Summary of any high risk (Red, 12 – 25) findings from the assessment after introduction of control measures and re-evaluation (if any?)

Proposed action plan to eliminate, or reduce identified risks where current controls require further improvement?

Gov.uk – Department of Education Guidance - Coronavirus (COVID-19): guidance for educational settings - Updated 1st June 2020

What happens if someone becomes unwell at an educational or childcare setting?

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

Copy of the completed assessment must be retained for review by the assessor or the department competent person.