

Common Entrance Assessment 2020/21 Overflow Centre Risk Assessment									
Risk Assessment location: Weavers' Court						Likelihood	Consequence		
Date of assessment: 4 th January			Risk Assessment review date: Ongoing			5-Very likely	5-Catastrophic		
Completed by: Dr Darrin Barr						4-Likely	4-Major		
Work activity/ process: Hosting the CEA during the Coronavirus Pandemic						3-Fairly Likely	3-Moderate		
Attached: (record any attachments, if applicable) This Risk Assessment has been produced in conjunction with all DE/PHA guidance including ' Public Health – Guidance to Support Public Examinations.'						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	
A person present during the Common Entrance Assessment session falls ill or is injured	2	5	10	All staff and candidates	<ul style="list-style-type: none"> a trained First Aider on site who is centrally placed and contactable 	2	4	8	Training must include anaphylaxis
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 must 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 in the centre) ventilation is appropriate candidates enter rooms in single file at least 2 metres apart candidates exit rooms in rows and are spaced at least 2 metres apart minimise number of people on site (no parents allowed) parents given drop-off and pick-up times to minimise contact 	2	4	8	Masks and visors available to staff and masks for pupils Parental Expectations sent to all parents Candidates allowed to wear coats
Spread of virus from hands/touch	4	4	16	All staff and candidates	<ul style="list-style-type: none"> all desks and backs of chairs wiped with disinfectant wipes 	2	4	8	Parental Expectations

					<ul style="list-style-type: none"> prior to assessments hand sanitisers readily available and staff and candidates required to use them frequently (on entry to building and rooms) no personal touching (handshakes, hugs) staff encouraged to wash hands frequently for 20 seconds gloves used by staff when handling items to be given to, or received from, candidates. 				sent to all parents
Spread of virus from anyone showing symptoms of Covid-19 (as per the government issued guidelines)	4	4	16	All staff and candidates	<ul style="list-style-type: none"> staff exhibiting symptoms of virus must not attend and follow government guidance for self-isolation and testing (See 'AQE Invigilators Collective Responsibility' document) 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 	2	4	8	Notices displayed at entrance to centres
Spread of virus from a person who has no symptoms	4	4	16	All staff and visitors	<ul style="list-style-type: none"> required 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 at least two metres apart minimise number of people on site (no parents or visitors allowed in the centre) 	2	4	8	Signs indicating social distancing will be displayed Parental Expectations sent to all parents
A person in a vulnerable	4	5	20	Vulnerable staff and candidates	<ul style="list-style-type: none"> List of Clinically Vulnerable and 	2	5	10	Invigilators and

group catching the virus					<p>Clinically Extremely Vulnerable Groups sent to Invigilators (self employed)</p> <ul style="list-style-type: none"> • Invigilators to self-certify that they agree to invigilate under the conditions as outlined in the Risk Assessment • 'AQE Invigilators Collective Responsibility' document sent to all Invigilators • an agreed risk assessment produced for vulnerable candidates and signed by parent/guardian 				<p>parents given copies of the risk assessment.</p> <p>Candidates of parents who have provided evidence of shielding requirements (Access Arrangements) to be granted room of her/his own and separate entrance and exit. Risk Score reduced to 5.</p>
Spread virus through close contact	4	4	16	All staff and candidates	<ul style="list-style-type: none"> • social distancing required and monitored at all times • use of PPE as appropriate (gloves, masks, visors) • ensure candidates are informed to keep at least 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 • candidates enter rooms in single file at least 2 metres apart and are directed to their designated 	2	4	8	<p>Signs indicating social distancing will be displayed</p> <p>Parental Expectations sent to all parents</p>

					seat which will spaced at least 2 metres apart <ul style="list-style-type: none"> • candidates exit rooms in rows and are spaced at least 2 metres apart • minimise number of people on site (no parents allowed) • parents given drop-off and pick-up times to minimise contact 				
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 • unopened plastic bottles given to candidates who request a drink 	2	4	8	
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	

