


Risk Assessment Form		
Setting: Didcot Girls' School and St Birinus School	Location/Dept: Site Wide	Task/ Activity: Examinations in Covid-19 Pandemic from September 2020
Assessed by: Catherine Steele	Date Assessed: 15 th October 2020	Review Date: 6 th November 2020
<p>Assessed by signature: </p>		
<p>Due to the Covid-19 pandemic, this Risk Assessment states the additional protective measures the school has put in place with respect to cleaning activities. The following Government Documents have informed this Risk Assessment</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings 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</p> <p>Planning guide for secondary schools https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</p> <p>Coronavirus (COVID-19): guidance for educational settings https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p> <p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>From Black, Asian and Minority Ethnic Educators Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings https://www.bameednetwork.com/wp-content/uploads/2020/05/BAMEed-Network-Schools-and-Covid-19-guidance-for-BAME-staff-and-their-employers-2.pdf</p> <p>Public Health Guidance to support Autumn exams https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams</p>		



What are the Hazards/Risks	Persons at risk	Controls already in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority (highlight)	Additional controls required
Transmission of Covid person to person - general	Staff Students Visitors	<ul style="list-style-type: none"> Minimising contact with individuals who are unwell by ensuring that those who have symptoms, or have someone in their household who does, do not attend the school. One-way systems identified around school grounds to reduce students and staff walking in different directions Face coverings to be worn by all students, staff and visitors when in communal areas of buildings, except for when in exams. Face coverings do not have to be worn within offices, staffroom, meetings rooms or workrooms, but can be worn if required. Staff and Students will wash their hands/use hand sanitizer when entering into a new exam room. Additional tissues available in each exam room. No food or drinks will be able to purchased by exam invigilators as no cash can be taken within the school Windows to be left open in exam rooms and doors if possible. See Risk Assessment DGS Sept .doc for further details of full school risk assessment. 	5	2	10	
Transmission of Covid person to person	Staff Students	<ul style="list-style-type: none"> All external students will be met at reception and escorted to their exam rooms, socially distanced. Prior to entering the exam rooms, students, if they wish to, will have removed their masks, however students can wear masks during their exams if they require Students and Exam staff will sanitize their 	5	2	10	<p>Additional pumps of handsanitizer to be purchased.</p> <p>Order additional gloves.</p> <p>Order small bags for facemasks</p>



		<p>hands as they enter the room and be reminded to not touch their face.</p> <ul style="list-style-type: none"> • If students which wish to remove their mask during the exam, the Exam invigilator will provide a clear plastic bag, which the mask will be placed into and the student will be provided with hand sanitizer for their hands • Students exam desks will be spaced as per the latest JCQ and CAIE guidelines. • There will be at least a 2 metre zone for exam staff in the exam rooms where they will be able to sit or stand and observe the whole room. • Exam staff when in the exam rooms will wear face visors and if they wish to disposable face masks and gloves. 				
Transmission of Covid via equipment	Staff Students	<ul style="list-style-type: none"> • If required, students will place their belongings into plastic box with a lid or a disposable black bag, which then will not be used for another student for 72 hours or disposed of. Students will then remove their own belongings from that box or bag. • Any packages containing exam papers will be opened with the exam staff member wearing disposable gloves. • Additional equipment will only be provided if students equipment breaks during the exam. • Plain paper will be provided to students if required. • Any equipment that has been used, or plain paper that is unused, the students will place into a zip lock bag, when finished. This will then be labelled with the date and time and not used by another student for 72 hours. • When exams are completed, disposable gloves to be worn to collect papers back in from students and packaged for collection in a sealed 	3	1	3	Additional zip locked bags to be purchased Order some sealable containers



		<p>container</p> <ul style="list-style-type: none"> • For internal examinations, papers should be left for 48 hours before marking, or gloves are to be worn. • When removing gloves, this should be done using the guidance as specified in the document Removing PPE Gloves Safely and disposing of them in a bagged bin. 				
Staffing capacity and wellbeing	Staff	<ul style="list-style-type: none"> • All exam invigilators are invited to return unless, in a small amount of cases, they are Clinically Extremely Vulnerable and have been advised specifically against this. • All Extremely Clinically Vulnerable exam invigilators or those with specific concerns will be offered an individual RA if they wish to return • All BAME exam invigilators will be offered an individual RA if they wish to return 	4	1	4	

Risk Assessment Information Sharing	
RA requires distribution to whole setting? No	Paper Copies to be distributed to Exam Staff including Invigilators
If no, details of members of staff who RA is pertinent to:	
Name	Signature to confirm have read and understood

Note – Save all signed RAs on shared drive

Risk/Priority Indicator Key							
Severity (Consequence)		RISK / PRIORITY INDICATOR MATRIX					
1. Negligible (delay only)	LIKELIHOOD	5	5	10	15	20	25
2. Slight (minor injury / damage / interruption)		4	4	8	12	16	20
3. Moderate (lost time injury, illness, damage, lost business)		3	3	6	9	12	15
4. High (major injury / damage, lost time business interruption, disablement)		2	2	4	6	8	10
5. Very High (fatality / business closure)		1	1	2	3	4	5
		1	2	3	4	5	
		SEVERITY (CONSEQUENCE)					

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so