



Risk Assessment for hosting 11+ Practice Exams at Devonport High School for Girls

Introduction

The 11+ Practice Exam is hosted in three local schools for PCC. This Risk Assessment is for Devonport High School for Girls. Given that the candidates will be escorted throughout their time on site the likelihood is in the reduced risk set at 2.

In any health and safety risk assessment you assess the hazard (in this case spread of an infectious disease) and look at how you can **totally eliminate** the hazard. If this is not possible, put in place measures to reduce the risk to an acceptable level. This could be through re-design of activities and space.

Checklist completed by:	Name:	Beverley Bell
	Position:	Acting Head Teacher
	School:	Devonport High School for Girls
	Date:	02/11/2020
Checklist submitted to LA (maintained schools)	Date:	
Checklist reviewed by LA (maintained schools)	Confirmed	

No	Hazard/risk	Existing controls in place	Residual risk			Further action needed to reduce risk	Reduced risk		
			S	L	R		S	L	R
1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	Parents/carers have been asked to park at the Park and Ride on Outland Road. Staggered arrival times.	4	2	8	<ul style="list-style-type: none"> Only one parent/carer to accompany each candidate. 9:15 Lower gate on Lyndhurst Road for Main Hall used as access for registration to begin. 9:30 Upper gate on Lyndhurst Road for Gymnasium used as access for registration to begin. Parents/carers (one per child) can remain on site on the School Field and Tennis Courts. They will be called to collect their child from the school field 	3	2	6



						at the appropriate time, by a member of SLT at the end of the exams.			
2	Parents gathering at school gate not social distancing	Parents/carers can remain on site and will be directed to the Field/Tennis Courts where social distancing can be maintained.	4	2	8	<ul style="list-style-type: none"> Parents/carers and candidates to arrive at their allocated registration time. Candidates will leave their parent/carer and be directed to the correct entrance to register. Parents/carers will be asked to go to the Field/Tennis Courts. Toilets can be used in rooms 6 & 7. 	3	2	6
3	Overcrowding in classrooms and corridors.	Desks to be spaced as far apart as possible. A seating plan for each Classroom and Hall will be maintained. Candidates will be sat in primary school groups.	3	2	6	<ul style="list-style-type: none"> Main hall – 111 candidates from 38 schools. Gymnasium – 59 candidates from 28 schools. 	2	2	4
4	Increased numbers compromising social distancing.	170 candidates will be on site	3	2	6	<p>Main Hall students will access the school via the main school entrance. They will be directed to their allocated classroom to register where they will be issued with a candidate number/room order. They will be able to use the toilet during the registration period. Quality street toilets have been allocated for this group. They will be moved to the hall in primary school order.</p> <p>Gymnasium students will access the school via the maths block entrance. They will be directed to their allocated classroom in the maths block to register where they will be issued with a candidate number/room order. They will be able to use the toilet during the registration period. The maths block toilets have been allocated for this group. They will be moved to the gymnasium in primary school order.</p>	2	2	4



5	Changes to building use being safe for pupils & staff– e.g. storage, one way systems, floor tape	Risk assessment for changes & monitoring Ensure fire, first aid and other Health & Safety needs are met.	3	2	6	Ensure staff area aware of emergency procedures. Staff will be shown this on arrival so that they are aware of exits and fire muster points	2	2	4
6	Ventilation to reduce spread	Open windows and prop doors open, where safe to do so (bearing in mind fire safety and safeguarding),	3	2	6	Each exam venue will be well ventilated. Room will be ventilated at least 15 minutes before and 15 minutes after	2	2	4
7	Staff Capacity	Increased staffing needed to ensure Social Distancing	3	2	6	<ul style="list-style-type: none"> Senior Leadership Team will staff the gates and co-ordinate the arrival and departure Staff/volunteers will escort candidates from the entrances, through registration to the exam rooms. Staff/volunteers will escort candidates from the exam room to where they will be collected by parents. Invigilators will be in each room. Staff/volunteers will be stationed in the corridor outside of the exam rooms. 	2	2	4
8	Contaminated surfaces spreading virus.	Exams are taking place in the hall and gymnasium	3	2	6	<ul style="list-style-type: none"> DHSG are using their own premises staff and cleaning equipment. The desks and chairs will be cleaned prior to moving them into the hall/gym, and before use. They will be cleaned before they are removed from the hall/gym and put back into their classrooms, and will be cleaned again in their classrooms. Door handles and light switches will also be cleaned. Toilets and registration desks/classrooms will be cleaned. 	2	2	4
9	Identify activities to take place outdoors in line with social distancing	Parent and candidate to wait outside at allocated entrance	3	2	6	<ul style="list-style-type: none"> Candidates will leave their parent/carer at the entrance/driveway and will enter the school. They will be registered indoors at a registration desk where they will sanitise their hands. Parents will 	2	2	4



						<p>not be permitted on to the school site before the exam.</p> <ul style="list-style-type: none"> Parents will be informed of this process and reminded to make sure pupils attending wear suitable clothing 			
10	Shared resources and equipment increasing spread	Prevent the sharing of stationery and other equipment where possible- identify how this will be maintained and how cleaning will be done.	3	2	6	<ul style="list-style-type: none"> No Equipment or resources will be shared Parents/carers must make sure that, in a clear bag/pencil case with no writing, pictures or patterns on it, their child is supplied with: <ul style="list-style-type: none"> two pencils a rubber sharpener Bottled water. This must be in a plain bottle with no writing, pictures or patterns on the bottle 	2	2	4
11	Cleaning staff and hygiene contractors capacity - providing additional requirements	Discuss with cleaning staff the additional cleaning requirements and agree additional hours to allow for this. This includes any high touch/high traffic areas	3	2	6	<ul style="list-style-type: none"> DHSG cleaners will clean the school as normal on Friday evening. They will clean the desks/chairs before they go into the hall/gym, and once they are in the hall/gym. Door handles and light switches will also be cleaned. After the exams, the desks/chairs will be cleaned before they are taken out of the hall/gym to put back into classrooms. They will be cleaned again in the classrooms. Toilets/ registration areas/classrooms/ door handles/light switches and any other surfaces touched will be cleaned. 	2	2	4
12	Sufficient handwashing facilities for staff and pupils	Where a sink is not nearby, provide hand sanitiser in classrooms	3	2	6	<ul style="list-style-type: none"> Hand sanitiser will be available in the classrooms at registration and in each exam room. 	2	2	4



		and other learning environments – the correct sanitiser 70% alcohol. Soap and warm water is the preferred cleaning method.				<ul style="list-style-type: none"> Handwashing facilities are available in the toilets 			
13	Additional time for staff and candidates to carry out handwashing	Frequent hand cleaning as part of normal routine	3	2	6	<ul style="list-style-type: none"> Time to hand sanitise has been factored into the timetable Parents will be advised of the times of arrival and the start and finish of exams 	2	2	4
14	Sufficient supplies of soap and cleaning products	Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach	3	2	6	<ul style="list-style-type: none"> Adequate supplies are already in place 	2	2	4
15	Toilets being overcrowded	Limiting the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other - a 1 in 1 out basis may be necessary to maintain social distancing	3	2	6	<ul style="list-style-type: none"> Candidates will use the toilets on arrival or during the registration period to avoid toilets being overcrowded. Two entrances and two sets of toilets available for use will reduce the number of students using the toilets at the same time Candidates will be able to be escorted to the toilet if needed on a 1:1 basis once they are in the exam room or during the exam if necessary. The main hall will use the Quality Street toilets and the gymnasium will use the gym changing room toilets 	1	2	2
16	Candidates with additional needs	Ensure sufficient arrangements are made	4	2	8	<ul style="list-style-type: none"> Candidates who require extra time will be seated in classrooms 14,15 and 16. An invigilator will be in each room. Rooms will be ventilated and cleaned as per other areas They will have a disabled toilet for their use 	2	2	4



17	Pupils follow guidance	Ensure that the same teacher(s) and other staff are assigned to each group.	3	2	6	Children are used to following directions from teachers in their schools <ul style="list-style-type: none"> Information on the day's arrangements will be sent out to parents Pupils will be directed at each stage 	1	2	2
18	Member of a class becoming unwell with COVID19	If a child is awaiting collection, they will be moved 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. A clear policy of who is responsible for calling NHS 111 for symptomatic children.	3	2	6	<u>If a candidate displays symptoms of COVID-19 during the exam:</u> <ul style="list-style-type: none"> If candidate displays symptoms they will be removed from the exam room to the isolation room with its own toilet (Head Teachers' Office) The parents/carers will be contacted immediately. The candidate will remain isolated until the parent/carer collects them. Mr Thomas, Deputy Head Teacher from DHSG, will notify the parents/carers. Exam Hall will be deep cleaned after it has been used. 	2	2	4
19	Staff understanding new changes – safe practice at work & a safe environment	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether	2	2	4	<ul style="list-style-type: none"> Mr Thomas will be in charge of the 11+ procedure on the DHSG site. Staff will have been issued with written instructions prior to the exam day. Written instructions agreed at SLT and with the Exams Officer 	1	2	2



		training would be helpful – this should be communicated and documented that staff have been informed and understand. A written record of the processes and who has been trained.				<ul style="list-style-type: none"> Mr Thomas will check with staff first thing in the morning that they understand the arrangements 			
20	Accessing testing arrangements are clear for all staff	<p>Access to testing is already available to all essential workers</p> <p>Confirm that this has been communicated to relevant staff Y/N</p>	2	2	4	Staff are aware of the arrangements for accessing testing as stated in DHSG's whole school risk assessment which has been emailed to staff and is available on the school's website.	1	2	2
21	Conditions for use of face coverings or other equipment when dealing with a symptomatic child are clear and understood by staff.	If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of	3	2	6	DHSG will have their own first aid kits with the correct PPE equipment and bin liners for disposing of used PPE equipment.	2	2	4



		splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn							
22	Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Inform any visitor, suppliers, contractors of any infection control procedures on site. How will ad hoc deliveries be managed where a delivery time before or after school opening/closing is not possible	3	2	6	<p>Candidates should not be brought to the school if they, or anyone in their household, displays any of the symptoms of COVID-19 or if paracetamol or ibuprofen has been given to a candidate as this could mask signs of fever.</p> <ul style="list-style-type: none"> A link to the online symptoms list/checker will be included in the information sent to parents 	2	2	4
23	Communications to parents and staff	Regular communications – identified and logged.	3	2	6	Letter sent to parents/carers by the PTFA.	2	2	4
24	Parent aggression due to anxiety and stress.	Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety	3	2	6	<ul style="list-style-type: none"> No parent/carer parking available on the school site. Only one parent/carer to accompany each candidate. Parents/carers and candidates to arrive at their designated time and to queue, in a socially distanced manner, outside their designated school entrance. Facemasks are required. 	2	2	4



		will suitable 2m markings need to be placed so that social distancing can be maintained whilst waiting for drop off and collection?				<ul style="list-style-type: none"> Parents/carers are expected to socially distance and to wear facemasks if they remain on site. Parents/carers and candidates should leave the school site immediately after collecting their child. Children are permitted to wear face coverings if they wish. 			
25	Community relations	Given the number of candidates and social distancing there will be long queues, albeit for a short period of time but it will be noticeable to residents and the public.	4	2	8	<ul style="list-style-type: none"> Parents/carers will be advised to park in the park and ride and walk to the entrance SLT will man the gates to ensure social distancing Staff/ Volunteers will be issued with facemasks/visors/gloves as required. 	3	2	6

RISK RATING MATRIX

RISK LEVEL

		Severity				
Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Fatal 5
	Very Unlikely 1	1 Green	2 Green	3 Green	4 Green	5 Amber



	Unlikely 2	2 Green	4 Green	6 Amber	8 Amber	10 Red
	Possible 3	3 Green	6 Amber	9 Amber	12 Red	15 Red
	Likely 4	4 Green	8 Amber	12 Red	16 Red	20 Red
	Almost certain 5	5 Amber	10 Red	15 Red	20 Red	25 Red

Risk rating	Risk level
1 – 4 green	Low
5 – 9 amber	Medium
10 – 25 red	High