



# Heathcote School

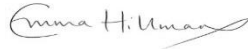
## Covid 19 Risk Assessment Version 22<sup>nd</sup> January, 2021



<b>Description of Activity / Person / Area / Equipment being assessed</b>	Preventing Covid-19 spread in Year 11 & 13 mock examinations
<b>Section(s) / Team(s) covered</b>	Heathcote School & Science College.
<b>Location(s) covered</b>	Heathcote School & Science College.
<b>Date of Original Assessment</b>	n/a

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	On-going discussions with relevant SLT and regular communication with Assistant Head via NEU
Are staff covered by this risk assessment aware of the controls noted and understand them?	Will be circulated to staff who will be asked to read, assimilate & confirm understanding.
Copy of form sent to Trade Union Safety Representative	

Has action been taken	ONGOING	
Confirmed by Line Manager?	YES	
Lead Assessors name (print)	Emma Hillman	Miriam Argyrakis
Lead Assessor's signature		
Date:	8 <sup>th</sup> March 2021	

Has action been taken	ONGOING	
Chair of Governor's name (print)	Mike Ashwell	
Manager's signature		
Date:	08/03/2021	

<b>School Name</b>	Heathcote School & Science College
<b>Assessment Carried out by</b>	Miriam Argyrakis - Assistant Head
<b>Supported by</b>	From 4/1/21 - Susoma Zaman (NEU Health and Safety Rep; Sandra Faria, Robin Talbot, Pearl Krakue (NEU Reps) Mike Ashwell (COG)
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• NEU rep (SFA) has commented and provided detailed feedback</li> <li>• Staff will be sent a copy of the draft risk assessment in advance and were encouraged to raise comments or concerns.</li> <li>• Staff are encouraged to feedback issues to SLT this week and next week.</li> </ul>

Risk Level has been identified based on a simple check list developed by the school based on good practice from a variety of sources including HSE guidance to provide further clarity

Description	Colour Code
High Risk	
Medium Risk	
Low Risk	

The school has based the risk assessment on the system of controls outlined in the DfE guidance -

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>)

**Risk Rating :** If initial risk is identified as High or Medium Action Plan will be utilised to reduce risk wherever possible

**High** Current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

**Medium** Current controls reflect all that can currently be achieved but still a concern. Further action to be implemented as students are able to return

**Low** Current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date.

#### **Risk Assessment Review:**

Upon review, any new controls identified in the action plan will be replicated in a Summary of Change table for this version of the risk assessment.

## **Guidance & Reference Sources used in creating Risk Assessment**

### **System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### **Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) where recommended, the use of face coverings in school
- 3) clean hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) minimise contact between individuals and maintain social distancing wherever possible
- 7) where necessary, wear appropriate personal protective equipment (PPE)
- 8) Always keeping occupied spaces well ventilated

Numbers 1 to 5 and number 8 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

#### **Response to any infection:**

- 9) engage with the NHS Test and Trace process
- 10) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 11) contain any outbreak by following local health protection team advice

Numbers 9 to 11 must be followed in every case where they are relevant.

**A health and safety visual plan is attached to provide further clarity and includes photos and sample maps. Sanitiser stations will not be used to prop doors open – the pictures will be updated to show this.**

**Practical departments have put together their own detailed risk assessments and these are included in the Appendix 1.**

The school will need to be flexible and procedures will be reviewed every half-term or sooner in the event of national or local guidance. There will need to be tweaks and adaptations made as we encounter obstacles. This is a dynamic and flexible document which allows change, especially if the school learn of good practice.

Separate risk assessments will be put together for all additional building use such as lettings and will only be approved if these include sufficient control and allow for the level of cleaning needed.

No	Aspect/Hazard/ Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
1	<b>Exam Equipment and venue</b>	Pupils & Staff	Prevention Control 5 & 8	<ul style="list-style-type: none"> <li>• Pupils have been reminded they must bring in their own equipment as the exams team will not be giving out equipment unless absolutely necessary. The exams team will only give out pens which will be collected by pupils from designated area- pupils must sanitise before they collect the pen.</li> <li>• Coats and bags will not be placed in cages. Pupils will be asked to place bags under their desks and will be allowed to wear coats if exam venues are cold as all windows/doors will need to be open for ventilation. Alternatively, coats will be placed on backs of chairs. In the Sports Hall the fire doors must be open as much as possible.</li> <li>• Pupils need to supply own water and tissues as these will not be given out by invigilators.</li> <li>• MAS to send timetable and instructions to Keir helpdesk. JVZ to coordinate cleaning rota with Keir. Venue needs cleaning between venues used by different bubbles and ready for each day.</li> <li>• MAS to check fixed seating plans – deadline 5/3/21.</li> <li>• Exam venues to be prepared night before, where possible.</li> <li>• MAS/LTA to put detailed daily plan together for pupils arriving and leaving venues to avoid bubbles crossing.</li> </ul>	
2	<b>Line up &amp; entrance to the exam</b>	Pupils & Staff	Prevention Control 5	<ul style="list-style-type: none"> <li>• Before the start of each exam pupils taking their exam in the sports hall will be lined up outside according to seating rows.</li> <li>• Pupils taking exams in 608 will line up outside the 6<sup>th</sup> form building by the back entrance along the wall in a straight line facing forward</li> </ul>	

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			Prevention control 1 & 2	<p>and will be called in row by row. LTA/RLS and 6<sup>th</sup> form team to supervise.</p> <ul style="list-style-type: none"> <li>• Pupils taking exams in classrooms will line up outside each room along the wall in a straight line facing forward and will be called in row by row.</li> <li>• Hand sanitising station required outside of exam rooms. Pupils will be asked to use before they enter/leave each exam.</li> <li>• Pupils MUST wear masks until they are seated in their fixed seats.</li> </ul>	
3	Seating in the exam room	Pupils & Staff	Prevention Control 6	<ul style="list-style-type: none"> <li>• All pupils will be sat in the same fixed seat throughout exam period.</li> <li>• Pupils are expected to face forward at all times and not to converse with their peers.</li> <li>• Exam tables will be spaced out as far as possible – minimum 1.2 metres.</li> <li>• On entering and exiting the exam hall, all pupils will be expected to wear a mask. Once seated, as agreed by the LA, pupils will have the opportunity to remove this.</li> </ul>	
4	Exam Papers	Pupils & Staff	Prevention Control 5	<ul style="list-style-type: none"> <li>• Papers will be stored in locked office before the exams.</li> <li>• Papers including answer booklets and additional paper MUST be place on the desks prior to students entering the venue After each exam papers will be held by the exams team for 48 hours before being returned to departments.</li> <li>• Papers will be placed inside and labelled with the date and end time of exam.</li> <li>• Examination papers will be kept in sealed bags. <b>HoDs</b> can collect examinations papers from the exams team in H123 at the end of the day but papers must remain in the sealed bags for 72 hours from the time specified on the bag before distribution.</li> </ul>	

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				<ul style="list-style-type: none"> <li>Any spare lined paper or answer booklets will be placed on pupil desks in advance of the exam to reduce requests and movement of invigilators.</li> </ul>	
5	End of exams	Pupils & Staff	Prevention Control 6	<ul style="list-style-type: none"> <li>Pupils will be kept in the exam venue until the end of the period if there is less than 15 minutes before the end of the period otherwise pupils will return to lessons. MAS will send out information to staff.</li> <li>Clear the examination venue at the end of each examination for 15 minutes minimum as this allows for the room to be ventilated</li> </ul>	
6	Invigilators		Prevention control 5 & 7	<p><b>Controls for invigilators:</b></p> <ul style="list-style-type: none"> <li>External Invigilators will need to be tested for covid the day before every exam in case we need to replace them (invigilators test kits to be sent out by FAN) MAS will ensure covid testing consent forms sent out prior to the testing (they will need to be tested twice a week). We will need to send one box to external invigilators.</li> <li>Need to ensure all internal and external Invigilators are 2m apart from each other at all times.</li> <li>Invigilators should wear medical grade masks at all times when they are in the building.</li> <li>Invigilators should be offered full PPE but it is not compulsory for them to wear it.</li> <li>LRN/NTY to produce and send out instructions to invigilators crib sheet and ensure there's a laminated copy in each of the exam venues.</li> <li>MAS to call invigilators and brief them prior to the invigilation and greet them at reception in the mornings and escorted to exam venue.</li> <li>Invigilators who are CEV are not allowed on site to invigilate.</li> <li>Invigilators are <u>not</u> required to wear gloves; good hand sanitisation is a more effective and appropriate control – will need to hand sanitise before and after every examination.</li> </ul>	

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				<ul style="list-style-type: none"> <li>• During exams with only one invigilator, staff will need to radio exams team for assistance with toilet breaks for pupils (NTY/LRN/FAN).</li> <li>• Limit number external invigilators involved – best case scenario 4 invigilators - number of invigilators has been kept to a minimum to reduce venue capacity and ensure staff are able to maintain distance.</li> <li>• Invigilators must not approach pupils and remain 2 meters apart from students at all times.</li> <li>• <b>Distribution of papers:</b> Exams team sanitise →papers (including additional paper and answer booklets) are put out on desks prior to pupils entering the venue →staff sanitise</li> <li>• <b>Collection of papers:</b> Staff sanitise →Exam papers are to be collected after the students have left the venue →staff sanitise.</li> </ul>	