

Woodlands School
PPE Examinations Autumn 2020
COVID19: Risk Assessment
04/11/2020



Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement and Implementation in Risk Assessment and Whole School Action Plan	Implement and comply with government advice	Pupils and Staff potential exposure to COVID19 during examinations	H	<p><i>Implement and comply with government examination guidance as detailed in:</i> https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams</p> <p><i>Coronavirus (COVID-19): guidance for schools and other educational settings</i></p>	04/11/20	M
Engagement in the Development of Risk Assessment and Action Plan Implementation for Full Opening	Health and Safety Policy and COVID 19: Risk Assessment and Action Plan	Head Teacher unclear on his role in the planning and full opening of the school.	H	<p><i>The Headteacher will have overall responsibility for the development and implementation of the Woodlands School COVID19: PPE Examination Autumn 2020 Risk Assessment and on-going review and update of COVID19: Full Opening Risk Assessment and Action Plan and Ensuring regular review and update of Risk Assessment is undertaken</i></p>	On going	M
Engagement in Risk Assessment and Action Plan Implementation	Adherence to Woodlands School PPE Examinations Autumn 2020 COVID19: Risk Assessment, policies Health and Safety Policy and COVID 19: Risk Assessment and Action Plan Staff Responsibilities	Staff unclear on their role in the planning and implementing PPE Examinations Autumn 2020 COVID19: Risk Assessment, full opening of the school, including support to Senior Leaders.	H	<p><i>All staff will: carry out all work in accordance with the Woodlands School PPE Examinations Autumn 2020 COVID19: Risk Assessment, policies and this risk assessment and action plan, including additional tasks as part of the response to COVID-19.school reopening programme</i></p> <p>https://www.woodlandsschool.org/site/data/files/users/parents/292D629E7154D08DFFC7B661B12B1215.pdf</p>	On going	M
Engagement in Risk Assessment and Action Plan	Adherence to Woodlands School PPE Examinations Autumn 2020 COVID19: Risk Assessment, policies Health and Safety Policy and COVID 19: Risk Assessment and Action Plan Staff Responsibilities	Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19	H	<p><i>All Pupils will observe the Health and Safety rules of the school, including new arrangements in response to COVID-19.</i></p> <p>https://www.woodlandsschool.org/site/data/files/users/parents/292D629E7154D08DFFC7B661B12B1215.pdf</p>	16/11/20	M

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Engagement with NHS Test and Trace	Process in place to engage with the Test and Trace and contract tracing process. Refer to ECC and public health guidance for more information.	Failure to comply with Test and Trace procedures	H	https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested	On going	M
Engagement with NHS Test and Trace	Adherence COVID19: PPE Examination Autumn 2020 Risk Assessment and the requirements for Test and Trace	Failure to comply with guidance.	H	<i>School Leadership to understand the NHS Test, Trace process, and read the guidance on how schools should respond to any infections. Collect and keep contact information for candidates and invigilators so it can be shared it with NHS Test and Trace if needed. Including any non-school staff assisting with exams, and candidates not on roll at the school or college. Maintain photographic register of collapsed classes or those classes with cover staff.</i> https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/	On-going	M
Seating plans for all examinations.	Adherence COVID19: PPE Examination Autumn 2020 Risk Assessment (continued)	Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19	H	<i>Identify a location where candidates will wait before the exam that can support social distancing between group 'bubbles'. Candidates who arrive late for the exam follow social distancing measures. There is a plan to manage candidates leaving the exam room and site, particularly as exams may finish at different times and take into account any candidates who need extra time in exams.</i>	16/11/20	M
COVID 9 Enhanced cleaning	Adherence COVID19: PPE Examination Autumn 2020 Risk Assessment (continued)	Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19	H	<i>Enhanced cleaning as outlined in</i> https://www.woodlandsschool.org/_site/data/files/users/parents/292D629E7154D08DFFC7B661B12B1215.pdf	On-going	M

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				<p><i>Exam rooms should be kept clean. Frequently touched surfaces (for example, door handles, individual desks) should be cleaned after every exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.</i></p> <p><i>Rooms do not need to be left empty between exams, provided they are cleaned properly each time. The guidance for cleaning non-healthcare settings sets out advice on general cleaning and on cleaning settings when there has been a suspected case of coronavirus (COVID-19)</i></p> <p><u>COVID19: Cleaning in non-healthcare settings guidance.</u></p>		

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Set up of the exam room	Adherence COVID19: PPE Examination Autumn 2020 Risk Assessment	Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19	H	<p><i>Desks should not be set up face to face with a minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCQ's Instructions for Conducting Examinations.</i></p> <p><i>All other candidates, whether in different group bubbles, private candidates or those returning to school or college to take exams, should be seated 2 metres apart from each other. These candidates can be seated in the same room.</i></p> <p><i>There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirement.</i></p>	16/11/20	M
Classroom Ventilation	Adherence COVID19: PPE Examination Autumn 2020 Risk Assessment	Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19	H	<p><i>Ensure adequate ventilation, it is important to maximise this wherever possible, for example, opening windows and propping open doors (not fire doors) where safe to do so. (For more advice, read the Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus (COVID-19) outbreak.</i></p>	On-going	M
Classroom Ventilation	Ventilation in classrooms and ambient room temperatures	Insufficient ventilation and heating	H	<p><i>'If it is not appropriate to keep windows open at all times because of the drop in temperature, then our suggested advice is to open windows for limited periods of time to try and get an adequate air exchange and then shut for temperatures sake. For example open windows before school</i></p>	07/10/20	ML

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				<i>to get some air through, close for morning period, open at break times and then close when children come back in after breaks etc.'</i>		
Invigilators and measure to support or LD Pupils	Adherence COVID19: PPE Examination Autumn 2020 Risk Assessment	Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19	H	<p><i>Additional arrangements put in place to ensure we are conducting the support as safely as possible. These are:</i></p> <ul style="list-style-type: none"> • <i>Additional exam papers, so papers do not need to be passed between staff and pupils.</i> • <i>Masks and face shields for staff.</i> • <i>Pupils will wear their masks.</i> • <i>Additional seating around the edge of the room, so staff can move away from pupils, and only be near them when needed.</i> • <i>Less pupils in each room, so there can be more space for staff and pupils to distance.</i> 	16/11/20	M
Invigilators	Adherence COVID19: PPE Examination Autumn 2020 Risk Assessment	Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19	H	<p><i>Invigilators may walk up and down aisles between desks, but there must also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room. Your school or college will have protocols in place for visitors and temporary staff. Invigilators can move between different schools and colleges. They should minimise contact and maintain as much distance as possible from other staff. Further guidance about supply and peripatetic staff is in the school workforce section of the actions for schools during the coronavirus (COVID-19)</i></p>	16/11/20	M

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Invigilators	Adherence COVID19: PPE Examination Autumn 2020 Risk Assessment	Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19	H	<p><i>outbreak.</i></p> <p><i>Invigilators do not need to wear gloves when collecting exam scripts from candidates but should wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.</i></p> <p><i>Before the exams tell invigilators what they need to do to minimise contact and maintain as much distance as possible from other staff.</i></p> <p><i>Maintaining distance between staff and candidates Invigilators and other staff to stand alongside candidates when interacting with them, rather than face to face.</i></p> <p><i>For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff should maintain a 2 metre distance where possible, for example using a separate room from other candidates. If staff cannot maintain a 2 metre distance, they should avoid close face-to-face contact and minimise time spent within 1 metre of others. These arrangements may not be possible when working with some candidates who have complex needs, in which case these candidates' educational support should be provided as normal</i></p>	16/11/20	M

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				<p><i>during exams.</i></p> <p><i>If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff should maintain a 2-metre distance where possible. If this is not possible, staff should take mitigating measures, such as standing alongside the candidate and considering using a face covering.</i></p>		
Candidates with symptoms of COVID 19	Adherence COVID19: PPE Examination Autumn 2020Risk Assessment	Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19	H	<p><i>Any candidate with symptoms of coronavirus (COVID-19) must stay at home for 10 days from the onset of symptoms and must not leave their homes. The most important symptoms of coronavirus (COVID-19) are the recent onset of either a:</i></p> <p><u><i>new continuous cough</i></u></p> <ul style="list-style-type: none"> ➤ <i>high temperature</i> ➤ <i>loss of, or change in, their normal sense of taste or smell (anosmia)</i> ➤ <i>Candidates should stay at home and arrange to have a test to see if they have coronavirus (COVID-19).</i> <p><i>Candidates will be unable to take exams during their period of isolation. If the candidate is not tested for coronavirus (COVID-19), they must isolate for 10 days from the onset of symptoms.</i></p>	On-going	M
Candidates with symptoms of COVID 19	Adherence COVID19: PPE Examination Autumn 2020Risk Assessment	Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19	H	<p><i>Where a member of the candidate's household is symptomatic, the candidate must isolate for 14 days from the onset of their household member's symptoms. They cannot take exams during that period. This</i></p>	M On-going	M

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				<p><i>also applies if the candidate is asked to isolate following contact with someone with the virus. Candidates cannot take exams during their period of isolation.</i></p> <p><i>Candidates in quarantine following certain foreign travel must not attend exams during their period of quarantine. See guidance on travel corridors for an up to date list of countries where quarantine is not required in England.</i></p> <p><i>Candidates should follow guidance about their coronavirus (COVID-19) test result when they receive a negative test. The guidance sets out the circumstances where candidates do not need to self-isolate. They can attend exams in these circumstances.</i></p>		
Candidates with symptoms of COVID 19	Adherence COVID19: PPE Examination Autumn 2020 Risk Assessment	Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19	H	<p><i>Where candidates are isolating in line with public health advice</i></p> <p><i>Where a member of the candidate's household is symptomatic, the candidate must isolate for 14 days from the onset of their household member's symptoms. They cannot take exams during that period. This also applies if the candidate is asked to isolate following contact with someone with the virus. Candidates cannot take exams during their period of isolation.</i></p> <p><i>Candidates in quarantine following certain foreign travel must not attend exams during their period of quarantine. See guidance on travel corridors for an up to date list of countries where quarantine is not required in England.</i></p>	On-going	M

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				<p><i>Where a candidate has a negative test Candidates should follow guidance about their coronavirus (COVID-19) test result when they receive a negative test. The guidance sets out the circumstances where candidates do not need to self-isolate. They can attend exams in these circumstances.</i></p> <p><i>Candidates who are clinically extremely vulnerable from coronavirus (COVID-19) Candidates who are clinically extremely vulnerable should refer to the shielding guidance.</i></p>		
<p><i>Equality Act obligations</i></p>	<p>Adherence COVID19: PPE Examination Autumn 2020 Risk Assessment</p>	<p>Failure to comply to guidance and appropriate pupil behavioural norms to help mitigate the spread of COVID 19</p>	<p>H</p>	<p><i>Woodlands schools will, under their Equality Act obligations, continue to make reasonable adjustments for candidates with special educational needs and disabilities.</i></p> <p><i>The support that candidates would have had in place for summer 2020 exams will roll forward until the end of the autumn exam series. Timescales have been published for reasonable adjustment applications for those candidates whose circumstances have changed or new needs have arisen.</i></p> <p><i>The special educational needs coordinator (SENCo) will need to ensure that the access arrangement is still appropriate, practicable and reasonable.</i></p> <p><i>In the event of a candidate's circumstances changing, the SENCo may (where required) need to produce evidence and process an online application</i></p>	<p>16/11/20</p>	<p>M</p>

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Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><u>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</u></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p> <p>Social distancing and revised COVID winter plan and existing Evacuation Procedure</p>	<p>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</p> <p>Keep pupils dry warm, and clear of muddy surfaces on school fields</p>	H	<p><i>Identify new evacuation point to ensure social isolation, implement exercise new evacuation procedure when significant numbers of pupils return to school.</i></p> <p><i>Before the return of increased numbers of pupils update all maps and evacuation procedure in all rooms throughout the school and conduct exercise to prove concept.</i></p> <p><i>Complete annual review of PEEPs and TEEPs for existing staff and pupils and prepare for the new Year 7 pupils arriving in September 2020.</i></p> <p><i>Undertake fire drill / evacuation exercise with a week of opening school,</i></p> <p><u><i>Covid face Plan when arriving to school as well as break and lunch.</i></u> <i>Year 8 the 3G pitch, year 7 on the netball court, year 9 on the hard-standing area by the old caretaker's house, and year 10 will be by the table-tennis area.</i> <i>Year 11 are on the rear terrace</i></p> <p><u><i>Emergency evacuation muster points will remain unchanged as promulgated on the Evacuation Procedure posted throughout the school.</i></u></p>	<p><i>02/09/20</i></p> <p><i>On going</i></p> <p><i>Completed 23/10/20</i> <i>Next test Jan/March 2021</i></p> <p><i>19/10/20</i></p>	M
Classroom management	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p>	<p>No COVID19 information posters currently in place.</p> <p>Limited reminders/ awareness for pupils.</p>	H	<p><i>Blue roll, antibacterial spray cleaner, hand Sanitisers and tissues available in every classroom</i></p> <p><i>Remove any soft furnishings from classrooms and school reception</i></p>	<p><i>On going</i></p>	H

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	<p>Non-essential equipment or resources, which are not easily washable or wipeable, have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>			<p><i>Source and promulgate e-Bug posters</i></p> <ul style="list-style-type: none"> • <u><i>Horrid hands</i></u> • <u><i>Super sneezes</i></u> • <u><i>Hand hygiene</i></u> • <u><i>Respiratory hygiene</i></u> 		

Created	04/11/2020	Next review date:	
Revision 1		Next review date:	
Revision 2			
Revision 3			

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A risk assessment is a 'Live Document' that can be annotated / updated at any time to reflect changes in circumstances, hazards, risk and severity and the appropriate control measures

PPE Examination Autumn 2020 Risk Assessment
Revision Schedule
04/11/2020

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