

Keeping People Safe



RISK ASSESMENT

Risk Assessment COVID 19 Risk Mitigation Examinations Completed by: Based upon original Risk Assessment COVID 19 Risk Mitigation Assembly Hall Completed by: on 2/9/20 – updated 10/9/20 by						Location: Internal Selection and Promotions Reference:	
Date Completed: 10/09/20 Review date: 10/09/21						Other Relevant Risk assessments: COVID 19 Risk Mitigation Assembly Hall	
Work Activity	Hazard	Risk Assessment	Control Measures Required	In Place	Residual Risk Assessment	Further Action Required	
Description		(H-M-L)		(Y/N)		(H-M-L)	By When
Examinations	COVID19 Transmission	H	<ul style="list-style-type: none"> Number of candidates permitted to sit exam in hall decreased to ensure 2m social distancing Candidates are sent an email outlining the arrangements that have been put in place prior to attending the exam 	Y Y	M		

			<ul style="list-style-type: none">• Candidates advised to wear a mask when on the premises due to the large number of numbers on site.• Candidates asked to queue observing the 2m social distancing on arrival to examination hall.• Desks are labelled and candidates are assigned a desk on arrival – to inform track and trace if required• Wipes/Sanitiser available at entry of exam hall. Invigilators ask candidates to sanitise their hands before entering• Candidates advised that the mask can be only be removed	Y			
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			<p>during the exam and must be replaced as they leave the examination hall</p> <ul style="list-style-type: none">• Invigilators to wear masks and gloves when collecting exam papers and change their masks and gloves regularly• After the exam is finished all used pencils, sharpeners and erasers are placed in a box and replaced with sanitised ones for the next sitting• All stationary items left for 72 hours before being reused• All desks and chairs are sanitised before fresh materials are distributed for the next sitting	Y			
				Y			
				Y			
				Y			

			<ul style="list-style-type: none"> • Doors and windows are opened to ensure ventilation • Invigilators encouraged to wash their hands regularly • Frequent sanitising of surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches etc. • All waste placed in burn bag, sealed and marked for incineration 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>			
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Signature of assessor:

Name / Rank/Grade: DP

Date: 10 Sept 2020

Signature of Local Safety Representative...
Based upon RA of 2/9/20 as detailed above

	<p>Signature of Head of Branch/ District Commander.....</p> <p>Name/Rank/Grade...Grade 7.....</p> <p>Date ...10 Sept 2020.....</p>
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