

RISK ASSESSMENT FOR COLLEGE EXAMINATIONS & ASSESSMENTS- 2022

Location: Birkenhead Sixth Form College, CH43 8SQ	Date assessment undertaken: 7 January 2022	Assessment undertaken by : Jeanne Fairbrother and Paula Blakemore
Activity or situation: Examinations & assessments	Review date: on-going	Signature: <i>Paula Blakemore</i>

Overview

The DfE have updated Public health guidance to support exams for 2021 to 2022 [Public health guidance to support exams for 2021 to 2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/public-health-guidance-to-support-exams-for-2021-to-2022)

This guidance applies specifically to the conduct of exams and assessments from September 2021 to August 2022 inclusive.

This should be read in conjunction with the College's up-dated Risk Assessment for the Autumn term 2021 and the Winter Term 2022

The Legislation

The Health & Safety at Work Act 1974

The Management of Health & Safety at Work Regulations 1999

Area of Control	Control Measures	Further actions? Altered measures?	Implemented by (initials)
Assessment of the increased risks of transmission of Covid 19 for staff, students and visitors	<ul style="list-style-type: none"> • The College has shared with all staff the measures to be followed in the updated Risk Assessments for the Autumn term 2021 and Winter term 2022 including: <ul style="list-style-type: none"> ○ Ensuring good hygiene for everyone. ○ Maintaining appropriate cleaning regimes. ○ Keeping occupied spaces well ventilated. ○ Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19. • Candidates with symptoms are advised to stay at home and arrange to have a test to see if they have COVID-19. • Candidates who test positive or who have symptoms must follow public health advice on when to self-isolate and what to do. • Subject to approval by the awarding bodies, candidates who are well enough will attend exams virtually during their period of isolation. • Candidates who are not well enough to attend exams will be informed by College, of the next available assessment opportunity. The College will contact the awarding organisation on their behalf to make this determination, 		SMT

Ensuring adequate outbreak management/contingency plans to allow for stepping measures up and down.	<ul style="list-style-type: none"> The College Risk Assessment includes a Contingency Plan (also known as an outbreak management plan) if restrictions need to be implemented due to COVID 19 variants outbreak 		SMT
Ensuring engagement with NHS Test and Trace	<ul style="list-style-type: none"> The College understands the NHS Test and Trace process and on how education settings should respond to any infections. 		SMT
Arrival and departure of candidates to minimise risks of transmission	<ul style="list-style-type: none"> The College does not need to make alternative arrangements to avoid examinees mixing at lunch or whilst arriving and leaving exams. Face coverings should be worn whilst arriving for and leaving exams The College will follow any local advice or additional measures as directed by Directors of public health 		SMT
Cleaning	<ul style="list-style-type: none"> The College has put in place an appropriate cleaning schedule for all examination areas. 		Premises Manager
Setting up exam room	<ul style="list-style-type: none"> Exam rooms are set up in line with the Joint Council of Qualifications (JCQ) guidance. The College will comply with any changes to infection prevention measures in line with DfE/local Directors of PH guidance. No additional distancing steps are necessary for staff and invigilators from candidates during exams and assessments, 		Exams manager/SMT
Face coverings	<ul style="list-style-type: none"> Candidates and invigilators will not be expected to wear face coverings during exams, but they may wear them if they wish to. The College will respect the needs of individuals. 		The Exams manager/SMT
Invigilators	<ul style="list-style-type: none"> The College has protocols in place for visitors and temporary staff which invigilators must comply with including fire, accidents and first aid. The invigilation team have access to the College's risk assessments on the College website. Invigilators who move between different schools and colleges should minimise contact and maintain as much distance as possible from College staff. 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. Invigilators are required by the College to take daily LFD tests 		The Exams manager/SMT
Candidates who are clinically extremely vulnerable from COVID-19	<ul style="list-style-type: none"> Candidates who were previously considered to be clinically extremely vulnerable are advised to continue to follow the guidance contained in coronavirus: how to stay safe and help prevent the spread. 		SMT

Reasonable adjustments to enable students who are unable to fully access the examination	<ul style="list-style-type: none"> • The College will follow VTQ policy, make reasonable adjustments for candidates with special educational needs and disabilities. • The Director of Learning Support will ensure that the access arrangements are appropriate, practicable and reasonable. • In the event of a candidate's circumstances changing, the Director of Learning Support may (where required) need to produce evidence and process an online application. 		Director of Learning Support