**RISK ASSESSMENT FOR INVIGILATORS AND EXAM SUPPORT STAFF DURING THE COVID-19 PANDEMIC**

Completed by: Date: 3 April 2022 Review Date: Ongoing

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| **Hazard** | **To Whom** | **Severity** | **Likelihood** | **Risk** |
| Contracting Covid-19 | Staff | 2 | 2 | 4 |
| Invigilators and exam support staff, exam candidates spreading Covid-19 into the wider community. | Wider Community through staff, visitors, parents and pupils. | 2 | 2 | 4 |
| **Existing Precautions** | **Additional Precautions** | **Who** | **When** |
| **All existing relevant Risk Assessments to be adhered to.**Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 GuidelinesInvigilators/Exam support staff and candidates are informed that if they display any of the Covid-19 symptoms such as: * a high temperature;
* a new continuous cough;
* a loss or change to your sense of smell or taste.
* Or are self-isolating as they have been identified as a close contact of a positive case they are not to attend the exam sitting.
* Good ventilation of the exam room is important this should maximised wherever possible.
* Invigilators and exam support staff should minimise contact, maintain social distancing from other staff and must avoid the sharing of resources between each other.
* Desks within the exam room should not be set up face to face. For GCSE, AS and A level exams, the minimum distance in all directions from centre to centre of candidates’ chairs must be 1.25 metres.
* If Invigilators and other exam support staff have to interact with candidates they should stand alongside candidates when interacting with them, rather than face to face.
* Staff should socially distance where possible, for example using a separate room from other candidates. If staff cannot maintain social distancing, they should avoid close face to face contact, sitting alongside rather than face to face. The invigilator may wear a face covering if they so wish.
* Exam rooms must be kept clean. Frequently touched surfaces (for example, door handles, individual desks) should be cleaned after every exam sitting with the usual cleaning products.
* 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 completed exam scripts. Hand sanitiser should be made available in each exam room and at all entry/exit points.
* In the event that the invigilators cannot maintain a social distance from a symptomatic candidate then PPE should be worn by the invigilators.

*Additional control measures particular to school should be added here when implemented or in operation.* |  If you have additional precautions you wish to add, include them here and designate who is responsible for implementing them and by when. When implemented, add to Existing Precautions column and rescore risk. |    |    |