

Common Entrance Assessment 2021 Risk Assessment										
Risk Assessment location: Ballyclare High School							Likelihood		Consequence	
Date of assessment: November/December 2021				Risk Assessment review date: December 2021			5-Very likely		5-Catastrophic	
Completed by: Dr M Rainey							4-Likely		4-Major	
Work activity/ process: Hosting the CEA during the Coronavirus Pandemic							3-Fairly Likely		3-Moderate	
Attached: (record any attachments, if applicable)							2-Unlikely		2-Minor	
							1-Very unlikely		1-Insignificant	
Hazard		Risk rating		People affected	Mitigations	Residual risk			Action needed	
		L	C			R	L	C		R
Spread of virus from breathing		4	4	16	All staff and candidates	<ul style="list-style-type: none">• candidates seated at a social distance• staff to use masks at all times• masks available to pupils• minimise close contact (see below)• minimise number of people on site (no parents or visitors allowed in the centre)	2	4	8	Masks available to staff and pupils Parental Expectations sent to all parents
Spread of virus from hands/touch		4	4	16	All staff and candidates	<ul style="list-style-type: none">• hand sanitisers readily available and staff and candidates encouraged to use them frequently (on entry to building and rooms)• no personal touching (handshakes, hugs)• staff encouraged to wash hands frequently for 20 seconds	2	4	8	Parental Expectations sent to all parents
Spread of virus from anyone showing symptoms of Covid-19 (as per the government issued guidelines)		4	4	16	All staff and candidates	<ul style="list-style-type: none">• staff exhibiting symptoms of virus must not attend and follow government guidance for self-isolation and testing• parents informed to keep children at home if exhibiting symptoms of virus	2	4	8	Notices displayed at entrance to centres

					<ul style="list-style-type: none"> • candidates who attend with suspected Covid symptoms will be isolated in a separate room and parents will be contacted to collect candidate 				
Spread of virus from a person who has no symptoms	4	4	16	All staff and visitors	<ul style="list-style-type: none"> • use of hand sanitisers on entry to centre and rooms • use of PPE as appropriate • enforcement of social distancing • minimise number of people on site (no parents or visitors allowed in the centre) 	2	4	8	<p>Signs indicating social distancing will be displayed</p> <p>Parental Expectations sent to all parents</p>
A person in a vulnerable group catching the virus	4	5	20	Vulnerable staff and candidates	<ul style="list-style-type: none"> • a risk assessment produced for vulnerable staff and signed by staff member 	2	5	10	Risk assessment available on school web site.
Spread virus through close contact	4	4	16	All staff and candidates	<ul style="list-style-type: none"> • social distancing to be adhered to at all times • use of PPE as appropriate • ensure candidates are informed to keep socially distanced when walking around the school • limit number of candidates using toilet facilities at any one time • one way system in operation • Examination Officer/Chief Invigilator to coordinate work areas and seating plans • minimise number of people on site (no parents allowed) 	2	4	8	<p>Signs indicating social distancing will be displayed</p> <p>Parental Expectations sent to all parents</p>
Spread of virus through eating and drinking	4	4	16	All staff and candidates	<ul style="list-style-type: none"> • use of hand sanitisers and hand washing • unopened plastic bottles given to candidates who request a drink of water • Candidates allowed to bring their 	2	4	8	

					own water in a clear bottle				
Spread of virus through surfaces	4	4	16	All staff and candidates	<ul style="list-style-type: none"> assessment rooms cleaned before and after use wipes and sprays provided for staff hand sanitisers and hand washing encouraged 	2	4	8	