

IH Trust Assessment (IH London Exams)

Code of Behaviours and Risk Assessment – Covid- 19

Code of Behaviours

- All candidates and staff must wash their hands upon entry to the building
- Candidates and staff should remain at a distance of 2 meters at all possible times
- Candidates will be at a distance of less than 2 meters during parts of the registration and paper collection process. This process should last no more than 1 minute.
- All staff and candidates must cough or sneeze into a tissue (which must be immediately disposed of in a bin with a lid) or the crook of their elbow
- Candidates must follow ALL instructions from test day staff, due to the seriousness of the situation IH has a zero-tolerance policy for any staff or candidates to do not adhere to the code of behaviours
- All staff and candidates must wear a face covering through the duration of the test day

Personal Protective Equipment:

Candidates:

- Candidates must wear a face covering (these must be removed briefly at registration and ID checks)
- Candidates may wear gloves (these must be removed briefly at registration and ID checks)
- Candidates may wear protective eyewear (these must be removed briefly at registration and ID checks)
- Candidates must bring and use their own stationery taking it with them when they leave the venue. Any candidate borrowing stationery (pen / pencil) from IH will be required to take this with them
- Cling film / tape will be used on the finger scanner for each candidate unless it can be wiped with sanitizer.

Staff:

- Staff will be provided with (non-surgical) single use face covering. Staff may wear their own reusable coverings. Face coverings must be worn throughout the test day
- Staff will be provided with single use (non-surgical) gloves. Gloves are optional.
- Staff will be provided with reusable (non-surgical) protective eyewear. One unit will be allocated to each staff member who requests them. Eyewear is optional and can be replaced as needs be.
- Speaking test rooms will be furnished with a sneeze guard screen to be placed between the candidate and the examiner/ interlocutor.

Other:

- Candidate workstations will be spaced a minimum of 2-meters apart from each other and/or examiners

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- Door handles and stair banisters will be sprayed with disinfectant spray by cleaners at the end of each round of candidates
- Candidate desks and computer equipment will be sprayed with disinfectant by invigilators/cleaners at the end of each round of candidates
- In the computer delivered tests candidates will have access to disinfectant wipes to further clean equipment should they wish to
- Hazard tape will be placed in corridors, stairwells, outside building entrances, in the lift and at registration indicating the 2-meter distance
- In the speaking test examiners will spray the candidate desk with disinfectant between each candidate
- In the speaking test examiners will not permit candidates to touch the Candidate Speaking Booklet (poly pocket)
- There will be a sneeze barrier between examiners and candidates during the speaking exam
- Hand sanitiser will be available on entry to the building, at registration, inside and outside the test rooms

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Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a **live** copy of IHTA's **Risk Assessment** for managing test day operations with the current Covid-19 situation. This risk assessment was built using templates from hse.gov.uk and hseni.gov.uk. A risk assessment form will be completed for each test venue and be completed by the relevant staff member. The risk assessment is specific to Covid-19.

This risk assessment pertains to: In person testing conducted by International House Trust Assessment / IH London

What are the hazards?

Spread of Covid-19

Who could be affected?

- IHTA Test Day staff
- IHTA office staff
- Facilities staff
- Exam candidates
- Local residents

References to overarching government advice:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

- Update log to above: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/updates>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

https://www.hse.gov.uk/news/coronavirus.htm?utm_source=hse.gov.uk&utm_medium=referral&utm_campaign=coronavirus&utm_content=home-page-banner

<https://www.hse.gov.uk/contact/concerns.htm>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

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Controls Required	Additional Controls	Action by who?	Action by when?
<p>Hand hygiene</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ 	<p>Candidates and staff to be reminded on entry to the building and on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Notices as to how to wash and dry hands are placed above the sinks at all hand washing stations</p> <p>Information is sent to candidates and staff ahead of the test.</p> <p>Paper towels and soap are available at all handwashing stations</p>	<p>Test Day Supervisor to staff.</p> <p>Invigilators to candidates</p> <p>Invigilators</p> <p>Pre-test team</p> <p>Cleaners</p> <p>Invigilators</p>	<p>On arrival for shift and by email before</p> <p>On arrival at the test venue and by email before</p> <p>Start of shift</p> <p>By email before the test</p> <p>Before each candidate cohort</p>

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<ul style="list-style-type: none"> • Gel sanitisers in any area where washing facilities not readily available 	<p>Hand sanitisers are stationed at strategic points in the building, including but not limited to:</p> <ul style="list-style-type: none"> ✓ At the main entrance ✓ Outside the lift ✓ At registration ✓ In the main test area 		<p>Before each candidate cohort</p>
<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Anti-bacterial surface spray and Anti-bacterial spray and blue roll to be used. Specific areas:</p> <ul style="list-style-type: none"> - Door handles - Lift call and floor buttons - Stair banisters - Registration desks - Finger scanner - Registration laptops - Candidate workstation and equipment - Candidates desks - Toilets <p>For example: examiners will need to spray the candidate desk in speaking (each), invigilators will need to spray IT equipment, cleaners will need to clean surfaces and toilets</p>	<p>Cleaner / Invigilator / examiner</p>	<p>At the beginning and end of each candidate cohort</p>
<p>Social Distancing Social Distancing -Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>	<p>Hazard tape used to indicate 2m distance in the following areas:</p> <ul style="list-style-type: none"> - All egresses - All used corridors - In the lift - In all waiting areas - Registration areas 	<p>Invigilators</p>	<p>At the beginning and end of each candidate cohort</p>

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<p>Redesigning processes to ensure social distancing in place.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Ensuring activity near the residential areas is minimised</p>	<ul style="list-style-type: none"> - In all used stairwells - In the test rooms <p>Using 2 entrances (writing and speaking) and 2 exit points (writing and speaking) for different groups where possible ensuring as little cross over as possible.</p> <p>Allocating fixed groups to limit contact with more people than necessary</p> <p>Adhering to the normal break schedule and allocating 2m spaced tables and chairs in the break areas, maximum number to be set in each location</p> <p>Ensure guided exit avoiding any queueing outside residences where needed</p>	<p>TDS</p> <p>Test prep team</p> <p>Test day supervisor</p> <p>Invigilators</p>	<p>Already designed and reinforced at the beginning of each shift</p> <p>During exam preparation no less than 3 days before the test date</p> <p>Ensure set up correct at the start of the shift Control break during the exam</p> <p>Already designed and reinforced at the beginning of each shift</p>
<p><u>Personal protective equipment</u></p>			

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<p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>			
<p>Symptoms of Covid-19 If member of staff or candidate becomes unwell demonstrating a new continuous cough or a high temperature, they will be sent home and advised to follow the stay at home guidance.</p> <p>If advised that a member of staff or candidate has developed confirmed Covid-19 and were recently on our premises the management team will contact the Public Health Authority (https://www.gov.uk/guidance/contacts-phe-regions-and-local-centres) to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</p>	<p>Invigilators will report any such cases to the test day supervisor who has the authority to send the candidates away. The candidate will be moved to a test date 2 weeks later free of charge</p> <p>All staff and candidates are advised to report any Covid diagnosis within 2 weeks of their last contact with the venue. This is included in the exam board Candidate Declaration</p> <p>Where a case of Covid-19 is confirmed the nominated single point of contact is: Eve Truskowska – Director of Exams who will lead contacting public health teams with regard to Exams Department operations https://www.gov.uk/health-protection-team</p> <p>Staff who develop any symptoms should self-isolate for 7 days</p>	<p>Test Prep Team</p> <p>Invigilator and TDS</p> <p>IHTA management team</p> <p>Government advice sent to staff before the test</p> <p>IHTA Management team</p>	<p>Email government advice and British Council declaration before the test</p> <p>At any point during the test day</p> <p>As soon as information is received.</p> <p>Government advice sent to staff before the test</p>

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<p>Clinically extremely vulnerable and clinically vulnerable people</p> <p>Extremely vulnerable: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable</p> <p>Vulnerable: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p>	<p>If staff live with someone or have someone in their support bubble who has symptoms, self-isolate for 14 days from the day their symptoms started.</p> <p>Staff: staff will be surveyed to establish if they fall into either of these categories. Staff falling into either of these categories will have their specific individual needs assessed on an individual basis</p> <p>Candidates: Candidates will be informed of the government guidelines around vulnerability and asked to assess their risk. Any candidates falling into these categories can be transferred to a later test date when they feel more comfortable attending the test, there will be no charge for the transfer</p>	<p>Pre-Test Team</p>	<p>Before allocating work to staff</p> <p>No less than 3 days before the test date</p>
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