

Updated 20/04/2022

Due for Review 20/06/2022 unless required earlier

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 advice:

<https://www.gov.uk/coronavirus>

<https://www.hse.gov.uk/coronavirus/index.htm>

https://www.who.int/health-topics/coronavirus#tab=tab_1

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

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. • 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 where possible</p>	<p>Redesigning processes to ensure social distancing where possible</p>	<p>Invigilators</p>	<p>At the beginning and end of each candidate cohort</p>

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<p>Ensuring sufficient rest breaks for staff.</p> <p>Ensuring activity near the residential areas is minimised</p>	<p>Adhering to the normal break schedule</p> <p>Ensure guided exit avoiding any queueing outside residences where needed</p>	<p>TDS</p> <p>TDS</p>	<p>Already designed and reinforced at the beginning of each shift</p> <p>Already designed and reinforced at the beginning of each shift</p>
<p><u>Personal protective equipment</u></p> <p>For candidates</p> <p>For staff</p>	<p>Candidates advised they may wear gloves/protective eyewear/face coverings during the test but to be removed for registration.</p> <p>Staff provided with non-surgical single use face coverings and gloves and multiple use non-surgical protective eyewear / face covering allocated to each staff member. Staff may use their own reusable face coverings which must be thoroughly cleaned daily. All PPE is optional, personal choice</p>	<p>Test prep team</p> <p>Invigilators to candidates</p> <p>Test prep team</p> <p>Test day supervisor</p>	<p>By email before test day</p> <p>On arrival at the test</p> <p>Government /WHO advice sent to staff ahead of the test</p> <p>On entry to the building</p>

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	One to one speaking test will ensure that a sneeze guard will be placed between the examiners / interlocutor and the candidate		
<p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	Staff advised to contact test centre if they are feeling overwhelmed or fearful. Provide an active open-door policy for all staff.	IHTA management team	Regular communication to all active staff
<p><u>Symptoms of Covid-19</u> 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</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</p>	<p>Test Prep Team</p> <p>Invigilator and TDS</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>

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<p>will take advice on any actions or precautions that should be taken.</p> <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#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>with regard to Exams Department operations https://www.gov.uk/health-protection-team</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>Government advice sent to staff before the test</p> <p>IHTA Management team</p> <p>Pre-Test Team</p>	<p>Government advice sent to staff before the test</p> <p>Before allocating work to staff</p> <p>No less than 3 days before the test date</p>
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