

Sample Risk Assessment for Practical Examinations

The purpose of this document is to support centres and learners and to provide guidance on how to complete a risk assessment during the COVID-19 pandemic for a Practical Examination.

What is Coronavirus disease?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered Coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment.

What are the hazards?	Who may be harmed and how?	What controls are already in place?	What further action is required?	Action by whom	Action by when	Complete
Transmission of Coronavirus disease (COVID-19)	<ul style="list-style-type: none"> Learner Client Practical Examiner Appointed Centre Staff Vulnerable groups – elderly, those with existing underlying health conditions and those who are pregnant 	Hand washing facilities	Hand sanitisers and tissues to be provided within the exam environment. Provide further training for learners and staff following Government guidelines.	Appointed centre staff	Start of new term	02/09/2020
		Sterilisation methods for different tools and equipment	Provide further training to all staff and learners regarding the correct use of sterilisation methods available.	Appointed centre staff	Induction week	03/09/2020
		Personal Protective Equipment (PPE)/ Respiratory Protective Equipment (RPE) as appropriate	Further training for all learners and staff on PPE/RPE requirements following Government guidelines on COVID-19 and the use and disposal of PPE/RPE.	Appointed centre staff	Induction week	03/09/2020
		Hand towels	Replace hand towels with disposable paper towels.	Appointed centre staff	Start of new term	02/09/2020

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Transmission of Coronavirus disease (COVID-19)	<ul style="list-style-type: none"> Learner Client Practical Examiner Appointed Centre Staff Vulnerable groups – elderly, those with existing underlying health conditions and those who are pregnant 	Cleaning of work area	All work areas are required to be disinfected between each client, this includes couch, work surfaces, trolleys, stools and electrical equipment.	Appointed centre staff and learners	Each examination session	Date of practical examination
		Waste bins	All waste bins within the exam environment are covered and should be emptied regularly; this includes clinical waste.	Appointed centre staff and learners	Each examination session	Date of practical examination
		Working areas	High touch areas such as: door handles, light switches, telephones, screens and keyboards areas are cleaned and disinfected constantly.	Appointed centre staff and learners	Each examination session	Date of practical examination
		General salon/ clinic hygiene	General hygiene and sterilising procedures must be maintained throughout the practical examination	Appointed centre staff and learners	Each examination session	Date of practical examination
		RIDDOR training	Further training for all learners and staff to update the symptoms of COVID-19.	Appointed centre staff	Induction week	03/09/2020
		Social distancing	Learners and staff to be reminded on a daily basis of the importance of social distancing within the exam environment. Management checks to ensure that this is adhered to.	Appointed centre staff, learners, and clients	Each examination session	Date of practical examination