

## PHS Wider Covid-19 Full Opening Risk Assessment

<b>Responsibility</b>	Phil Hanson
<b>Date of last review</b>	26/11/2020
<b>Date of next review</b>	04/01/2021
<b>Approval by:</b>	Avonreach Trustees
<b>Approval date:</b>	02/09/2020
<b>Version Control:</b>	<p>V1 original draft 28<sup>th</sup> August 2020</p> <p>V2 addition of extra one way instructions for English/Science</p> <p>V3 additional advice on using air conditioning units page 10</p> <p>V4 Removal of Draft watermark</p> <p>V5 Addition of extra dining room precautions, classroom layout information, face coverings on school transport update, daily bulletin messages</p> <p>V6 Update to reflect compulsory face coverings in communal areas from Wednesday 4<sup>th</sup> November 2020 (p16)</p> <p>V7 Update to include appendix – Protocols for PPEs 26 November 2020</p>

**Notes:** Appendix – PPE Invigilation Protocols

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be instructed not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official <a href="#">self-isolation guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a>, and the school will help them do this, using the national testing helpline and through the Worcestershire Employer Testing Route for staff. The school should receive from the DfE some home testing kits to give to families if they are unable to attend the testing facility.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The conference room and Sixth Form staircase will be used as the isolation area (access for Sixth Form Staff and Students will be via one of the fire exits or the corner stairs, should this area be closed). 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>Students and staff developing symptoms students will be isolated in the Conference Room until they can be collected or leave in the case of staff.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> </ul>	<p>LT</p> <p>PH/LT</p> <p>Student Hub</p> <p>Student Hub</p> <p>Student Hub</p>	1 <sup>st</sup> September 2020	

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		<ul style="list-style-type: none"> <li>• If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> <li>• Full sets of PPE are available for supervising staff in the Student Hub</li> <li>• Symptomatic students will be expected to wear a face covering – either their own or one from the school's non-PPE stock</li> <li>• Staff needing to wear PPE will be trained in safe removal and disposal using the recommended</li> <li>• YouTube video:  <a href="https://www.youtube.com/watch?v=wLuYDv65_to">https://www.youtube.com/watch?v=wLuYDv65_to</a></li> </ul> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• A school minibus will be used The driver and passenger will maintain a distance of 2m from each other with the passenger in the rearmost seat; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are able to do so</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has left.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be</p>	<p>Cleaning team</p>		

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		<p>disposed of properly, following <u>decontamination guidance</u>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact <a href="#">Worcestershire Public Health</a> or PHE West Midlands:</p> <p>PHE West Midlands West Health Protection Team,            2nd Floor, Kidderminster Library, Market Street,            Kidderminster,            DY10 1AB            Phone: 0344 225 3560</p> <p>The team will carry out a rapid risk assessment to confirm who has been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records, where possible, will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Detailed seating plans will be created and rigidly adhered to, these will be updated where required and where changes made these will be dated to allow 48hr tracing following a confirmed case</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:</li> </ul>	<p>LT</p> <p>Worcestershire Public Health and LT liaison</p> <p>All teachers</p>		<p>Follow advice from Track and Trace and local Public Health staff</p> <p>All teachers must maintain accurate attendance registers for tutor and every lesson. Any extra-curricular activities must also include a register of those taking part.</p> <p>Seating plans were in place from start of September but not specifically listed in the RA</p>

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		<ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> <ul style="list-style-type: none"> <li>● Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>● Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Staff should use the employer testing route in order to obtain fastest possible test results:  <a href="https://capublic.worcestershire.gov.uk/HRFormsEmployee/CvCovidTesting.aspx">https://capublic.worcestershire.gov.uk/HRFormsEmployee/CvCovidTesting.aspx</a>.            Please note staff must select 'WCC – School' in the dropdown.</p>	All staff		
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to drive, walk or cycle into school, and warned to avoid using public transport wherever possible.</p> <p>Students walking to and from school should try to maintain social distance from their peers and especially those in other year groups wherever possible.</p>	All staff, students & parents	1 <sup>st</sup> September 2020	



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		<p>they are visiting Perschore Kitchen where they must follow the one-way system and move to their designated area without waiting in the Dining Room.</p> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p> <p>Sixth Form Students will not be allowed to leave the school site to visit local shops/cafes and return to school on the same day to avoid unnecessary contact. An additional servery will be provided to minimise contact between student groups and to create extra capacity.</p> <p>Student arrival times naturally staggered due to school transport.</p>	<p>Sixth Form Team/Students Catering/Site Teams</p>		
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Students and staff will wash their hands or sanitise them as soon as they enter the school site. Students will then go directly to their designated year group base unless they are visiting Perschore Kitchen for breakfast.</p> <p>Everyone in school will be encouraged to:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul>		<p>1<sup>st</sup> September</p>	<p>All staff – encourage social distancing, SAS Protocol</p>



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coronavirus on surfaces		<ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks, tables and chairs</li> <li>• Office desks</li> <li>• Toilet facilities (including taps and flush buttons) to be cleaned at least 3 times daily</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboard and mouse)</li> <li>• Sports equipment (if required)</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> </ul> <p>Unnecessary items, soft furnishings, that are hard to clean will be removed, where possible, from areas being used and stored elsewhere.</p> <p>Every classroom and office will have a supply of disinfectant wipes so that staff desks can be cleaned between users</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <u>decontamination guidance</u>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>	<p>All staff</p> <p>Cleaning/Site Team</p>		

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		<p>Teachers will wash/sanitise their hands and clean surfaces before and after handling students' books.</p> <p>All doors to classrooms and offices to be propped open where safe to do so to avoid touching door handles and windows and doors will be open to maintain airflow wherever possible.</p> <p>Air handling systems will be switched on to increase airflow. However, Air conditioning units which recirculate air within the room will not be used unless essential to maintain equipment health (in IT rooms if the temperature builds up).—Following HSE advice (09/07/20) that the risk of air conditioning spreading Coronavirus in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation. Air conditioning units may be used in air intake mode where available or in cooling mode provided all windows and doors are open to allow fresh air to enter the room.</p> <p>Any resources shared between groups, such as sports, technology, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p>	<p>Teaching staff</p> <p>All staff</p> <p>Teaching Staff/ Cleaning Team</p> <p>Parents/students</p> <p>JH and Cleaning Team</p>		



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staff in classrooms and offices		<b>YEAR POD</b>	<b>Main Teaching Hub</b>	<b>IT Facilities (main)</b>	<b>Art Room</b>	All staff/students		
		8	New English (E1-8 + New Library)	IT4	A4			
		9	Humanities (H1-9)	H10	A6			
		10	Maths (M1-7)	B1, B2	A3			
		11	Quad (Q1-8)	IT1	A1			
		Sixth Form	C2, C3, L1-5, Old Library	IT2, IT3	A7 (+workroom)			
		<p>Specialist facilities are timetabled to avoid use by multiple year groups in the same day or to allow time for cleaning between groups.</p> <p>Key Stage 3 students will be taught in consistent groups and use the same classroom where possible.</p>						
<p>Social Distancing space will be maintained between students and staff, 2m apart where this is possible. Staff and students to work side to side not face to face. Seats and desks in classrooms and offices arranged to allow this where space allows.</p> <p>Staff will be provided with a face visor should they wish to use it where social distancing cannot be maintained.</p>				All staff				

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		<p>Hazard tape available for staff to create their own safe zone in their office/classroom and encourage social distancing.</p> <p>Importance of classroom layout reinforced with staff, some classroom furniture rearranged to increase space between students and staff. New 'safe' zones identified with hazard tape. Where layouts have changed updated and dated seating plans to be available.</p> <p>All large gatherings suspended until further notice. Assemblies delivered to tutors via Teams. Staff meetings via Teams – departmental and team meetings can take place in large, well ventilated spaces where social distancing between staff can be maintained. Staff room only available for working and for collecting drinks. Students will be reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will not take place. Singing or instrument playing won't take place in any larger groups such as choir or orchestra.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p>	<p>All Staff</p> <p>Teaching staff</p> <p>All Staff</p>	<p>23rd October</p>	<p>Tracing movements of a positive case in school revealed that some classroom layouts had become less safe over time.</p>

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		<p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 1-2 metres apart).</p> <p>All extra-curricular activities will be suspended until further notice.</p> <p>Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene and will use appropriate PPE.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			
<p>Spreading infection due to excessive contact and mixing between students and</p>		<p>Movement around the school site by students will be kept to a minimum. Break and lunchtimes are staggered to allow on year group at a time to use the Dining Room and outside areas:</p> <ul style="list-style-type: none"> <li>• 10.00 – 10.20am: Year 8 break</li> <li>• 10.20 – 10.40am: Year 9 break</li> <li>• 10.40 – 11.00am: Year 10 break</li> </ul>	<p>All staff</p>	<p>1<sup>st</sup> September</p>	

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staff around the school		<p data-bbox="555 395 1240 432" style="background-color: #008000; color: white; padding: 2px;">• 11.00 – 11.20am: Year 11 /12/ 13 break</p> <table border="1" data-bbox="562 443 1234 930"> <thead> <tr> <th></th> <th>Year 8</th> <th>Year 9</th> <th>Year 10</th> <th>Year 11</th> </tr> </thead> <tbody> <tr> <td>Lunchtime</td> <td>12.20 – 1.10pm</td> <td>12.20 – 1.10pm</td> <td>1.20 – 2.10pm</td> <td>1.20 – 2.10pm</td> </tr> <tr> <td>Servery access</td> <td>12.20 – 12.45pm</td> <td>12.45 – 1.10pm</td> <td>1.20 – 1.45pm</td> <td>1.45- 2.10pm</td> </tr> <tr> <td>Period 4</td> <td>1.10 – 2.10pm</td> <td>1.10 – 2.10pm</td> <td>12.20 – 1.20pm</td> <td>12.20 – 1.20pm</td> </tr> <tr> <td>Indoor eating space</td> <td>Hall (until 1.00pm)</td> <td>Perschore Kitchen (until 1.10pm)</td> <td>Hall</td> <td>Perschore Kitchen</td> </tr> <tr> <td>Outdoor space</td> <td>Bottom playground</td> <td>Opposite Library</td> <td>Opposite Library</td> <td>Bottom playground</td> </tr> </tbody> </table> <p data-bbox="555 935 1240 1145" style="background-color: #008000; color: white; padding: 2px;">A One-way system will be in operation in the main building between 9am and 3:40pm – Main corridor L1 to Quad only, PE Corridor Quad to Perschore Kitchen entrance only, outside paths will be two-way. Perschore Kitchen one-way system – entry only by PE doors and exit to the Hall via the extension or through the main corridor doors.</p> <p data-bbox="555 1161 1240 1382" style="background-color: #008000; color: white; padding: 2px;">Access to English/Science will be one way from the Quad into the Science foyer. Students leaving the Science Building must use the fire exit at the playground end of the building. Year 8 students entering/exiting Science may do so from/to the English building. Year 8 students exiting that building must use the fire exit nearest the girls' changing rooms.</p>		Year 8	Year 9	Year 10	Year 11	Lunchtime	12.20 – 1.10pm	12.20 – 1.10pm	1.20 – 2.10pm	1.20 – 2.10pm	Servery access	12.20 – 12.45pm	12.45 – 1.10pm	1.20 – 1.45pm	1.45- 2.10pm	Period 4	1.10 – 2.10pm	1.10 – 2.10pm	12.20 – 1.20pm	12.20 – 1.20pm	Indoor eating space	Hall (until 1.00pm)	Perschore Kitchen (until 1.10pm)	Hall	Perschore Kitchen	Outdoor space	Bottom playground	Opposite Library	Opposite Library	Bottom playground			
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Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Emergency evacuation practice will take place in year group bubbles to avoid unnecessary mixing, muster stations are re-allocated to year based tutor groups.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>From 4<sup>th</sup> November students, staff and visitors will wear face coverings (unless medically exempt) in transit between buildings and inside all buildings in communal areas where social distancing cannot be assured. Face Coverings will not be worn in lessons/tutor time/whilst eating. Students will be reminded of this through the daily bulletin and staff will instigate a formal procedure at the start and end of lessons in order to safely remove/don and store their face covering using the school's SAS procedure. A small stock of face coverings is available from the Student Hub if students forget to bring theirs to school.</p> <p>Students have been instructed on safe storage (a sealed plastic bag), disposal (a 'black bag' bin), and cleanliness (SAS protocol, avoiding touching the front of their</p>	<p>Site Team</p> <p>LT and Student Hub</p>	<p>1<sup>st</sup> September</p> <p>4<sup>th</sup> November</p>	<p>Signage to be included in Visitor Reception</p>

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		covering, not putting coverings on surfaces, replacing damp coverings with a clean version).			
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted using Microsoft Teams or equivalent video conferencing software. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible or a face-to-face meeting is more appropriate, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>Visitor Reception will be limited to a maximum of 2 visitors wherever possible and a one-way system will be in operation. A screen to protect the Receptionist from close contact installed.</p>	LT/Pastoral/SEN Teams	1 <sup>st</sup> September	
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing and will be encouraged to wear appropriate PPE.</p> <p>Individual Risk Assessments will be undertaken for vulnerable staff</p>	<p>LT</p> <p>KB</p>	1 <sup>st</sup> September	LT continue to review in light of updated DfE/LA/Liberata guidance and local policy

## COVID-19 PPE Protocols November 2020

Anti-viral wipes, hand sanitiser, gloves and face masks and bin bags are available in the Sports Hall.

Exam desks have been spaced to provide 'safe' spaces for invigilators at the front of the sports hall and in the two rear corners – invigilators should spend the majority of their time in these areas, maintaining social distance from each other and students. Other rooms have safe spaces identified for staff.

Invigilators should maintain a distance of 2m from students wherever possible and avoid face to face contact. Invigilators are advised to wear face coverings, where possible, in exam rooms.

Invigilators should wear gloves to collect papers at the end of exams to avoid touching papers directly. Invigilators should wear gloves if they have to handle student personal items such as mobile phones. **Trays will be provided for collecting papers to avoid contact.**

Seating plans have been produced for all exams – if a student needs to be moved, the master seating plan **must** be updated to reflect this. Seating plans must be returned to the exams office to be available for track and trace purposes.

Invigilators should restrict their supervision to specific areas or 'zones' within the exam room – this **must** be identified on the master seating plan for track and trace purposes

Should a student have a question; invigilators should hand the student a piece of paper and ask them to write their query on it and hand it back. The invigilator should write their response on the paper– **under no circumstances, except in an emergency, should invigilators speak directly, face to face within 1m of students. Any such contact must be recorded on the master seating plan** for track and trace purposes.

Ventilation: Exam rooms should be frequently ventilated, where there are windows these should allow 'trickle ventilation', air conditioning where available should be turned on, classroom doors should be kept open where practical. In the Sports Hall doors should be opened for 5 minutes every half an hour as a minimum to refresh the air – where comfort allows this should be for as long as possible. Students may wear additional layers and coats, if appropriate, due to the temperature in the room.

Students **must**, unless exempt, wear face coverings on entry and exit to the exam room, they may remove them when seated.

Students are not allowed to leave site on 'study leave' this year and should return to their study room or other location – to be advised at the end of their exam.