



Wallington High School for Girls Selection and Entrance Exams 2020

Please ensure to read the following document and advise to ensure you are correctly prepared for the SET and ENTREX November 2020.

What to bring with you?

Each candidate **must bring the exam invite** containing the candidate and room number for the day

Each candidate needs to bring the following items with them to the tests

- 1) At least 2 pencils
- 2) A sharpener
- 3) An eraser
- 4) A ruler
- 5) Pack of Tissues
- 6) Hand sanitizer
- 7) A face covering or mask to wear when not seated for the exam
- 8) A snack(s) to have between exams
- 9) A water bottle
- 10) A book or reading material for the break between exams

Please also ensure that your child is dressed appropriately for the weather as much of the waiting before and after a test will be outside. Any coats or removable clothing needs to be named.

If your child has any medical needs, please ensure that they also bring with them any required medication such as asthma inhalers or EpiPen.

Families or guardians - ONLY one adult or family member will be allowed to accompany a child to and from the school. All accompanying adults will be strongly advised to wear a mask or face covering.

How to arrive?

There will be no parking available on the school premises during these days, except for disabled access that has been prearranged. Woodcote Garden Centre has agreed to provide parking from 9am (although use of toilets in the garden centre is for paying customers only)

All Candidates and families/carers are recommended to use public transport to arrive at the exam as an alternative. The school is a 15 min walk from Wallington Station and is on several bus routes including the 127,627 and S4

Risk Assessment

When and where to arrive?

When dropping off a student for a test, candidates are asked to enter the school via the main car park entrance from Woodmansterne Lane. We ask that only one parent/carer accompanies the candidate to the check-in desks to minimise numbers in queues and onsite, in line with current government COVID 19 guidance.

AM session - Please do not arrive prior to 8am as access to the school will not start until 8.10am

PM session - Please do not arrive prior to 12.20pm as access to the school will not start until 12.30pm

Queue systems will be in place to enter and exit the school safely. WHSG will use marshalls, and request candidates and parents/carers socially distance and wear masks or face coverings.

When and where to Collect?

When collecting a student from a test, candidates are asked to enter the school via the service road entrance from Woodcote Road. We ask that only one parent/carer collects the candidate from the exam to minimise numbers in queues and onsite, in line with current government COVID 19 guidance.

AM session - Please do not arrive prior to 11am as access to the school will not start until 11.10am

PM session – Please do not arrive prior to 3.40pm as access to the school will not start until 3.45pm

Candidates will need to be collected from the tennis courts at the rear of the school field. Queue systems will be in place to enter and exit the school safely. WHSG will use marshalls, and request candidates and parents/carers socially distance and wear masks or face coverings.

What if I cannot attend on the day?

If you decide that you do not want your child to take the test after all, please let us know by emailing SET2021Entry@suttongrammar.sutton.sch.uk as soon as you decide to limit any unnecessary planning.

If your child is ill on the day of the Selective Eligibility Test you must ring the school they have been allocated as a venue before the test is due to start. You will then need to take your child to the doctor and produce a doctor's certificate with the same date as that of the test confirming illness on the day. We will then arrange for your child to sit the test at a later date.

Wallington High School for Girls - 020 8647 2380

Where a candidate becomes unwell during a test, the test venue will make appropriate arrangements to care for the child and to inform his/her parents. These arrangements may include allowing the candidate to leave the test room for a short period under supervision; returning to finish the tests. If the candidate is unable to continue and leaves the premises then he/she will not be allowed to finish any test that he/she has already started.



Wallington High School for Girls Risk Assessment Form

Premises :	Wallington High School for Girls
Section :	Admissions
Activity/Person/Area Assessed :	Selective Eligibility Test – Wednesday 11 November 2020 Second Stage Entrance Exam – Saturday 28 November 2020
Date of Assessment :	October 2020

Risk Assessment

No	Hazard	People at risk	Existing control measure	Risk Rating: Low, Medium or High
1	Slip or trip (from trailing cables, objects on floor, uneven surfaces on protective floor coverings)	All those on site	Good standards of housekeeping Advance checks of layout in exam venues and corridors to ensure no obstructions or trailing cables Floors checked in advance for defects and addressed if necessary.	Low

No	Hazard	People at risk	Existing control measure	Risk Rating: Low, Medium or High
2	Environmental factors and controls (heating, lighting, ventilation, weather conditions)	All those on site	<p>Heating, lighting and ventilation systems well maintained. Checks made the day before and on the day before candidates arrive.</p> <p>Good systems in place for reporting defects.</p> <p>Staff and students assigned to outside areas advised to wear hats/suncream or wear suitable wet weather clothing depending on weather conditions.</p> <p>Weather conditions monitored in advance of event and arrangements adapted if necessary.</p> <p>Good ventilation to be maintained in all areas – candidates and staff and student helpers advised to bring layers just in case.</p>	Low
3	Use of electric equipment – electric shock/fire	All those on site	<p>Fixed installations maintained.</p> <p>Portable appliances subject to testing regime. Portable heaters not used.</p> <p>PA systems set up and checked in advance by IT Support.</p> <p>Visual checks of cables, connections and plugs by users.</p>	Low
4	Access to emergency vehicles	All those on site	<p>Wallington High School for Girls has two emergency vehicle routes onto the site.</p> <p>These service roads will be utilised for our safe queue system however at no point in these events will both access routes be blocked or used for queue systems at the same time; Access to one of the queues until the other queue has cleared the service road.</p>	Low
5	Fire	All those on site	<p>No smoking permitted on site.</p> <p>Good standards of housekeeping.</p> <p>See School Fire Risk Assessment.</p> <p>Fire procedure announcement made to candidates in each exam venue prior to start of first test. Fire evacuation procedures are familiar to staff and current students who would take the lead if any situations occurred as regards to candidates. Staff responsible for orderly evacuation of candidates in case of fire alarm sounding.</p>	Low
6	Accidental injury or illness such as asthma, epileptic fit, fainting, allergic reaction.	Staff, current students and visitors	<p>Staff in exam rooms have prior knowledge of medical needs of candidates. First Aid available from first aid trained members of staff. Defibrillators on site. If necessary emergency services will be called. Clear access for emergency services to be maintained at all times.</p>	Low

Risk Assessment

No	Hazard	People at risk	Existing control measure	Risk Rating: Low, Medium or High
7	Manual handling - back or other injuries	Staff	Only medium weight items moved (boxes of exam papers etc). Appropriate lifting technique to be adopted. Assistance sought for larger loads.	Low
8	Welfare facilities – infection, personal comfort	All those on site	<p>Toilet facilities well maintained and cleaned daily. Checked in advance of date for condition.</p> <p>Provision of toilet facilities for candidates. Each exam area will have designated toilets for use only by that colour group, thereby minimising usage and risk. Candidates offered chance to use facilities prior to start of first exam and in break. Candidates permitted to use facilities at other times on demand. Candidates permitted to bring a drink and snack to exam room. All candidates required to use hand sanitiser before entering the toilets/premises and to wash hands/sanitise thoroughly after use.</p> <p>Toilets will not be available to parents or candidates before entering their relevant exam block.</p> <p>Drinking water fountains are not available at this time due to COVID-19. Candidates advised to bring their own water.</p>	Low
9	Use of cars – traffic hazards, traffic congestion in surrounding area	Staff, current students and parents of candidates, local residents and business owners and general public	<p>Online & email guidance to parents encourages use of public transport and information provided about public transport options. Specific discouragement of use of cars & parking within the radius of the school.</p> <p>School car park is unavailable during these events as this area is used to manage the safe arrival and departure of candidates. This process is supervised by the school's site staff or trained marshalls. Site staff or trained marshalls will be experienced in this and clear guidance and instruction given to cadets in advance.</p> <p>Alternative parking has been sort and agreed with the school's neighbour, Woodcote Garden Centre.</p> <p>Notice given of events in advance to all local residents and business owners.</p> <p>Application made to London Borough of Sutton for parking suspensions to be applied in local roads and local civil enforcement officers to be in attendance to enforce the restrictions.</p> <p>Contact made with London Borough of Sutton and community policing in advance. Local Community officers will be in attendance if possible.</p>	Medium

No	Hazard	People at risk	Existing control measure	Risk Rating: Low, Medium or High
10	Bad weather or transport problems leading to significant late arrivals	Candidates	Weather reports checked in advance and plans put in place as required. Clear advice to attendees that they must dress for the weather and be prepared to be outside for some of the time at arrival and departure times. Possible delay start of exam. Late procedures in place as the afternoon exam does not start until a .	Low
11	Disabled facilities	Disabled candidates	Candidates needs known in advance and careful allocation to venues with appropriate facilities. To minimise any stress or anxiety, candidates requiring additional support will enter the school via a different entrance to minimise queuing and the overwhelming nature of such a volume of people. Disabled parking will be provided on site, if required. Candidates will be asked to declare in advance if they have any disabled parking needs for number planning	Low
12	Suspected cheating or other issues of misbehaviour in exam room	Candidates	Thorough Invigilator instruction handbook in place. Incident Record Forms to be completed by invigilators. Members of SLT on hand to advise. Candidate photo checks completed at start of tests.	Low
13	Problem with exam paper – copying error, printing error, mistake in paper, insufficient amount	Candidates and exam integrity, reputational damage	Careful proof reading in advance of copying of papers. Every page of every paper checked in advance. Papers counted into folders to ensure exact number required for the number of candidates expected. Count double checked. Pre-agreed plan of action if mistake in paper is identified – communication across schools but all candidates to have same exam day experience.	Low
14	Unauthorised access to exam papers	Candidates and exam integrity, reputational damage	Security protocol in place across all participating schools. Controlled access to all papers. Papers kept in secure location in school.	Low
15	Bomb threat/dangerous intruder during exam sessions	All those on site	Evacuation procedures and lock down procedures known by invigilation staff.	Low

Risk Assessment

No	Hazard	People at risk	Existing control measure	Risk Rating: Low, Medium or High
16	Coronavirus COVID-19 – risk of transmission of infection	All those on and around the site	<p>Only one adult per candidate at arrival and departure.</p> <p>Queues to be socially distanced of around 2m between each household.</p> <p>Staff will be used around the queues to help ensure that social distancing and face coverings/social distancing are being observed by those queuing.</p> <p>Routines will be put in place to ensure that queues on the public streets do not need to build for any longer than necessary including welcoming candidates into exam venues earlier than usual and providing for as much on site queuing as possible.</p> <p>Adults to be asked to wear a face covering at all times during arrival and departure process. Candidates encouraged to wear masks when arriving, departing and circulating at the venue but not compulsory.</p> <p>There will be no toilet facilities for accompanying adults onsite.</p> <p>Candidates required to bring their own hand sanitiser. This must be used prior to using the facilities and at the start & end of the break session.</p> <p>Candidates to bring their own tissues and equipment. A minimal amount of spares will be kept in the exam venues and if given to a child they will be able to keep it.</p> <p>Candidates grouped by primary school within venues. When in primary school groups they do not need to be fully socially distanced. Outside of primary school groups they are to be seated 2m apart.</p> <p>Invigilation staff to be asked to sanitise hands or wear gloves before handing out exam papers.</p> <p>Student helpers to wear masks at all times.</p> <p>Staff to wear visors and masks if they wish.</p> <p>Staff/ student helpers required to wash their hands at regular intervals.</p> <p>Exam desks & chairs as well as frequently touched surfaces like door handles & light switches will be disinfected between sessions</p>	Low

Risk Rating :

High = current controls inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard occurring

Medium = current controls reduce the risk but risk still remains but consequences less serious: minor injury, short-term ill health with no lasting effects,

Low = current controls are adequate to minimise the risk so far as reasonably practicable

Risk Assessment