

# Risk Assessment

## Summary

Reference: RA000362/1

Sign-off Status: Approved

<b>Date Created:</b>	13/08/2020	<b>Confidential?</b>	No
<b>Assessment Title:</b>	Test of Competence (ToC) - COVID		
<b>Assessment Outline:</b>	<p>This assessment has been written to outline the safety arrangements and controls the GMC will use to endeavour to control the potential spread of coronavirus when running Test of Competence (ToC) activities. In order to keep the assessment concise, the controls listed have been kept as simple as possible. It is important that staff and others who may be asked to come into the office during this period are consulted and given adequate information, instruction and training. The assessment covers the activities of GMC staff, but should be shared with others who may be affected by our activities (contractors, visitors to site, building management etc). It remains important to cooperate and coordinate with other parties in the workplace to control health and safety risks. Additional supporting guidance may be needed in order to describe how we will implement our controls. While every effort will be made through the various controls outlined throughout the assessment, strict social distancing may prove difficult to maintain due to unforeseen human behaviour and space limitations. The assessment is broken down into activities and the hazards associated with each activity are shown. While the risk from each individual hazard can be lowered by the introduction of controls, a possible rise in aggregated risk from multiple hazards should be considered.</p>		
<b>Area Responsible (for management of risks)</b>	<b>Location of Risks</b>	On-Site	
<b>Directorate:</b>	Fitness to Practise	<b>Site:</b>	Manchester
<b>Department:</b>	Performance and Health	<b>Building:</b>	ALL Buildings
<b>Section:</b>	All Sections	<b>Floor:</b>	ALL Floors
<b>Further Location Information:</b>	3 Hardman Square, Manchester, M3 3EB and 3 Hardman Street Manchester M3 3AW		
<b>Is HSE approval required?:</b>	UNITED KINGDOM		
<b>Assessment Start Date:</b>	08/09/2020	<b>Review or End Date:</b>	08/09/2021
<b>Relevant Attachments:</b>	<p><b>Description of attachments:</b></p> <p>HM Government - Working Safely during Covid-19 Offices and Call Centres - <a href="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/offices-and-contact-centres</a> For other risk assessments (including further COVID assessments) see - <a href="https://insideinfo.gmc-uk.org/support/facilities/health-and-safety/risk-assessments">https://insideinfo.gmc-uk.org/support/facilities/health-and-safety/risk-assessments</a></p> <p><b>Location of non-electronic documents:</b></p>		
<b>Assessor(s):</b>	Dale, Warren Sargeson, Paul		
<b>Approver(s):</b>	Warren Dale		
<b>Signed Off:</b>	Warren Dale (08/09/2020 11:13)		

### Distribution List:

### PEOPLE AT RISK (from the Activities covered by this Risk Assessment)

#### CATEGORY

Employees  
Contractors  
Visitors  
Disabled Persons  
Women of Child-bearing Age  
Other

# Risk Assessment

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## 1. Arrival at ground floor reception

**Description of Activity:**

GMC staff, contractors and visitors negotiating their way through ground floor reception and travelling via the lifts to GMC reception. Due to social distancing measures introduced by building management staff and those involved in ToC may potentially face waiting times in the ground floor reception area.

### Hazard 1. Close contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:  
**High**

**Existing Control Measures**

- Arrivals timed and staggered to minimise congestion
- Measures in place in reception to maintain social distancing (barriers, signage, floor markings etc)
- Supervision at reception to challenge non compliance with any measures
- Information, instruction and training given to staff
- Instructions and guidance communicated to those participating
- Lifts running at a reduced capacity (less people per journey)
- Clear messaging regards COVID-19 symptoms and non-attendance sent in advance
- Staff who are in scope to return will undergo an individual assessment before they return
- Procedure on how to deal with someone showing symptoms of COVID-19 in place
- Return to the office induction process in place

With Existing Controls:

**Low**

**Further Control Measures**

# Risk Assessment

## Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:  
**High**

### Existing Control Measures

- Enhanced cleaning regime carried out in reception including frequent cleaning of touchpoints (lift buttons, turnstiles etc)
- Hand sanitiser available in reception
- Supervision at reception to challenge non compliance with any measures
- Staff who are in scope to return will undergo an individual assessment before they return
- Clear messaging regards COVID-19 symptoms and non-attendance sent in advance
- Return to the office induction process in place

With Existing Controls:

**Low**

### Further Control Measures

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress -GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

**Low**

### Further Control Measures

## 2. Arriving at GMC reception (inc. check in)

### Description of Activity:

Participants in PLAB arrive at the GMC reception from the ground floor reception.

# Risk Assessment

## Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:

**High**

### Existing Control Measures

- Arrivals timed and staggered to minimise congestion
- Measures in place in reception to maintain social distancing (barriers, signage, floor markings etc)
- Supervision at reception to challenge non compliance with any measures
- Information, instruction and training given to staff
- Instructions and guidance communicated to participants prior to arrival on site
- Clear messaging regards COVID-19 symptoms and non-attendance sent in advance
- Barriers/hatched zones in place around the reception desk to protect staff working on reception
- Procedures to instruct staff how best to carry out operational activities e.g. producing security passes, not sharing pens or stationary etc
- Antibacterial acrylic screens fitted at reception desks
- The number of staff working at reception limited to maintain social distancing behind the reception desk
- Candidates move through reception and wait in the briefing room (social distancing measures in place)
- Examiners and role player advised in advance which room to attend and check in procedure suspended, passes placed in rooms in advance
- Barrier table with lanyards/keys laid out
- Staff who are in scope to return will undergo an individual assessment before they return
- Procedure on how to deal with someone showing symptoms of COVID-19
- Return to the office induction process in place for staff

With Existing Controls:

**Low**

### Further Control Measures

# Risk Assessment

## Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:  
**High**

### Existing Control Measures

Enhanced cleaning regime carried out in reception including frequent cleaning of touchpoints (lift buttons, door handles etc)

Hand washing facilities and hand sanitiser available

Guidance and instruction on hygiene measures available in reception

Supervision at reception to challenge non compliance with any measures

Antibacterial acrylic screens fitted at reception desks

Clear messaging regards COVID-19 symptoms and non-attendance sent in advance

Cleaning products available to clean equipment or surfaces

Procedures written to instruct staff how best to carry out operational activities e.g. producing security passes, not sharing pens or stationary etc

Reusable identification lanyards replaced by single use stickers to remove staff handling

Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Low**

### Further Control Measures

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

**Low**

### Further Control Measures

## 3. Team discussions

**Description of Activity:**

# Risk Assessment

## Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:  
**High**

### Existing Control Measures

Measures in place to maintain social distancing (barriers, signage, floor markings etc)  
Information, instruction and training given to staff  
Those who are showing symptoms of COVID 19 are asked not to attend the office  
Staff who are in scope to return will undergo an individual assessment before they return  
Return to the office induction process in place for staff  
Team to use separate designated desks  
Desk/chair layout organised to maintain social distancing

With Existing Controls:

**Low**

### Further Control Measures

## Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:  
**High**

### Existing Control Measures

Information, instruction and training given to staff  
Those who are showing symptoms of COVID 19 are asked not to attend the office  
Cleaning products available to clean equipment or surfaces  
Hand washing facilities and hand sanitiser available  
Enhanced cleaning regime carried out including frequent cleaning of touchpoints  
Staff who are in scope to return will undergo an individual assessment before they return  
Return to the office induction process in place for staff

With Existing Controls:

**Low**

### Further Control Measures

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

**Low**

### Further Control Measures

# Risk Assessment

## 4. Briefing - Role players

### Description of Activity:

#### Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:  
**High**

#### Existing Control Measures

Measures in place to maintain social distancing (barriers, signage, floor markings etc)

Supervision to challenge non compliance with measures

Information, instruction and training given to those participating

Those who are showing symptoms of COVID 19 are asked not to attend the office

Role-players designated separate rooms on arrival

One assessor to brief each role-player - Assessor to maintain distance during briefing.

With Existing Controls:

**Low**

#### Further Control Measures

#### Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus

Uncontrolled Risk:  
**High**

#### Existing Control Measures

Those who are showing symptoms of COVID 19 are asked not to attend the office

Cleaning products available to clean equipment or surfaces

Hand washing facilities and hand sanitiser available

Enhanced cleaning regime carried out including frequent cleaning of touchpoints

Information, instruction and training given to those participating in ToC

With Existing Controls:

**Low**

#### Further Control Measures

# Risk Assessment

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

**Low**

### Further Control Measures

## 5. Examining

**Description of Activity:** Includes interviews, simulated surgery and OSCE stations



# Risk Assessment

## Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:

**High**

### Existing Control Measures

- Measures in place to maintain social distancing (barriers, signage, floor markings etc)
- Supervision to challenge non compliance with any measures
- Information, instruction and training given to staff
- Instructions and guidance communicated to those participating
- Only larger meeting rooms/stations used
- Air conditioning optimised - doors left open where possible
- Assessors to monitor stations remotely (video/telephone) unless absolutely necessary to be present
- Side by side working encouraged
- Appropriate PPE provided when distancing not possible (i.e. during some examinations). Guidance on the use of PPE provided
- Testing stations in use for less than 15 minutes at a time
- Original layout of the circuit reconfigured to enlarge some stations allowing greater social distancing
- Staff who are in scope to return will undergo an individual assessment before they return
- Those who are showing symptoms of COVID 19 are asked not to attend
- Return to the office induction process in place for staff
- Procedure on how to deal with someone showing symptoms of COVID-19 in place
- Seating/desks positioned to maintain distancing

With Existing Controls:

**Low**

### Further Control Measures

# Risk Assessment

## Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus

Uncontrolled Risk:  
**High**

### Existing Control Measures

Those who are showing symptoms of COVID 19 are asked not to attend

Cleaning products available to clean equipment or surfaces

Hand washing facilities and hand sanitiser available

Enhanced cleaning regime carried out including frequent cleaning of touchpoints

Information, instruction and training given to staff

Appropriate PPE provided when distancing not possible (i.e. during some examinations). Guidance on the use of PPE provided

Staff who are in scope to return will undergo an individual assessment before they return

Return to the office induction process in place for staff

Procedure on how to deal with someone showing symptoms of COVID-19 in place

Assessors to use minimal paperwork and encouraged to use own electronic devices to record findings when possible

With Existing Controls:

**Low**

### Further Control Measures

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

**Low**

### Further Control Measures

## 6. Use of toilets

Description of Activity:

# Risk Assessment

## Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:  
**High**

### Existing Control Measures

Some cubicles and sinks closed off to promote social distancing

Offices currently less populated

Some urinals closed off to maintain social distancing. Urinals in use to help limit the amount of time spent in the toilets

Signage and guidance provided

Those who are showing symptoms of COVID 19 are asked not to attend the office

Number of people using the toilets is limited

Staff asked to monitor toilet use as part of their role to avoid any potential problems with queueing and bottlenecks

Additional toilet facilities installed within the circuit to reduce possible queueing and bottlenecks

Staff who are in scope to return will undergo an individual assessment before they return

Return to the office induction process in place

With Existing Controls:

**Low**

### Further Control Measures

## Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus

Uncontrolled Risk:  
**High**

### Existing Control Measures

Toilet users able to wash their hands using soap and water before leaving

Signage provided giving advice on hygiene measures

Signage displayed to ask toilet users to shut toilet lids before flushing to help reduce surface contamination

Those who are showing symptoms of COVID 19 are asked not to attend the office

Toilet facilities cleaned regularly

Staff who are in scope to return will undergo an individual assessment before they return

Return to the office induction process in place

With Existing Controls:

**Low**

### Further Control Measures

# Risk Assessment

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

**Low**

### Further Control Measures

## 7. Staffing

### Description of Activity:

## Hazard 1. Contact with others or contaminated surfaces

Transmission of coronavirus

Uncontrolled Risk:  
**High**

### Existing Control Measures

Measures in place to maintain social distancing (barriers, signage, floor markings etc)  
Supervision to challenge non compliance with any measures  
Information, instruction and training given to staff  
Those who are showing symptoms of COVID 19 are asked not to attend the office  
Instructions and guidance communicated to others attending the office  
Cleaning products available to clean equipment or surfaces  
Hand washing facilities and hand sanitiser available  
Enhanced cleaning regime carried out including frequent cleaning of touchpoints  
Variation in roles/attendance  
Staff who are in scope to return will undergo an individual assessment before they return  
Return to the office induction process in place

With Existing Controls:

**Low**

### Further Control Measures

# Risk Assessment

## Hazard 2. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

**Low**

### Further Control Measures

## 8. Leaving the building

**Description of Activity:** On completion of ToC participants will leave the building

### Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:  
**High**

### Existing Control Measures

Departure staggered to reduce congestion at potential bottlenecks

Measures in place in reception to maintain social distancing (barriers, signage, floor markings etc)

Supervision to challenge non compliance with any measures

Information, instruction and training given to staff

Instructions and guidance on leaving the building given to participants

Lifts running at a reduced capacity (less people per journey)

Those who are showing symptoms of COVID 19 are asked not to attend the office

Lanyards, keys etc dropped into buckets then cleaned/rested

Staff who are in scope to return will undergo an individual assessment before they return

Use of stairs promoted (only when leaving the building)

With Existing Controls:

**Low**

### Further Control Measures

# Risk Assessment

## Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus

Uncontrolled Risk:

**High**

### Existing Control Measures

Hand washing facilities and hand sanitiser available

Guidance and instruction on hygiene measures available

Supervision to challenge non compliance with any measures when leaving the building

Those who are showing symptoms of COVID 19 are asked not to attend the office

Cleaning products available to clean equipment or surfaces

Procedures written to instruct staff how best to carry out operational activities e.g. collecting security passes, not sharing pens or stationary etc

Lanyards, keys etc dropped into buckets then cleaned

Enhanced cleaning regime carried out including frequent cleaning of touchpoints (lift buttons, door handles etc)

Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Low**

### Further Control Measures

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:

**High**

### Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

**Low**

### Further Control Measures

## 9. Set up/Take down

### Description of Activity:

Staff set up the circuit before the exams begin and take it down when they have finished. Equipment is cleaned before it is packed away

# Risk Assessment

## Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:

**High**

### Existing Control Measures

- Measures in place in reception to maintain social distancing (barriers, signage, floor markings etc)
- Supervision at reception to challenge non compliance with any measures
- Information, instruction and training given to staff
- Those who are showing symptoms of COVID 19 are asked not to attend the office
- Staff to avoid face to face working
- Staff to work side by side or back to back where possible
- PPE available (face coverings, disposable nitrile gloves)
- Staff to maintain distance from each other where possible
- Staff work in teams - teams to avoid mixing
- Teams to set up designated rooms
- Staff who are in scope to return will undergo an individual assessment before they return
- Procedure on how to deal with someone showing symptoms of COVID-19 in place
- Staff returning to the office undergo an induction

With Existing Controls:

**Low**

### Further Control Measures

# Risk Assessment

## Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:  
**High**

### Existing Control Measures

- Guidance and instruction on hygiene measures available
- Those who are showing symptoms of COVID 19 are asked not to attend the office
- Procedures written to instruct staff how best to set up and take down the circuit
- Cleaning products available to clean equipment or surfaces
- Equipment cleaned before being put away
- Hand washing facilities and hand sanitiser available
- Staff who are in scope to return will undergo an individual assessment before they return
- PPE available (face coverings, disposable nitrile gloves)
- Procedure on how to deal with someone showing symptoms of COVID-19 in place
- Return to the office induction process in place for staff

With Existing Controls:

**Low**

### Further Control Measures

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

- For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

**Low**

### Further Control Measures

## 10. Catering/breaks

### Description of Activity:

Catering is provided for those participating in ToC



# Risk Assessment

## Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:  
**High**

### Existing Control Measures

Seating removed to maintain social distancing  
Catering and breaks staggered throughout the day  
No buffet style catering - unwrapped food removed  
Measures in place to maintain social distancing (barriers, signage, floor markings etc)  
Supervision to challenge non compliance with any measures  
Information, instruction and training given to staff  
Those who are showing symptoms of COVID 19 are asked not to attend

With Existing Controls:

**Low**

### Further Control Measures

## Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus

Uncontrolled Risk:  
**High**

### Existing Control Measures

Hand washing facilities and hand sanitiser available  
Enhanced cleaning regime carried out including frequent cleaning of touchpoints  
Cleaning products available to clean equipment or surfaces  
Those who are showing symptoms of COVID 19 are asked not to attend  
No buffet style catering - unwrapped food removed  
Cutlery individually wrapped

With Existing Controls:

**Low**

### Further Control Measures

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>  
Participants can discuss issues with GMC staff

With Existing Controls:

**Low**

### Further Control Measures

# Risk Assessment

## Actions

**Reference: RA000362/1**

**Sign-off Status: Approved**

### Actions associated with this Risk Assessment

**\*\*\* No Actions have been recorded\*\*\***