

**Agenda item 2**  
**Restarting PLAB 2 examinations**

<b>Action</b>	To approve
<b>Purpose</b>	The restarting of PLAB 2 examinations is a corporate priority with a project formed in May to implement. The postponement of PLAB 2 has been high profile, leading to extensive correspondence with stakeholders. This paper's purpose is to highlight our work in implementing government guidelines and reducing the risk assessment to acceptable levels.
<b>Decision trail</b>	Senior Management Team
<b>Recommendation</b>	To approve the restarting of PLAB 2 examinations from 13 August 2020.
<b>Annexes</b>	Annex A: Proposal presentation for restarting PLAB 2 examinations Annex B: Risk assessment Annex C: 2020 schedule for PLAB 2 restart
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<b>Sponsoring director/ Senior Responsible Owner</b>	<b>Una Lane</b> , Director of Registration and Revalidation <a href="mailto:una.lane@gmc-uk.org">una.lane@gmc-uk.org</a> , 020 7189 5164

**Proposal presentation for restarting PLAB 2 examinations**

General  
Medical  
Council

# Restarting PLAB 2 examinations

Executive Board meeting 29 June 2020

Working with doctors Working for patients

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## Postponement

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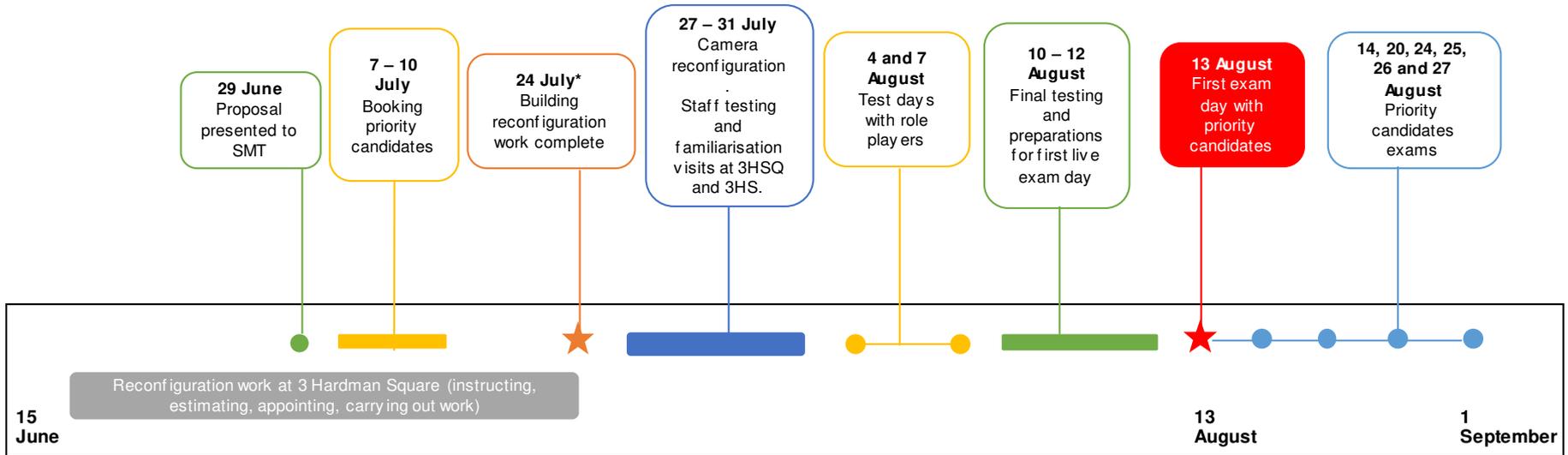
- Reopening PLAB 2 is a corporate priority with a project formed in May to implement
- All PLAB 2 bookings cancelled throughout 2020
- Postponement of PLAB 2 has been very high profile leading to extensive correspondence with stakeholders
- Work was required to implement social distancing and reduce the risk assessment to acceptable levels

# Changes

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# Timeline for opening 3HSQ



\*Confirmation needed from contractor on timescales for reconfiguration work.

## Risk assessment and measures being taken

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- Physical changes to the centre and the set up of services has been informed by a detailed risk assessment (attached).
- The risk assessment continues to be updated as more mitigating actions are taken, and is being quality assured by external consultants.
- The 2 remaining high risk areas on the assessment – transmission of coronavirus on the CAC circuit and through the use of the toilets have been reduced to a medium risk following further mitigating actions including:
  - Most examiners to be located at 3 Hardman Street
  - Removing some walls to make larger station rooms
  - Constructing additional toilets on the circuit
- We are working with the landlords who have put plans in place to accommodate social distancing to protect tenants and visitors on the ground floor.

## Risk assessment and measures being taken

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- We will be installing barriers and signage on the 8<sup>th</sup> floor to ensure social distancing.
- Acrylic screens will be installed on the reception desks.
- Seating which can and cannot be used in reception will be clearly marked.
- Additional hand sanitisers and signage will be installed throughout the centre.
- Enhanced cleaning regimes will be implemented, including an additional day janitor to support in cleaning touch points.
- Lunches for role players and examiners will be pre-packed.
- A process will be in place in the event of anyone displaying symptoms of covid-19 during the day.

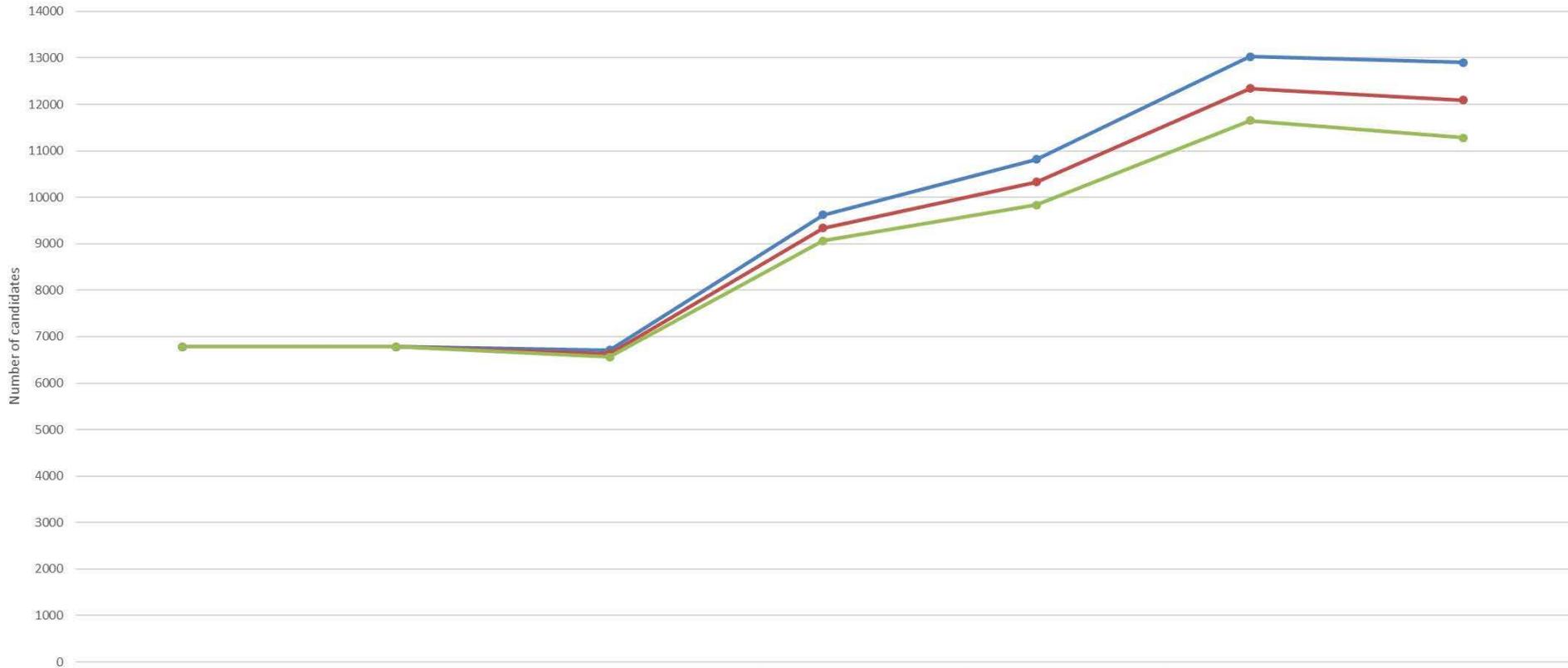
## Allocation of places

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- We have surveyed priority candidates and have started a similar process for all those eligible for PLAB 2
- Based on the responses we are categorising candidates into low, medium and high priority
- Criteria include a job offer, previously having tests cancelled and being in the UK: these criteria favour those who are most able to quickly support the NHS
- Demand considerably exceeds supply with no signs of a reduction

# Demand vs Capacity

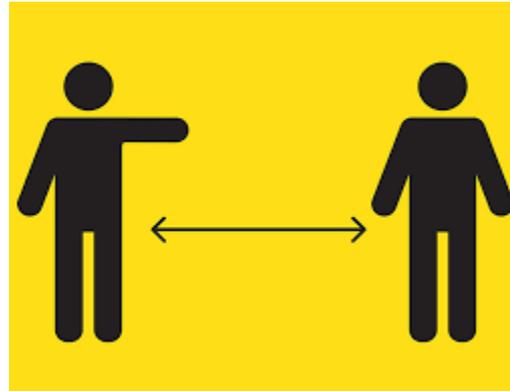
PLAB 2 seat deficit over time



	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
16 Candidates / day	6782	6782	6709	9622	10814	13024	12899
32 Candidates / day	6782	6782	6636	9342	10326	12338	12088
48 Candidates / day	6782	6782	6564	9061	9837	11651	11277

# Changes to UK Government Guidance

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The government has announced a move to a “1 metre plus” social distancing model. Our space planners have revisited the CAC floorplans with this in mind and once we have the detailed guidance we will seek to implement it in a pragmatic and safe way with a view to increasing the number of doctors we can examine.

## Risk assessment

# Risk Assessment

## Summary

Reference: RA000337/1

Sign-off Status: In Planning

<b>Date Created:</b>	19/05/2020	<b>Confidential?</b>	No
<b>Assessment Title:</b>	PLAB - running limited exams during Covid-19 outbreak DRAFT #5		
<b>Assessment Outline:</b>	<p>The general objective currently being followed by the GMC is that everyone should work from home, unless they cannot work from home. 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 within PLAB during a limited restart to examinations. 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 a control will be implemented. Supporting guidance can be uploaded to this assessment as an attachment. HM Government guidance 'Working safely during COVID-19 in offices and contact centres' has been used to inform the control measures to be put in place within GMC offices. It is important to note that risk assessments are normally compiled using a matrix which provides a numerical value for "Likelihood" and "Severity" thereby allowing a level of risk to be calculated. Once the risk has been calculated a decision is made on whether the risk is acceptable, or if not, whether the risk can be managed to a level which is "As Low As Reasonably Practicable" (ALARP). In this situation the hazard is well known, being the potential to infect those attending PLAB with the virus and thereby causing further onward spread. The severity CAN be death. The government has published regular statistical evidence regarding the numbers of newly infected individuals and the number of fatalities. There is however no guidance data available for this assessment to allow accurate calculation of the likelihood of spread or cross-infection. Therefore, the GMC will implement the relevant guidelines published by the government to provide the greatest KNOWN practical management of the hazard. This assessment and the implementation of the management plans produced shall be reviewed regularly, as the situation develops, and if necessary, changed if methods are judged to be inadequate or unworkable in practice. If changes are needed to the content of this assessment contact the Assessors named. While every effort would 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. It should also be stressed that while the exams will be running at a reduced capacity, the way in which they will run will initially be untested and unfamiliar. As a result, there may be unforeseen developments during the initial exams. 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>	Registration and Revalidation	<b>Site:</b>	Manchester
<b>Department:</b>	PLAB	<b>Building:</b>	3 Hardman Square
<b>Section:</b>	All Sections	<b>Floor:</b>	ALL Floors
<b>Further Location Information:</b>	3 Hardman Square, Manchester, M3 3EB		
<b>Is HSE approval required?:</b>	UNITED KINGDOM		
<b>Assessment Start Date:</b>	19/05/2020	<b>Review or End Date:</b>	19/05/2021
<b>Relevant Attachments:</b>	HM Govt - Working safely during covid-19 offices & contact centres-110520.pdf (Workplace Procedures) Uploaded: 21/05/2020		
	<b>Description of attachments:</b>		
	HM Government - Working Safely during Covid-19 Offices and Call Centres		
	<b>Location of non-electronic documents:</b>		
<b>Assessor(s):</b>	Dale, Warren Sargeson, Paul		
<b>Approver(s):</b>			
<b>Signed Off:</b>			
<b>Distribution List:</b>			
<b>PEOPLE AT RISK (from the Activities covered by this Risk Assessment)</b>			
<b>CATEGORY</b>			
Employees			
Contractors			
Visitors			
Disabled Persons			
Women of Child-bearing Age			
Other			

# Risk Assessment

Reference: RA000337/1

Sign-off Status: In Planning

## 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 the 8th floor. Due to social distancing measures introduced by building management staff and those involved in the PLAB exams will potentially face long 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

- PLAB running at reduced capacity
- Fewer participants (staff, role players and candidates) moving through reception
- 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 candidates, role players and examiners prior to arrival on site
- Lifts running at a reduced capacity (less people per journey)
- Those who are clinically extremely vulnerable are asked not to attend
- Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

#### 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 will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

Those who are clinically extremely vulnerable are asked not to attend

With Existing Controls:

**Medium**

### Further Control Measures

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

Line managers and others available to provide support and guidance

Offices buildings are less populated reducing contact with others

Social distancing and enhanced hygiene measures put in place to help reduce anxiety levels

'Headspace' mindfulness support app available to all staff -work.headspace.com/gmc/member-enroll

EAP service available to all staff

Those who are clinically extremely vulnerable are asked not to attend the office

Staff can speak to their line manger or HR in confidence

Variation in roles/attendance

Information, instruction and training provided to participants

Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

Wellness action plans

Mental health signposting guide

Staff networks available to provide support

Freedom to Speak up Guardian available

With Existing Controls:

**Medium**

### Further Control Measures

# Risk Assessment

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## 2. Arriving at GMC reception (8th floor)

<b>Description of Activity:</b>	Participants in PLAB arrive at the GMC reception from the ground floor reception.
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# Risk Assessment

## Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:

**High**

### Existing Control Measures

- PLAB running at reduced capacity
- Fewer participants (staff, role players and candidates) moving through reception
- 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 candidates, role players and examiners prior to arrival on site
- Those who are clinically extremely vulnerable are asked not to attend
- Barriers/hatched zones in place around the reception desk to protect staff working on reception
- Procedures written 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)
- Regular check in procedure suspended for examiners and role players
- Examiners and role players advised in advance which room to attend
- Reusable identification lanyards replaced by single use stickers
- Barrier table with locker keys and identification stickers laid out for collection
- Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

### 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
- Staff who are clinically extremely vulnerable 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. producing security passes, not sharing pens or stationary etc
- Reusable identification lanyards replaced by single use stickers to remove staff handling
- Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

### Further Control Measures

# Risk Assessment

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

- Line managers and others available to provide support and guidance
- Offices buildings are less populated reducing contact with others
- Social distancing and enhanced hygiene measures put in place to help reduce anxiety levels
- 'Headspace' mindfulness support app available to all staff -work.headspace.com/gmc/member-enroll
- EAP service available to all staff
- Those who are clinically extremely vulnerable are asked not to attend the office
- Staff can speak to their line manger or HR in confidence
- Variation in roles/attendance
- Information, instruction and training provided to participants
- Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return
- Wellness action plans
- Mental health signposting guide
- Staff networks available for support
- Freedom to Speak up Guardian available

With Existing Controls:

**Medium**

### Further Control Measures

## 3. ID Checks

**Description of Activity:**

GMC staff working on PLAB carry out ID checks prior to candidates beginning their exam

# Risk Assessment

## Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:

**High**

### Existing Control Measures

- PLAB running at reduced capacity
- Fewer participants (staff, role players and candidates)
- Measures in place 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 clinically extremely vulnerable are asked not to attend
- Instructions and guidance communicated to candidates
- Candidates place documents on table for collection and they are returned to locker to prevent handover points
- Booths no longer used for ID checks
- Digital camera utilised with socially distanced space for photograph
- Siebel work completed offsite
- Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

### 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

Information, instruction and training given to staff in how best to carry out ID checks

Those who are clinically extremely vulnerable 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 within PLAB including frequent cleaning of touchpoints

Candidates place documents on table for collection and they are returned to locker to prevent handover points

Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

### Further Control Measures

# Risk Assessment

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

- Line managers and others available to provide support and guidance
- Offices buildings are less populated reducing contact with others
- Social distancing and enhanced hygiene measures put in place to help reduce anxiety levels
- 'Headspace' mindfulness support app available to all staff -work.headspace.com/gmc/member-enroll
- EAP service available to all staff
- Those who are clinically extremely vulnerable are asked not to attend the office
- Staff can speak to their line manger or HR in confidence
- Variation in roles/attendance
- Information, instruction and training given to participants
- Wellness action plan
- Mental health signposting guide
- Staff networks available for support
- Freedom to Speak up Guardian available

With Existing Controls:

**Medium**

### Further Control Measures

## 4. Calibration

Description of Activity:

# Risk Assessment

## Hazard 1. Contact with others

Transmission of coronavirus through close contact with others when carrying out calibration

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 clinically extremely vulnerable are asked not to attend  
Examiners no longer calibrate with other Examiners  
Calibration between Role players and Examiners carried out by telephone (Examiners at 3HS, Role Players at 3HSq)

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 clinically vulnerable or have vulnerable dependants 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 calibration

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

- Line managers and others available to provide support and guidance
- Offices buildings are less populated reducing contact with others
- Social distancing and enhanced hygiene measures put in place to help reduce anxiety levels
- Those who are clinically extremely vulnerable are asked not to attend the office
- Variation in roles/attendance
- Information, instruction and training given to Participants

With Existing Controls:

**Low**

### Further Control Measures

## 5. Using lockers

### Description of Activity:

Participants use lockers for the duration of their visit

## Hazard 1. Contact with others

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 clinically extremely vulnerable are asked not to attend
- Instructions and guidance on the use of lockers communicated to those using them
- Lockers repositioned to encourage social distancing
- Locker users instructed to visit their locker only once
- Locker access staggered
- PLAB running at reduced capacity

With Existing Controls:

**Medium**

### Further Control Measures

# Risk Assessment

## Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus

Uncontrolled Risk:

**High**

### Existing Control Measures

Those who are clinically extremely vulnerable 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 within PLAB including frequent cleaning of touchpoints

Locker users instructed to visit their locker only once

Information, instruction and training given to staff in how lockers are to be used

With Existing Controls:

**Medium**

### Further Control Measures

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:

**High**

### Existing Control Measures

Line managers and others available to provide support and guidance

Offices buildings are less populated reducing contact with others

Social distancing and enhanced hygiene measures put in place to help reduce anxiety levels

'Headspace' mindfulness support app available to all staff -work.headspace.com/gmc/member-enroll

EAP service available to all staff

Those who are clinically extremely vulnerable are asked not to attend the office

Staff can speak to their line manager or HR in confidence

Variation in roles/attendance

Information, instruction and training given to participants

Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

Wellness action plans

Mental health signposting guide

Staff networks available for support

Freedom to Speak up Guardian available

With Existing Controls:

**Medium**

### Further Control Measures

# Risk Assessment

## 6. Examining

**Description of Activity:**

Process of candidates moving through the examining circuit between testing stations. Role players will remain in their station for the duration of the exam. Candidates will move between stations. Examiners will mark remotely on computer. Examiners may be present in the larger stations (8mx4m) if required.

# Risk Assessment

## Hazard 1. Contact with others

Transmission of coronavirus

Uncontrolled Risk:

**High**

### Existing Control Measures

Fewer participants than normal (staff, role players, examiners and candidates)

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 on the PLAB circuit

Partnering procedures limiting some contact

Only larger exam rooms used with a role player in situ

Doors open between candidates and on rests

Telephone stations used where appropriate

Reduction in number of stations (including those with a higher likelihood of close contact)

Increased breaks

Side by side working encouraged (role player and examiner)

Face masks available

PLAB running at reduced capacity

Examiners observe remotely via video link from 3HS

Resuscitation equipment taken out of use

Examiners only present in a number of larger stations

Candidates in each testing station for a short amount of time (approx. 8 minutes)

Original layout of the circuit reconfigured to enlarge some stations allowing greater social distancing

Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

Individuals who are clinically extremely vulnerable are asked not to attend

With Existing Controls:

**Medium**

### Further Control Measures

# Risk Assessment

## Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus

Uncontrolled Risk:

**High**

### Existing Control Measures

Those who are clinically extremely vulnerable 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 within PLAB including frequent cleaning of touchpoints

Information, instruction and training given to staff on how to monitor the PLAB circuit

Examiners observe remotely via video link from 3HS

Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

### Further Control Measures

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:

**High**

### Existing Control Measures

Line managers and others available to provide support and guidance

Offices buildings are less populated reducing contact with others

Social distancing and enhanced hygiene measures put in place to help reduce anxiety levels

'Headspace' mindfulness support app available to all staff -work.headspace.com/gmc/member-enroll

EAP service available to all staff

Those who are clinically extremely vulnerable are asked not to attend the office

Staff can speak to their line manger or HR in confidence

Variation in roles/attendance

Information, instruction and training given to participants

Wellness action plans

Mental health signposting guide

Staff networks available for support

Freedom to Speak up Guardian available

With Existing Controls:

**Medium**

### Further Control Measures

# Risk Assessment

## 7. Use of toilets

<b>Description of Activity:</b>	Use of toilet facilities by those participating in the PLAB exams
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### Hazard 1. Contact with others

Transmission of coronavirus	Uncontrolled Risk: <div style="background-color: red; color: white; padding: 2px; display: inline-block;"><b>High</b></div>	<b>Existing Control Measures</b> 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 clinically extremely vulnerable are asked not to attend the office Number of people using the toilets is limited PLAB 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 will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return	<div style="border: 1px solid black; padding: 5px;">                 With Existing Controls:  <div style="background-color: yellow; padding: 2px; display: inline-block;"><b>Medium</b></div> </div> <b>Further Control Measures</b>
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# Risk Assessment

## 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 clinically extremely vulnerable are asked not to attend the office

Toilet facilities cleaned regularly

Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

### Further Control Measures

# Risk Assessment

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

- Line managers and others available to provide support and guidance
- Offices buildings are less populated reducing contact with others
- Social distancing and enhanced hygiene measures put in place to help reduce anxiety levels
- 'Headspace' mindfulness support app available to all staff -work.headspace.com/gmc/member-enroll
- EAP service available to all staff
- Those who are clinically extremely vulnerable are asked not to attend the office
- Staff can speak to their line manger or HR in confidence
- Variation in roles/attendance
- Information, instruction and training given to participants
- Additional toilet facilities installed within the circuit to reduce possible queueing and bottlenecks
- PLAB staff asked to monitor toilet use as part of their role to avoid any potential problems with queueing and bottlenecks
- Wellness action plans
- Mental health signposting guide
- Staff networks available
- Freedom to Speak up Guardian available

With Existing Controls:

**Medium**

### Further Control Measures

## 8. Staffing

**Description of Activity:**

Staffing levels and participation during PLAB exams

# Risk Assessment

## Hazard 1. Contact with others or contaminated surfaces

Transmission of coronavirus

Uncontrolled Risk:  
**High**

### Existing Control Measures

- Fewer staff required
- Staff operate in small groups to reduce the risk of transmission
- 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
- Staff who are clinically extremely vulnerable are asked not to attend
- 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 within PLAB including frequent cleaning of touchpoints
- Variation in roles/attendance
- PLAB running at reduced capacity
- Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

### Further Control Measures

# Risk Assessment

## Hazard 2. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

- Offices buildings are less populated reducing contact with others
- Staff can speak to their line manger or HR in confidence
- EAP service available to all staff
- Social distancing and enhanced hygiene measures put in place to help reduce anxiety levels
- 'Headspace' mindfulness support app available to all staff - [work.headspace.com/gmc/member-enroll](http://work.headspace.com/gmc/member-enroll)
- Those who are clinically extremely vulnerable are asked not to attend the office
- Variation in roles/attendance
- Line managers and others available to provide support and guidance
- Information, instruction and training given to participants
- Wellness action plans
- Mental health signposting guide
- Staff networks available for support
- Freedom to Speak up Guardian available

With Existing Controls:

**Medium**

### Further Control Measures

## 9. Leaving the building

**Description of Activity:**

On completion of the examination participants will leave the building

# Risk Assessment

## Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:  
**High**

### Existing Control Measures

Departure from PLAB staggered to reduce congestion at lockers

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 on leaving the building given to PLAB participants

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

Those who are clinically extremely vulnerable are asked not to attend PLAB

Lanyards, keys etc dropped into buckets then cleaned

PLAB running at reduced capacity

Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

### 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 clinically extremely vulnerable 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 will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

### Further Control Measures

# Risk Assessment

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

- Line managers and others available to provide support and guidance
- Offices buildings are less populated reducing contact with others
- Social distancing and enhanced hygiene measures put in place to help reduce anxiety levels
- 'Headspace' mindfulness support app available to all staff -work.headspace.com/gmc/member-enroll
- EAP service available to all staff
- Those who are clinically extremely vulnerable are asked not to attend the office
- Staff can speak to their line manger or HR in confidence
- Variation in roles/attendance
- Information, instruction and training given to participants
- Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return
- Wellness action plans
- Mental health signposting guide
- Staff networks available for support
- Freedom to Speak up Guardian available

With Existing Controls:

**Medium**

### Further Control Measures

## 10. 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 clinically extremely vulnerable are asked not to attend
- Staff to avoid face to face working
- Staff to work side by side or back to back where possible
- Face masks available
- Staff to maintain distance from each other where possible
- Staff work in teams - teams to avoid mixing
- Teams to set up designated rooms
- PLAB running at reduced capacity
- Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

### Further Control Measures

## 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
- Staff who are clinically extremely vulnerable 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
- Disposable nitrile gloves to be worn
- Equipment cleaned before being put away
- Hand washing facilities and hand sanitiser available
- Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

### Further Control Measures

# Risk Assessment

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

- Line managers and others available to provide support and guidance
- Offices buildings are less populated reducing contact with others
- Social distancing and enhanced hygiene measures put in place to help reduce anxiety levels
- 'Headspace' mindfulness support app available to all staff -work.headspace.com/gmc/member-enroll
- EAP service available to all staff
- Those who are clinically extremely vulnerable are asked not to attend the office
- Staff can speak to their line manger or HR in confidence
- Variation in roles/attendance
- Information, instruction and training given to participants
- Wellness action plan
- Mental health signposting guide
- Staff networks available for support
- Freedom to Speak up Guardian available

With Existing Controls:

**Medium**

### Further Control Measures

## 11. Travelling to and from Hardman Square

**Description of Activity:**

Participants travelling to and from Hardman Square for PLAB

# Risk Assessment

## Hazard 1. Contact with others/contaminated surfaces

Transmission of coronavirus during travel to and from Hardman Square

Uncontrolled Risk:  
**High**

### Existing Control Measures

Staff attending the office are asked to avoid using public transport where possible

Those who are clinically extremely vulnerable are asked not to attend the office

Arrival and departure times staggered where possible to allow travel at quieter times of the day and avoid crowded locations

Handwashing facilities (or hand sanitiser) available so that individuals can wash their hands at entry and exit points

Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

### Further Control Measures

## Hazard 2. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

Line managers and others available to provide support and guidance

EAP service available to all staff

Those who are clinically extremely vulnerable are asked not to attend the office

Staff can speak to their line manager or HR in confidence

Variation in roles/attendance

Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

Wellness action plans

Mental health signposting guide

Staff networks available for support

Freedom to Speak up Guardian available

With Existing Controls:

**Medium**

### Further Control Measures

## 12. Accommodation

### Description of Activity:

Examiners and candidates may use accommodation prior to or after the PLAB exams

# Risk Assessment

## Hazard 1. Contact with others/contaminated surfaces

Transmission of coronavirus

Uncontrolled Risk:

**High**

### Existing Control Measures

Examiners to book through CTM where possible  
 GMC have asked approved hotels available through CTM for evidence of measures taken to control the transmission of coronavirus

Before booking accommodation individuals should ask what measures are being taken to control the transmission of coronavirus (hygiene, social distancing etc)

Those who are clinically extremely vulnerable are asked not to attend PLAB

With Existing Controls:

**Medium**

### Further Control Measures

## Hazard 2. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:

**High**

### Existing Control Measures

Examiners can discuss concerns related to accommodation with GMC

Those who are clinically extremely vulnerable are asked not to attend PLAB

With Existing Controls:

**Medium**

### Further Control Measures

## 13. Catering/breaks

### Description of Activity:

Catering is provided for participants in the exams

# Risk Assessment

## Hazard 1. Contact with others

Transmission of coronavirus

Uncontrolled Risk:  
**High**

### Existing Control Measures

Seating removed to maintain social distancing  
 Catering and breaks staggered throughout the day  
 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 clinically extremely vulnerable are asked not to attend

With Existing Controls:

**Medium**

### 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 within PLAB including frequent cleaning of touchpoints  
 Cleaning products available to clean equipment or surfaces  
 Those who are clinically extremely vulnerable are asked not to attend

With Existing Controls:

**Medium**

### Further Control Measures

# Risk Assessment

## Hazard 3. Anxiety/Stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:  
**High**

### Existing Control Measures

- Line managers and others available to provide support and guidance
- Offices buildings are less populated reducing contact with others
- Social distancing and enhanced hygiene measures put in place to help reduce anxiety levels
- Staggered break times
- Those who are clinically extremely vulnerable are asked not to attend
- Staff controls -
  - Wellness action plans
  - Mental health signpost guide
  - Staff networks available for support
  - Freedom to Speak up Guardian available
- Staff will continue to work from home unless their role means they can't. Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

**Medium**

### Further Control Measures

# Risk Assessment

## Actions

**Reference: RA000337/1**

**Sign-off Status: In Planning**

### Actions associated with this Risk Assessment

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

**2020 Yearly Diary - PLAB restart (3HSQ)**

### 3 Hardman Square

January - February	
01-Jan	Wed
02-Jan	Thurs
03-Jan	Fri
04-Jan	Sat
05-Jan	Sun
06-Jan	Mon
07-Jan	Tue
08-Jan	Wed
09-Jan	Thu
10-Jan	Fri
11-Jan	Sat
12-Jan	Sun
13-Jan	Mon
14-Jan	Tue
15-Jan	Wed
16-Jan	Thu
17-Jan	Fri
18-Jan	Sat
19-Jan	Sun
20-Jan	Mon
21-Jan	Tue
22-Jan	Wed
23-Jan	Thu
24-Jan	Fri
25-Jan	Sat
26-Jan	Sun
27-Jan	Mon
28-Jan	Tue
29-Jan	Wed
30-Jan	Thu
31-Jan	Fri
01-Feb	Sat
02-Feb	Sun
03-Feb	Mon
04-Feb	Tue
05-Feb	Wed
06-Feb	Thu
07-Feb	Fri
08-Feb	Sat
09-Feb	Sun
10-Feb	Mon
11-Feb	Tue
12-Feb	Wed
13-Feb	Thu
14-Feb	Fri
15-Feb	Sat
16-Feb	Sun
17-Feb	Mon
18-Feb	Tue
19-Feb	Wed
20-Feb	Thu
21-Feb	Fri
22-Feb	Sat
23-Feb	Sun
24-Feb	Mon
25-Feb	Tue
26-Feb	Wed
27-Feb	Thu
28-Feb	Fri
29-Feb	Sat

March - April	
01-Mar	Sun
02-Mar	Mon
03-Mar	Tue
04-Mar	Wed
05-Mar	Thu
06-Mar	Fri
07-Mar	Sat
08-Mar	Sun
09-Mar	Mon
10-Mar	Tue
11-Mar	Wed
12-Mar	Thu
13-Mar	Fri
14-Mar	Sat
15-Mar	Sun
16-Mar	Mon
17-Mar	Tue
18-Mar	Wed
19-Mar	Thu
20-Mar	Fri
21-Mar	Sat
22-Mar	Sun
23-Mar	Mon
24-Mar	Tue
25-Mar	Wed
26-Mar	Thu
27-Mar	Fri
28-Mar	Sat
29-Mar	Sun
30-Mar	Mon
31-Mar	Tue
01-Apr	Wed
02-Apr	Thu
03-Apr	Fri
04-Apr	Sat
05-Apr	Sun
06-Apr	Mon
07-Apr	Tue
08-Apr	Wed
09-Apr	Thu
10-Apr	Fri
11-Apr	Sat
12-Apr	Sun
13-Apr	Mon
14-Apr	Tue
15-Apr	Wed
16-Apr	Thu
17-Apr	Fri
18-Apr	Sat
19-Apr	Sun
20-Apr	Mon
21-Apr	Tue
22-Apr	Wed
23-Apr	Thu
24-Apr	Fri
25-Apr	Sat
26-Apr	Sun
27-Apr	Mon
28-Apr	Tue
29-Apr	Wed
30-Apr	Thu

May - June	
01-May	Fri
02-May	Sat
03-May	Sun
04-May	Mon
05-May	Tue
06-May	Wed
07-May	Thu
08-May	Fri
09-May	Sat
10-May	Sun
11-May	Mon
12-May	Tue
13-May	Wed
14-May	Thu
15-May	Fri
16-May	Sat
17-May	Sun
18-May	Mon
19-May	Tue
20-May	Wed
21-May	Thu
22-May	Fri
23-May	Sat
24-May	Sun
25-May	Mon
26-May	Tue
27-May	Wed
28-May	Thu
29-May	Fri
30-May	Sat
31-May	Sun
01-Jun	Mon
02-Jun	Tue
03-Jun	Wed
04-Jun	Thu
05-Jun	Fri
06-Jun	Sat
07-Jun	Sun
08-Jun	Mon
09-Jun	Tue
10-Jun	Wed
11-Jun	Thu
12-Jun	Fri
13-Jun	Sat
14-Jun	Sun
15-Jun	Mon
16-Jun	Tue
17-Jun	Wed
18-Jun	Thu
19-Jun	Fri
20-Jun	Sat
21-Jun	Sun
22-Jun	Mon
23-Jun	Tue
24-Jun	Wed
25-Jun	Thu
26-Jun	Fri
27-Jun	Sat
28-Jun	Sun
29-Jun	Mon
30-Jun	Tue

July - August	
01-Jul	Wed
02-Jul	Thu
03-Jul	Fri
04-Jul	Sat
05-Jul	Sun
06-Jul	Mon
07-Jul	Tue
08-Jul	Wed
09-Jul	Thu
10-Jul	Fri
11-Jul	Sat
12-Jul	Sun
13-Jul	Mon
14-Jul	Tue
15-Jul	Wed
16-Jul	Thu
17-Jul	Fri
18-Jul	Sat
19-Jul	Sun
20-Jul	Mon
21-Jul	Tue
22-Jul	Wed
23-Jul	Thu
24-Jul	Fri
25-Jul	Sat
26-Jul	Sun
27-Jul	Mon
28-Jul	Tue
29-Jul	Wed
30-Jul	Thu
31-Jul	Fri
01-Aug	Sat
02-Aug	Sun
03-Aug	Mon
04-Aug	Tue
05-Aug	Wed
06-Aug	Thu
07-Aug	Fri
08-Aug	Sat
09-Aug	Sun
10-Aug	Mon
11-Aug	Tue
12-Aug	Wed
13-Aug	Thu
14-Aug	Fri
15-Aug	Sat
16-Aug	Sun
17-Aug	Mon
18-Aug	Tue
19-Aug	Wed
20-Aug	Thu
21-Aug	Fri
22-Aug	Sat
23-Aug	Sun
24-Aug	Mon
25-Aug	Tue
26-Aug	Wed
27-Aug	Thu
28-Aug	Fri
29-Aug	Sat
30-Aug	Sun
31-Aug	Mon

September - October	
01-Sep	Tue
02-Sep	Wed
03-Sep	Thu
04-Sep	Fri
05-Sep	Sat
06-Sep	Sun
07-Sep	Mon
08-Sep	Tue
09-Sep	Wed
10-Sep	Thu
11-Sep	Fri
12-Sep	Sat
13-Sep	Sun
14-Sep	Mon
15-Sep	Tue
16-Sep	Wed
17-Sep	Thu
18-Sep	Fri
19-Sep	Sat
20-Sep	Sun
21-Sep	Mon
22-Sep	Tue
23-Sep	Wed
24-Sep	Thu
25-Sep	Fri
26-Sep	Sat
27-Sep	Sun
28-Sep	Mon
29-Sep	Tue
30-Sep	Wed
01-Oct	Thu
02-Oct	Fri
03-Oct	Sat
04-Oct	Sun
05-Oct	Mon
06-Oct	Tue
07-Oct	Wed
08-Oct	Thu
09-Oct	Fri
10-Oct	Sat
11-Oct	Sun
12-Oct	Mon
13-Oct	Tue
14-Oct	Wed
15-Oct	Thu
16-Oct	Fri
17-Oct	Sat
18-Oct	Sun
19-Oct	Mon
20-Oct	Tue
21-Oct	Wed
22-Oct	Thu
23-Oct	Fri
24-Oct	Sat
25-Oct	Sun
26-Oct	Mon
27-Oct	Tue
28-Oct	Wed
29-Oct	Thu
30-Oct	Fri
31-Oct	Sat

November - December	
01-Nov	Sun
02-Nov	Mon
03-Nov	Tue
04-Nov	Wed
05-Nov	Thu
06-Nov	Fri
07-Nov	Sat
08-Nov	Sun
09-Nov	Mon
10-Nov	Tue
11-Nov	Wed
12-Nov	Thu
13-Nov	Fri
14-Nov	Sat
15-Nov	Sun
16-Nov	Mon
17-Nov	Tue
18-Nov	Wed
19-Nov	Thu
20-Nov	Fri
21-Nov	Sat
22-Nov	Sun
23-Nov	Mon
24-Nov	Tue
25-Nov	Wed
26-Nov	Thu
27-Nov	Fri
28-Nov	Sat
29-Nov	Sun
30-Nov	Mon
01-Dec	Tue
02-Dec	Wed
03-Dec	Thu
04-Dec	Fri
05-Dec	Sat
06-Dec	Sun
07-Dec	Mon
08-Dec	Tue
09-Dec	Wed
10-Dec	Thu
11-Dec	Fri
12-Dec	Sat
13-Dec	Sun
14-Dec	Mon
15-Dec	Tue
16-Dec	Wed
17-Dec	Thu
18-Dec	Fri
19-Dec	Sat
20-Dec	Sun
21-Dec	Mon
22-Dec	Tue
23-Dec	Wed
24-Dec	Thu
25-Dec	Fri
26-Dec	Sat
27-Dec	Sun
28-Dec	Mon
29-Dec	Tue
30-Dec	Wed
31-Dec	Thu

	3HSQ	3HS	Other
HIRE	0		
PLAB	57		
Equipment Audit	0		
PLAB Pilot	0		
Reval Assessment			
Part 1			4
FTP			
PLAB Examiners			
FTP Val			
Total days booked	57		
% Days used	22		

Jan	0	July	0
Feb	0	August	0
March	0	September	15
April	0	October	17
May	0	November	15
June	0	December	10

- █ Event cancelled
- █ Dates have been fully released
- █ Only Blue circuit has been opened
- █ Date not for general release
- PLAB\* Additional PLAB date added