Risk Assessment

**Assessment Title**: CAC PLAB 2 Exams - (COVID-19)

**Assessment Outline**: COVID-19 is an illness that can affect your lungs and airways. It is caused by a virus called coronavirus. Symptoms can be mild, moderate, severe or fatal. 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 PLAB 2 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 attend the CAC 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. In order to keep this assessment concise the descriptions of the controls in place have been kept brief. Additional local supporting guidance is available which provides more detail on how the controls will be implemented. 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.

**Area Responsible (for management of risks)**
- **Directorate**: Registration and Revalidation
- **Department**: PLAB
- **Section**: All Sections

**Location of Risks**: Manchester
- **Site**: On-Site
- **Building**: ALL Buildings
- **Floor**: ALL Floors

**Further Location Information**: This assessment covers the 3 Hardman Street and 3 Hardman Square sites

**Is HSE approval required?**: UNITED KINGDOM

**Assessment Start Date**: 02/11/2021
**Review or End Date**: 02/11/2022

**Relevant Attachments**:
- **Description of attachments**: Written with reference to 'Working Safely during Coronavirus (COVID-19)' - https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs
- **Location of non-electronic documents**:

**Assessor(s)**: Dale, Warren

**Approver(s)**: Warren Dale

**Signed Off**: Warren Dale (04/11/2021 10:45)

**Distribution List**: Richard Hankins

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

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Employees</td>
<td></td>
</tr>
<tr>
<td>Contractors</td>
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<tr>
<td>Visitors</td>
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<tr>
<td>Disabled Persons</td>
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<tr>
<td>Inexperienced Workers/Trainees</td>
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<tr>
<td>Women of Child-bearing Age</td>
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<tr>
<td>Other</td>
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</tbody>
</table>
1. Travelling to/from the CAC

**Description of Activity:**
GMC staff or others travelling to and from Hardman Square.

**Hazard 1. COVID-19 infection whilst travelling**

**COVID-19** is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

**Existing Control Measures**
- Take into account local or national guidance or variations, that may impact travel
- Consider other forms of transport before using public transport. If public transport is used think about the following:
  - Travel outside busy times if possible
  - Use quieter stations and stops – get off a stop early if it’s less busy
  - Plan both legs of the journey outside busy times if you can
  - Follow recommendations (e.g. wearing face coverings)
  - Carry hand sanitiser and use if contact must be made with surfaces
  - Keep your distance from others where possible
  - Travel side by side or behind others, rather than facing them where possible
  - Touch as few surfaces as possible

**With Existing Controls:**
- Low

**Further Control Measures**

2. Arrival/departure

**Description of Activity:**
Without controls there is the potential for congestion or bottlenecks when arriving at the CAC or departing when the exams have concluded.
## Risk Assessment

### Hazard 1. COVID-19 infection during arrival or departure from the CAC

<table>
<thead>
<tr>
<th>Uncontrolled Risk:</th>
<th>Existing Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High</strong></td>
<td>• Arrival - examiners, role players and candidates split between separate circuits and given a broad 'window' for arrival to reduce possible congestion in hallways and lifts.</td>
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<tr>
<td></td>
<td>• Candidate waiting - split into cohorts and spread across examiner and role player briefing rooms to reduce contact between candidates and provide some social distancing.</td>
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<td></td>
<td>• Masks required when moving around the building and upon arriving and departing.</td>
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<tr>
<td></td>
<td>• Departure - methods employed to ease possible congestion and mixing e.g. groups released gradually in sequence.</td>
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<tr>
<td></td>
<td>• Participants instructed not to attend the CAC if they have developed COVID symptoms.</td>
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<tr>
<td></td>
<td>• If anyone experiences COVID symptoms in the CAC they will be asked to leave and to follow government guidance.</td>
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<tr>
<td></td>
<td>• Vaccinated staff/role players/examiners/contractors encouraged to regularly use lateral flow tests.</td>
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<tr>
<td></td>
<td>• Staff/examiners/role players asked to provide a declaration of their vaccine status.</td>
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<tr>
<td></td>
<td>• Staff/examiners/role players/contractors who are not fully vaccinated will take a lateral flow test (either on the day of the exam or 48 hours prior to an exam if details are uploaded to their NHS account).</td>
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<tr>
<td></td>
<td>• Candidates asked to submit evidence of vaccination prior to their exam.</td>
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<tr>
<td></td>
<td>• Candidates who cannot provide evidence of vaccination will be required to complete a lateral flow test on site prior to their exam.</td>
</tr>
</tbody>
</table>

### With Existing Controls: Low

### Further Control Measures
## Risk Assessment

### 3. PLAB 2 Examinations

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>GMC staff, candidates, role players and examiners working at or participating in PLAB 2 examinations during the COVID-19 pandemic.</th>
</tr>
</thead>
</table>

#### Hazard 1. COVID-19 infection when participating in PLAB 2 exams

**COVID-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

| Uncontrolled Risk: | High |

<table>
<thead>
<tr>
<th>Existing Control Measures</th>
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</thead>
<tbody>
<tr>
<td><strong>GENERAL MANAGMENT</strong></td>
</tr>
<tr>
<td>• Information on COVID Control measures communicated to all staff, visitors and customers.</td>
</tr>
<tr>
<td>• Staff (and others) regularly reminded of the COVID control measures in place and the need to follow all relevant procedures.</td>
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<tr>
<td>• Supervision in place to challenge any non-compliance.</td>
</tr>
<tr>
<td>• Process in place to manage potential COVID outbreaks in the workplace if they occur.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>HAND HYGIENE</strong></th>
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</thead>
<tbody>
<tr>
<td>• Hand washing facilities with soap and water available.</td>
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<tr>
<td>• Information provided on hand hygiene (signage).</td>
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<tr>
<td>• Hand washing facilities cleaned, bins emptied and soap, paper towels and hand sanitiser replenished regularly.</td>
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<tr>
<td>• Hand sanitiser provided in any area where washing facilities are not readily available.</td>
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<table>
<thead>
<tr>
<th><strong>CLEANING (SURFACE TRANSMISSION)</strong></th>
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<tbody>
<tr>
<td>• Regular cleaning regime established to ensure frequently touched surfaces (e.g. door handles, light switches etc) are cleaned using appropriate products and methods.</td>
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<tr>
<td>• Cleaning products available to clean equipment or surfaces.</td>
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<tr>
<td>• Additional cleaning available in the event of a confirmed COVID case within the CAC.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>With Existing Controls:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
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**Further Control Measures**
Risk Assessment

• Lanyards collected from examiners and role players after use and cleaned.
• Candidates supplied with single use paper ID badge.

CONTROLLING WORKPLACE EXPOSURE
• Participants instructed not to attend the CAC if they have developed COVID symptoms.
• Participants asked to follow current government guidance if they are informed they are a close contact of a COVID positive individual.
• If anyone experiences COVID symptoms in the CAC they will be asked to leave and to follow government guidance.
• Arrangements established to clean the workplace if an individual develops COVID symptoms.
• Arrangements in place to report the details of any positive COVID cases and close contacts in the workplace in line with government guidance.
• Vaccinated staff/role players/examiners/contractors encouraged to regularly use lateral flow tests.
• Staff/examiners/role players asked to provide a declaration of their vaccine status.
• Staff/examiners/role players/contractors who are not vaccinated will take a lateral flow test (either on the day of the exam or in advance if details are uploaded to their NHS account).
• Candidates asked to submit evidence of vaccination prior to their exam.
• Programming rooms - due to the room layout and the work involved screens to be used and staff working in the rooms asked to take a lateral flow test (in advance or on the day of the exam).
• Examiner briefings cancelled to limit contact
• Non-fire doors left open where possible to reduce the amount of contact with surfaces and potentially improve workplace ventilation.
• Doors opened using touch-free sensors where
Risk Assessment

- Pedal bins or open topped bins used to reduce touch points.
- Staff issued with a personal keyboard and mouse for office use.
- Screens utilised where individuals may be in closer proximity e.g. smaller rooms on both circuits.
- Catering - lunches delivered to the circuits to reduce possible contacts.
- Supervision to challenge non-compliance with any measures.

VENTILATION

- Mechanical ventilation systems (including air conditioning) set to maximise fresh air and minimise recirculation.
- Doors left open where possible to improve ventilation in smaller rooms.

FACE COVERINGS & PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Masks – required during calibration, the exam, when moving around the building and upon arrival and departure.
- Disposable gloves, masks, face shields and aprons are available to 1st Aiders if they decide to provide treatment at close quarters.
- FFP2 masks, face shields and disposable gloves available on request to individuals who may be more clinically vulnerable.
- Guidance and information provided in donning and doffing of PPE.

MENTAL HEALTH

- Health & Wellbeing Plan in place - https://insideinfo.gmc-uk.org/support/hr/health-and-wellbeing/health-and-wellbeing-plan
Risk Assessment

- Network of Mental Health First Aiders
- Employee Assistance programme available
- Regular 121s where staff can raise issues
- 'Headspace' corporate membership available
## Risk Assessment

### Actions

Reference: RA000422/1

Sign-off Status: Approved

<table>
<thead>
<tr>
<th>Actions associated with this Risk Assessment</th>
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<tbody>
<tr>
<td>*** No Actions have been recorded***</td>
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