

# Mock Transfer Tests

## Mock Transfer Tests

### Covid-19

## Risk Assessment & Compliance Policy



*When a helping hand  
is all you need.*

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# Mock Transfer Tests

## Document Location

This document is only valid on the day it was printed.

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## Revision History

Revision date	Previous revision date	Summary of Changes
10 <sup>th</sup> June 2020	None	Initial draft
1 <sup>st</sup> July 2020	10 <sup>th</sup> June 2020	Updated to put in place one-way system, Drop off / Pick Up
9 <sup>th</sup> July 2020	1 <sup>st</sup> July 2020	Updated to include temperature check on arrival.
1 <sup>st</sup> Sept 2020	9 <sup>th</sup> July 2020	Review, update, based on update Gov guidelines, & lessons learnt.
23 <sup>rd</sup> Sept 2020	1 <sup>st</sup> Sept 2020	Updated, includes

## Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

Name	Title	Organisation	Date of Issue	Version
Andrew Filer	Operations Manager	Mock Transfer Tests	23 <sup>rd</sup> Sept 20	V5
Gill Filer	Senior Tutor	Mock Transfer Tests	23 <sup>rd</sup> Sept 20	V5

## Distribution

This document has been distributed to

Name	Title	Organisation	Date of Issue	Version
Andrew Filer	Operations Manager	Mock Transfer Tests	23 <sup>rd</sup> Sept 20	V5
Gill Filer	Senior Tutor	Mock Transfer Tests	23 <sup>rd</sup> Sept 20	V5
Website	Website	Mock Transfer Tests	23 <sup>rd</sup> Sept 20	V5
Tutors	Associate Tutors	Mock Transfer Tests	23 <sup>rd</sup> Sept 20	V5
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# Mock Transfer Tests

## 1.0 Introduction

Mock Transfer Tests (MTT) are taking steps to prevent the spread of Coronavirus (Covid-19), in all venues including schools, halls and other settings and will use a range of protective measures to create a safer environment in which the risk of spreading the virus is substantially reduced.

Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to students, parents, carers, staff, and their families. This document sets out the principles that MTT has adopted across all sites and venues.

MTT will be:

- carrying out a risk assessment before resuming tutoring and running events, - the assessment will directly address risks associated with coronavirus putting in place sensible measures to minimise those risks for parents, carers, students and staff (MTT & Venue staff).
- making sure that students do not attend if they or a member of their household has any symptoms of coronavirus. (Temperature will be taken prior to entering the venue. It is assumed that students attending After School clubs will have been tested on arrival at school, so no further checks will be carried out)
- promoting regular , hand washing for 20 seconds with running water and soap or, use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach (This shall include, but not be limited to arrival, and leaving venues)
- cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops. Use proprietary cleaner, gloves and waste is disposed of in sealed bins.
- placing tables / desks so they are spaced as far apart as possible, observing the 2-metre distancing rule.
- plan parents' drop-off and collection protocols that minimise adult to adult contact
- ensuring that all health and safety compliance checks have been undertaken before opening the venue.
- ensuring all staff are equipped and wearing PPE, such as face coverings.
- Instruct staff (for example, safety measures, arrival, and departure processes), provide copies of guidelines for them to read and acknowledge. (Note, MTT understands that due to personal circumstances, not all staff may wish to work under these guidelines and therefore will not be available to attend venues)
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This document and associated guidelines are subject to change. MTT will closely monitor information and guidelines provided by UK Government and Public Health England and maintain this document to reflect such information.

# Mock Transfer Tests

## 2.0 Staff / Resources

MTTs' primary responsibility is the safety and wellbeing of parents, carers, student and staff. MTT commit to making sure that staff interests are always fully considered to minimise risk to them and their families.

MTT will:

- where possible, use existing staff with experience and knowledge of venues. (know their way around the venue)
- provide all staff with a copy of this Covid19 guidelines and related training.
- ask staff to confirm in writing, they have received, read, and will comply with the instructions provided.
- update training records to reflect confirmation.
- conduct staff briefings at each venue, on arrival, and prior to opening venues to students
- assign roles and responsibilities to each member of staff for the duration of the event. (see Annex X)
- make PPE (Personal Protection Equipment) such as face masks, gloves, and sanitiser available to all staff. (staff may wish to bring their own)
- instruct staff to bring their own refreshments as the site facilities will NOT be available.
- restrict access where a member of staff shows signs of any symptoms.

## 3.0 Communication Plan

MTT will provide clear and precise communications to parents, carers, students, and staff, ensuring guidelines available and enforced.

MTT will:

- make available these guidelines on its website for parents, carers to review in advance of making a booking.
- provide joining instructions with booking confirmations. (for events only)
- provide text reminders to parents, carers, prior to each event confirming guidelines.
- provide clear signage at all venues, supporting social distancing, one-way protocols, etc.
- instruct parents, carers that only ONE parents, or carer may attend (drop off, collection)
- inform parents, carers of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, parking, one-ways systems, which entrance to use)
- make clear to parents, carers that they cannot gather at entrance gates or doors.
- inform parents, carers, and students they must bring their own equipment as stated in the Joining Instructions. (Pencil x 3, eraser, ruler, and tissues for personal use)
- inform parents, carers, and students, they will not be allowed to enter the venue if they are displaying any symptoms of coronavirus.

# Mock Transfer Tests

## 4.0 Bookings

To support the communications plan and event management guidelines, MTT will only admit students that have pre-booked an event, there will be no admittance on the day.

## 5.0 Site preparation

MTT will work closely with venue management and staff to comply with the venues' Covid-19 policies and guidelines.

MTT, where required, will amend its own guidelines in line with the venue, implementing any changes and communicating these to all interested parties in advance of each event.

MTT will:

- liaise with the site staff prior to arrival to agree logistics and layout of the site.
- arrive onsite at agreed time, allowing time to set out and put in place signage, social distancing measures.

Signage: will be placed to advise parents, carers, identifying entrances, one-way systems and remind all parties of the requirements set out in these guidelines.

One – Way: (cars) put in place a One – Way system, to manage parents' drop-off and collection protocols.

Desks / Tables: shall be placed adhering to social distancing rules.

Parking: parents, carers will be advised to park in the designated area away from the building. (Joining instructions to provide specific details)

One-Way: (pedestrians) to minimise contact, a one-way system shall be put in place, observing a 2m distancing rule. This will be monitored and enforced by MTT staff.

- conduct reviews on areas such as toilets, entrances, corridors, ensuring appropriate facilities are available for hand washing, and that areas offer good ventilation, doors can be propped open. (complying with health and safety and fire safety requirements)
- will provide its own cleaning products, including anti – bacterial sanitiser, wipes, hand towels, sealed bins, tissues, and PPE.
- conduct its own cleaning and hygiene process to ensure all areas, doors, handles, desks, tables are cleaned. (on arrival, during (if required) and prior to leaving the venue) \*

\*Unless agreed with the venue that the venues process must be adopted.

Note:

Prior to each event, MTT will provide details of books and other support material via email. Parents may pre-order online or provide a shopping list at the registration table. Material will be put into bags for collection at the end of the event. Payment shall be online, by card (using card reader) or invoiced for parents to pay after the event.

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## 5.0 Event Management

MTT will prepare each event in advance putting in place appropriate measures to minimise risk to parents, carers, students, and staff.

**Pre-event:** All material to be used in the event shall be prepared in advance and placed into sealed bags and / or boxes.

Student specific material shall be pre-printed with unique referencing and placed into transparent bags, with students' name, ID clearly visible.

**Registration:** Parents, carers shall be allocated a time slot with their joining instructions. Time slots will be based on Alphabetical order. (Where possible)

Parents, carers following a One – Way system, will approach the registration point in their cars.

Parents, carers, shall remain in their vehicles at all times. (Where drive through registration is adopted)

MTT staff will confirm the name of the student and parents contact details. (Test, Track & Trace)

MTT staff will take the students temperature using remote digital thermometer.

Students confirm they have their own equipment, then make their way to the entrance.

MTT staff will invite students to wash their hands upon arrival or apply hand sanitiser.

Students will be invited to collect their event material (Test papers) in a sealed transparent bag.

Students will be escorted into the hall, filling tables / desks from the front.

**During event:** Students shall remain at their designated table / desk for the duration of the event.

**Refreshments** - Parents, carers will be asked to ensure students are provided with their own refreshments (Must comply with allergies policy and be nut free and all wrappers to be taken home with student). Students will be encouraged to use hand sanitizer before consuming refreshments. MTT will have supplies available if required.

**Toilet** - Parents, carers will be requested to ensure students visit the toilet prior to arriving at the venue to minimise the need to visit the toilet during the event. If a student does require the use of a toilet, MTT staff will escort students (one at a time) to the toilet ensuring cleaning and hygiene guidelines are followed.

**Face Covering / Masks** – Following Government guidelines, children aged 11 or under are not required to wear a facial covering / mask. Therefore, the wearing of a facial covering / mask will be left to the parents' discretion and personal choice.

MTT staff will wear PPE, face covering and gloves when approaching a student.

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- Seating plan:** MTT will complete a seating plan to record where each student was seated with those adjacent to them. This shall be kept on file for future reference to support Test, Track & Trace.
- Support:** Students indicating or showing signs of distress, or in need of clarification, will be supported by MTT staff by asking them to visit an area away from the main event. (Student Welfare/ care)
- End of event:** Students shall place any material requiring MTT to review or mark back into the transparent bag provided and reseal it, leaving it on their desk for collection by MTT staff after the event.
- Collection:** Parents, carers will be allocated time slots to collect students. (Same to drop off)
- Students shall remain seated at their designated table / desk until invited to leave by MTT staff. Parents, carers shall confirm the name of the student to be collected, MTT staff will invite the student to leave recording details against the register. Exit using one-way system.

## 6.0 Cleaning and hygiene:

The following cleaning and hygiene standards comply with the advice offered by UK Government and Public Health England.

- follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in venue.
- clean surfaces that children are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.

Ensure that all adults and children:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](#)
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.
- are encouraged not to touch their mouth, eyes, and nose.
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- ensure that bins for tissues are emptied throughout the event.
- where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

# Mock Transfer Tests

## 7.0 Tutoring

MTT have adopted the same principles set out in this document for its Tutoring services. The following points are specific to how the services are delivered.

### 7.1 Online Tutoring

Where it is deemed to be inappropriate, or where classes are not able to be run face-to-face, MTT will conduct tutoring classes online. These classes may or may not transition to face-to-face classes in the future. Each class will be reviewed on a case by case basis.

Safeguarding – Online tutoring will comply to Online Safeguarding Policy requirements.

### 7.2 One2 One - Face to Face

To minimise risks to all parties and to comply with government guidelines, MTT is not offering 121 face-2-face sessions currently. This will be kept under review. (1<sup>st</sup> Sept 20)

### 7.3 Hall – Face to Face

The principles set out in this document will be adopted for face-2-face classes held in the MTT Hall. As the hall caters for children from different schools (Different bubbles) MTT will maintain a 2m distance for all students. Classes will consist of no more than 10 students.

<b>Site</b>	MTT will place social distancing markers at the front entrance.
<b>Drop off</b>	Students shall wait outside the venue, maintaining appropriate distancing
<b>Registration</b>	Parents shall drop off and register their child ensure the correct contact details are recorded. (Test, Track & Trace)  To minimise Adult to Adult contact, parents are to remain outside the venue at all times and ensure they adhere to the distancing markers.  Students will have their temperature taken before entering the venue. Anyone showing symptoms will not be admitted.  Students will be asked to wash hands on arrival and use sanitizer during the session if required.
<b>During</b>	Students will have been issued with a starter pack, books, stationery and must ensure they bring these to each class. There will be no sharing of equipment.  Students will be allocated a table for the duration of the class.  MTT tutors and TA's will wear facial covering when approaching students.
<b>Refreshments</b>	MTT are not permitted to provide refreshments. Students may bring their own, but this should be limited to a juice/ water and small snack. All need to comply with any allergy policies, any wrappers or waste will need to be taken away by students.  Students will be encouraged to sanitize their hands before consuming refreshments.

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**Collection** Students will be collected from the main doorway. Adults are not to enter the venue.  
If parents wish to discuss progress with tutors, they are required to wear a facial covering and conduct this away from other parents outdoors.

## 7.4 After School Clubs -Face to Face

The principles set out in this document will be adopted for After School Clubs.

MTT will work closely with Schools to comply with their Risk Assessments and Policies. These will be reviewed and put in place on a case by case basis and communicated to parents at each school.

**Site** MTT will arrive at the agreed time and undertake cleaning if required prior to the class.

**Drop off** Students will make their way to the designated classroom. (School process)

**Registration** It is assumed that the contact details supplied by parents when enrolling in the class to be correct. (Test,Track & Trace)

MTT will assume that if the student has been allowed to attend school, there is no requirement to take their temperature.

Students may be asked to wash hands on arrival and use sanitizer during the session if required.

**During** Students will have been issued with a starter pack, books, stationery and must ensure they bring these to each class. There will be no sharing of equipment.

Students will be allocated a table for the duration of the class.

MTT tutors and TA's will wear facial covering when approaching students.

**Refreshments** MTT are not permitted to provide refreshments. Students may bring their own, but this should be limited to a juice/ water and small snack. All need to comply with any allergy policies, any wrappers or waste will need to be taken away by students.

Students will be encouraged to sanitize their hands before consuming refreshments.

**Collection** Students will be collected from the agreed collection point. (School process)

Adults are not to enter the venue.

If parents wish to discuss progress with tutors, they are required to wear a facial covering and conduct this away from other parents outdoors.

## 8.0 Response

MTT understands the NHS Test, Test, Track and Trace process.

Public Health England, 2<sup>nd</sup> Floor, Goodman House, Station Approach, Harlow. Essex, CM20 2ET  
Tel: 0300 303 8537 Out of hours Tel: 01603 481 221 Email: [eastofenglandHPT@hphpe.gov.uk](mailto:eastofenglandHPT@hphpe.gov.uk)[eoehpt@nhs.net](mailto:eoehpt@nhs.net)

MTT will ensure staff, parents, carers are informed and be ready and willing to:

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- **Book a test** – if they display symptoms. They should inform MTT and must not attend the class
- **Provide details** of anyone they have been in close contact with if they were to test positive.
- **Self isolate** if they have been in close contact with someone who tests positive.

MTT will take swift action if they become aware that someone who has attended and tested positive. MTT shall contact the local health protection team for advice.

MTT will, where appropriate and practical provide access to materials or remote learning if a student has to isolate. (this will be reviewed on a case by case basis)

## 8.1 Unwell at an MTT Event

If someone, staff, parent, carer or student (Or other person attending a MTT Event) becomes unwell with a new, continuous cough or high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).

Where a person becomes unwell, MTT staff shall take every precaution to minimise contamination. MTT Staff shall wear PPE such as, face coverings, gloves, to protect themselves and others at the event.

Where a student is waiting to be collected, they will be moved away from other students. Where possible the student will be isolated behind a closed door with the appropriate adult supervision if required. Where possible a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from others attending the event.

If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, MTT will call 999 if it is felt they are seriously ill or injured or their life is at risk.

If a member of MTT staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

## 8.2 Confirmed case

When a student, staff member, parent or carer develops symptoms of coronavirus (COVID-19): a high temperature (37.5c), new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, MTT may offer advice inline with Government Guidelines, such as:

- **they should self-isolate for at least 10 days from when the symptoms started; or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate for at least 10 days starting from the day the test was taken.**
- **If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.**

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Where the student or staff member tests negative, they will be permitted to attend other MTT Events.

Where the student or staff member tests positive, MTT will notify parents of other students via phone call, followed up with a formal email (To establish written audit trail. The Government guidelines states that students, staff, parents should be sent home and advised to self-isolate for 14 days.

## 9.0 Compliance

MTT has policies and procedures in place to make sure that all authorised personnel are informed and adopt this policy. To achieve this, employees, associates, sub-contractors have training provided to ensure compliance to this policy.

Where a parent, carer or student, member of staff, is found to be not complying to these guidelines, they may be requested to leave the event. (see Terms and conditions)

## 8.0 Consent

In those cases where MTT need parents, carers consent, MTT may ask parents, carers to make a positive indication (e.g. to tick a box or insert contact details on the relevant form or web page requiring consent).

By actively providing MTT with consent, parents, carers are stating that they have been informed and agree to the guidelines included in this document.

## 9.0 Contact details

If parents, carers have any queries about this policy, need further information or wish to lodge a complaint they can use the details below:

Mock Transfer Tests  
11 Wilcot Ave,  
Oxhey,  
Watford,  
Herts, WD19 4AT

[enquiries@mocktransfertestests.co.uk](mailto:enquiries@mocktransfertestests.co.uk)

## 10 Changes to this Policy

MTT may change this policy from time to time. Parents, carers should check this policy occasionally to ensure that they are aware of the most recent version that will apply each time you access the website.

# Mock Transfer Tests

## 11.0 MTT Risk Assessment – Covid19

Ref	What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is required?	Action by who?	Action by when?
1.0	MTT use external resources not in the same family/ bubble unit	MTT Staff Parents Students Venue Staff	All MTT staff and Associates will be provided with Social Distancing guidelines	All MTT Staff and Associates will be reminded of requirements.	MTT	2 days before each event  On the day
1.1	MTT staff not fully aware of Social Distancing Guidelines	MTT Staff Parents Students Venues Staff	MTT have copy of Covid-19 Policy and Risk Assessment Document	MTT staff will be issued a copy of policy, confirming they have read and will comply to requirements.	MTT	1 <sup>st</sup> July 2020 Ongoing if updated
1.2	MTT staff do not have PPE of their own.	MTT Staff Parents Students Venue Staff	MTT will provide PPE – Masks, Gloves, wipes, and hand sanitiser.	Maintain stock of items. MTT staff may wish to supply / wear their own PPE.	MTT	Ongoing
2.0	Risk that test papers, worksheets are contaminated.	MTT Staff Students	Papers to be pre-printed and placed in transparent bags a minimum of 24 hours prior to event	Transparent bags to have: Student Name Student ID Ref pre-printed to identify students during Event	MTT	Prior to each Event
2.1	Issuing test papers breaches Social Distancing Guidelines.	MTT Staff Students	Papers will be issued to student in a transparent bag at registration	Papers will be clearly marked so that students can access unaided during event (A, B, Pink / Blue)	MTT	Prior to each Event

## Mock Transfer Tests

Ref	What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is required?	Action by who?	Action by when?
3.0	Site is contaminated Tables / Desks	MTT Staff Parents Students Venue Staff	MTT has sourced cleaning material Spray, wipes.	MTT to arrive onsite prior to the event. Once tables are set, all tables, chairs to be wiped down.	MTT Staff	On arrival
3.1	Site is contaminated Air	MTT Staff Parents Students Venue Staff	MTT will liaise with venue to discuss ventilation.	Windows shall be opened to provide good ventilation.	Venue staff MTT staff	On arrival
3.2	Site is contaminated Doors, handles, etc	MTT Staff Parents Students Venue Staff	MTT will conduct its own cleaning and hygiene process.	Door handles wiped. Doors to be propped open to avoid the need to touch.	MTT staff	On arrival
3.3	Site not set up for social distancing	MTT Staff Parents Students Venue Staff	Social Distancing signage displayed in poster stands	MTT to add floor markers to indicate 2m intervals where required.	MTT Staff	On arrival
3.4	Toilets not stocked with soap, paper towels.	MTT Staff Parents Students Venue Staff	MTT has sourced soap dispensers and paper towels	MTT to check toilets prior to event, put in place materials if required.	MTT Staff	On arrival
3.5	No closed bins available	MTT Staff Parents Students Venue Staff	MTT to provide transparent bin bags with seals	Bags to be sealed and removed from venue.	MTT Staff	During and after event

## Mock Transfer Tests

Ref	What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is required?	Action by who?	Action by when?
4.0	Parents / Students may have virus	MTT Staff Parents Students Venue Staff	Joining instructions will clearly state requirements.	Additional email / text issued prior of the event to remind parents. Anyone indicating they are unwell will not be admitted.	MTT	One week before Two days before Morning of event
4.1	Cash payment on the day	MTT Staff Parents	Only pre-booked students to be admitted.  Encourage payment online when booking.	Cash payments are to be placed in a sealed envelope with student's name.  Envelopes to be placed into plastic bag, sealed, and opened after event	MTT	On the day
4.2	Payment on the day	MTT Staff Parents	Only pre-booked students to be admitted.  Encourage payment online when booking.	MTT Utilise Card Reader for contactless payment. Wipes available to clean keypad.  Spare card reader will be available if required	MTT to provide Card Reader /s	On the day
4.3	Payment on the day	MTT Staff Parents	Only pre-booked students to be admitted.  Encourage payment online when booking.	Where parents do not have a card on them, MTT will record and invoice parent after the event	MTT to utilise Card Reader App	On the day

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Ref	What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is required?	Action by who?	Action by when?
5.0	Social Distancing not adhered to when waiting to register.	MTT Staff Parents Students Venue Staff	Joining instructions emailed to parents clearly stating process and requirements	Additional signage will be prominent onsite to remind everyone.	MTT to provide	Prepare prior to event
5.1	Social Distancing not adhered to when waiting to register.	MTT Staff Parents Students Venue Staff	Joining instructions clearly stating process and requirements	MTT staff wearing High Viz jackets will be at key points to direct parents.	MTT to provide	On the day
5.2	Multiple family members drop students off at event	MTT Staff Parents Students Venue Staff	Joining instructions will clearly state ONLY ONE parent / carer per student	Parents will only be allowed to drop off / collect their own child, no shared lifts	MTT	Prior to event, on the day
5.3	Registration is busy, need to comply with safeguarding policy requiring parent, carer signing in /out students	MTT Staff Parents Students Venue staff	Parents will be provided with time allocated slots to minimise congestion.  Parents advised that registration would take longer.	Staged registration process <ul style="list-style-type: none"> <li>• Cars held in Holding Area.</li> <li>• Parent pulls up to registration point.</li> <li>• Student name confirmed</li> <li>• Students temperature taken</li> <li>• Parents contact details confirmed</li> <li>• Parents do not leave car.</li> <li>• Students make their way to main entrance.</li> </ul>	MTT	On the day
5.4	Test papers need to be distributed to students, breaching social distancing rules	MTT staff Students	Test papers will be pre-printed and held in sealed transparent bags	Students will be issued with their test papers in sealed transparent bags and instructed NOT to open until asked to do so.	MTT	On the day

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Ref	What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is required?	Action by who?	Action by when?
5.5	Students normally seated alphabetically	MTT Staff Students	Students will be seated in order as they arrive. Based on their time allocated slots	Test papers will be issued in sealed transparent bag with student ID visible.	MTT	On the day
5.6	Students arrive without required equipment	MTT Staff Parents Students Queens staff	MTT to source stationery kits for students to purchase on arrival.	MTT will remind parents that students are to bring their own equipment.  MTT will NOT lend any kit. MTT will sell kit and invoice after the event	MTT	On the day
5.7	Students sneeze during the event	MTT Staff Students	Students advised to bring their own supply of tissues. MTT will have a supply of tissues available	Students shall use tissues and place into the sealed bag for MTT to dispose of. MTT staff escort student to wash hands.	MTT	On the day
6.0	Test papers need to be issued to students	MTT Staff Students	Test papers will be pre-printed and put into sealed transparent bags	Students collect transparent bag when they arrive	MTT	On the day
6.1	Students have questions during event	MTT Staff Students	Student will need to raise their hand, MTT staff will wear PPE.	Students may be asked to visit an area away from the main event to ask MTT staff	MTT	On the day
6.2	Students may need support, reassurance	MTT staff Students	MTT Staff will wear PPE	Students may be asked to visit an area away from the main event to be supported.  Parents may be called to collect student.	MTT	On the day

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Ref	What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is required?	Action by who?	Action by when?
6.3	Students may need to visit the toilet during event	MTT Staff Students	MTT staff will wear PPE. MTT staff will escort student to the toilet.  MTT staff will comply with cleaning guidelines	Parents, carers will be requested to ensure students visit the toilet before arriving at the venue.	MTT	On the day
6.4	Students become poorly or require first aid	MTT Staff Student	MTT staff with wear PPE. Student will be taken to an area away from the event to assess needs.	Depending on nature of illness, MTT may call parents, carer to ask that the student is collected.	MTT	On the day
6.5	Students may require refreshments during the event	MTT staff Student	Students will be asked to bring their own water bottle	MTT will stipulate only water to be brought in.	MTT	On the day
7.0	Students need to hand in completed work	MTT Staff Students	Students are to place completed work back into the transparent bag, reseal it and leave on their table / desk.	Additional transparent bags will be available if initial one should be damaged	MTT	On the day
7.1	Parents arrive to collect students	MTT Staff Parents, Carers Students	Students will remain in their seats and only leave when invited to by MTT staff	Parents will wait in their cars in Time Allocated order in the Holding Area.  Parents shall drive to the registration area, state the students name they are collecting  Parents exit via gates.	MTT	On the day

## Mock Transfer Tests

Ref	What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is required?	Action by who?	Action by when?
7.2	Parents are late, miss their Time Allocation	MTT Staff Students	Students will be asked to wait, in an adjacent area to Registration point, pending parents' arrival.  Time allocation will be strictly adhered to.	Parents will be held in the Holding Area until instructed by MTT to proceed to Registration Point	MTT	On the day
8.0	Transparent bags need to be collected from tables / desks	MTT Staff	MTT staff will wear PPE. Transparent bags will be collected and placed into storage boxes.	Storage boxes will be sealed once all transparent bags are collected and remain sealed for a minimum of 48 hours.	MTT	On the day
8.1	Site is contaminated Tables / Desks	MTT Staff Venue Staff	MTT has sourced cleaning material Spray, wipes.	MTT to wipe all tables, chairs and put them away	MTT Staff	On the day
8.2	Site is contaminated Air	MTT Staff Venue Staff	MTT will liaise with venue to discuss ventilation.	Windows shall be closed.	Venue staff MTT staff	On the day
8.3	Site is contaminated Doors, handles, etc	MTT Staff Venue Staff	MTT will conduct its own cleaning and hygiene process at the end of the event	Door handles wiped. Doors to be closed and wiped down.	MTT staff	On the day.
8.4	Site is contaminated	MTT Staff Venue staff	All MTT equipment, waste, shall be removed, signage, boxes etc	Final cleaning and hygiene process conducted, all areas sprayed and wiped	MTT Staff	On the day
9.0	Venue has to be evacuated	MTT Staff Students	MTT will follow Venue evacuation guidelines.	Students be briefed during the introduction and welcome section.	MTT Staff	On the day.

# Mock Transfer Tests

## 12.0 Tutoring – Hall - Risk Assessment

MTT has adopted the principles set out in this document, a summary is provided for classes taking place in the MTT Hall.

Ref	What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is required?	Action by who?	Action by when?
12.1	<b>Site preparation</b> Site is contaminated	MTT Staff Parents Students Venue Staff	MTT has sourced cleaning material Spray, wipes.	MTT to arrive onsite prior to the event. Once tables are set, all tables, chairs to be wiped down. Door handles, touch points	MTT	Prior to each class
12.2	<b>Staff</b> Staff are not aware of COVID requirements	MTT Staff Parents Students Venue Staff	All MTT staff and Associates will be provided with COVID guidelines.	All MTT Staff and Associates will be reminded of requirements.  MTT staff are kept up to date with any amendments.	MTT	Prior to classes starting. Regular reminders / updates to be provided.
12.3	<b>Papers</b> Material is contaminated	MTT Staff Students	Papers will be pre-printed. MTT staff to issue to each class.	Spare papers will be removed and destroyed.	MTT	During each class
12.4	Issuing worksheet/ papers breaches Social Distancing Guidelines.	MTT Staff Students	Papers will be issued to student by MTT staff wearing PPE.	Papers may be placed on student tables in advance of the class.	MTT	During each class
12.5	<b>Drop Off</b> Students arrive at the same time, impacting social distancing / bubbles	MTT staff Parents Students	Welcome / joining instructions explaining guidelines to be emailed to parents.  Social distancing markers to be in place outside the venue.	Adults will not be allowed to enter the venue.	MTT	Before each class
12.6	<b>Refreshments</b> Students may require refreshments during the event	MTT staff Student	Students will be asked to bring their own water bottle	MTT will stipulate only water to be brought in.	MTT	On the day

## Mock Transfer Tests

12.7	<b>During class</b> Social distancing not maintained	MTT staff Students	Tables will be spaced out. students will remain in the seats.	MTT to enforce rules.	MTT	During each class
12.8	<b>Collection</b> Students don't adhere to social distancing rules	MTT Parents Students	Parents reminded to adhere to collection rules. Students to remain seated until invited to leave.	MTT support staff to police and manage collection.	MTT	At the end of each class

### 13. Tutoring – After School Club - Risk Assessment

MTT has adopted the principles set out in this document, a summary is provided for classes taking place as After School Clubs. This may need to be refined to comply with each school.

Ref	What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is required?	Action by who?	Action by when?
13.1	<b>Site preparation</b> Site is contaminated	MTT Staff Parents Students Venue Staff	MTT has sourced cleaning material Spray, wipes.	MTT to arrive onsite prior to the event. Once tables are set, all tables, chairs to be wiped down. Door handles + touch points	MTT	Prior to each class
13.2	<b>Staff</b> Staff are not aware of COVID requirements	MTT Staff Parents Students Venue Staff	All MTT staff and Associates will be provided with COVID guidelines.	All MTT Staff and Associates will be reminded of requirements.  MTT staff are kept up to date with any amendments.	MTT	Prior to classes starting. Regular reminders / updates to be provided.
13.3	<b>Papers</b> Material is contaminated	MTT Staff Students	Papers will be pre-printed. MTT staff to issue to each student wearing gloves.	Spare papers will be removed and destroyed.	MTT	During each class
13.4	Issuing papers breaches Social Distancing Guidelines.	MTT Staff Students	Papers will be issued to student by MTT staff wearing PPE.	Papers may be placed on student tables in advance of the class.	MTT	During each class

## Mock Transfer Tests

13.5	<b>Drop Off</b> Students arrive at the same time, impacting social distancing / bubbles	MTT staff Parents Students	Welcome / joining instructions explaining guidelines to be emailed to parents.  Social distancing markers to be in place outside the venue.	Adults will not be allowed to enter the venue.	MTT	Before each class
13.6	<b>Refreshments</b> Students may require refreshments during the event	MTT staff Student	Students will be asked to bring their own water bottle	MTT will stipulate only water to be brought in.	MTT	On the day
13.6	<b>During class</b> Social distancing not maintained	MTT staff Students	Tables will be spaced out; students will remain in the seats.	MTT to enforce rules.	MTT	During each class
13.7	<b>Collection</b> Students don't adhere to social distancing rules	MTT Parents Students	Parents reminded to adhere to collection rules. Students to remain seated until invited to leave.	MTT support staff to police and manage collection.	MTT	At the end of each class

MTT reserves the right to amend, edit these risks and mitigating actions, should the need arise on the day, to minimise risks. MTT will take appropriate action to safeguard all parties. Any action taken shall be reviewed and assessed, with updates made to this document if appropriate.