

Check list for risk assessment at exam venues

Step 1 – Hazards

Using the following examples as a guide, look for possible hazards then list on the Risk Assessment form only those hazards that you could reasonably expect to result in significant harm under the conditions at your venue.

Possible hazards may include:

- Fire
- Animals
- Electrical appliances
- Hot water
- Lighting
- Fumes
- Slipping/tipping hazards
- Naked flames
- Furniture
- Security
- Piano
- Temperature

Step 2 – Who might be harmed?

There is no need to list individuals by name – just think about groups of people who might be affected by those hazards, for example:

- Candidates
- Escorts (parents, children, accompanists)
- Teachers
- Examiners
- Stewards

Step 3 – What is being done to control the risk?

For the hazards listed, do the precautions already taken represent good practice and reduce risk as far as reasonably practical?

Have you provided adequate information or procedures?

If yes, then the risks are adequately controlled, but you need to indicate the precautions you have in place.

Step 4 – Is more action needed to control the risk?

Where the risk is not adequately controlled, indicate what more you need to do.
Possible precautions in response to hazards include the following :

Hazard	Possible Precautions
Fire Exits	Fire Exits unlocked and clearly signed Steward/examiner briefed about fire exits Smoke alarm Fire extinguisher
Electrical Appliances	PAT tested (public buildings only) Safe and properly maintained No trailing leads
Lighting	Adequate, particularly for corridors/stairs
Slipping/tripping hazards	Paths/steps kept clear and properly maintained 'Mind the Step' or other signs as appropriate Floors kept clear No trailing wires Carpets/mats in good repair and secure
Furniture	Sturdy, comfortable and suitable for the purpose Music stand sturdy and suitable
Piano	Avoid moving unless appropriate castors fitted
Animals	Kept away from candidates Careful cleaning to avoid allergies
Hot water	Hot drinks and kettles out of reach of children
Fumes	Central heating boilers regularly maintained and tested for carbon monoxide emissions
Naked Flames	Fire guard/supervision
Security	Steward near door/supervision
Temperature	Adequate heating/ventilation