

WINCHESTER COLLEGE
COVID-19 - Risk Assessment Full Campus

Risk assessment for: all persons on Campus			Who might be harmed: All persons relevant to this risk assessment		
Assessment date: 01.09.2020 by Senior Management			Review: At least weekly under current emergency circumstances and must always take into account government advice updates.		
Task or Procedure Give a brief explanation e.g. working in contact with areas the general public have accessed	Hazards Identified e.g. possible Transmission of COVID-19	Existing Controls <i>(please detail)</i> E.g. as per current government guidelines, always maintain a distance of two metres between persons at all times. Frequent and thorough washing of hands to last a minimum of 20 seconds must take place routinely.	Overall risk acceptable? (Y/N) i.e. has the risk of harm been reduced to a reasonable and acceptable level?	Additional Controls Required e.g. gloves as personal protective equipment	Remaining Risk (high, medium, low)

Winchester College has developed the following risk assessment in conjunction with all current advice published by the UK government. As detailed (below) the standard risk assessment process has been used. This assessment is shared with all employees.					
Pupil Safety on Campus	Possible transmission of COVID-19 – pupils	A plan for the reopening of the school has been decided. A review of buildings and activities has been undertaken with appropriate control measures put into place. Provision has been made for pupils returning in August to abide by the government quarantine rules. During the first two weeks of term, boys will return to their boarding houses in order to create ‘House Bubbles’. Then from the third week, a whole ‘School Bubble’ will be established.	Y	Currently N/A	Low-Medium
Hygiene measures across the Campus	Possible transmission of COVID-19 – all persons	All persons on Campus are required to wash their hands, or use sanitising hand gel when entering a building. The routine disinfecting of contact points has increased in all buildings. Additional hand gel stations have been provided. All employees and pupils will carry a personal hand gel.	Y	Currently N/A	Low-Medium

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Unwell employee or member of their household	Possible transmission of COVID-19 - employees, or via their household	All employees are required to report to their line manager (who will then report to the HR Dept) should they, or a member of their household, suffer from COVID-19 type symptoms. Employees, who meet the government criteria for testing, will be required to use their best endeavours to undertake a formal COVID-19 test. The test results must be reported back to either Sue Jounet sfj@wincoll.ac.uk or Georgina Dainton gd@wincoll.ac.uk in the Bursary.	Y	Currently N/A	Low-Medium
Employee health and identified risk factors	Possible transmission of COVID-19 – employees, risk to overall health and wellbeing	All staff are instructed to complete an individual risk assessment. The College is working alongside its occupational health provider in order to help and support those employees considered to be at an increased risk from COVID-19.			

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Use of contact points and equipment	Possible transmission of COVID-19 - employees	Staff must wash hands frequently, use gel frequently and always endeavour to create a physical barrier when: using equipment, holding handles, transferring keys, touching door handles, switching on lights, pressing machinery keypads or buttons, or other such points of contact. (This list is not exhaustive). All types of surfaces will be sprayed and disinfected on a frequent basis.	Y	Currently N/A	Low-Medium
Use of office items	Possible transmission of COVID-19 - employees	Unless not used for a minimum of 72 hours previously, stationery items, telephone, keyboard and mouse must not be shared.	Y	Currently N/A	Low-Medium

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Welfare and meal breaks	Possible Transmission of COVID-19 - employees	Handwashing must take place frequently; before and after all breaks (as a minimum). Employees must always endeavour to maintain a two-metre social distance from each other. Where other control measures have been established, the 'one metre plus' social distancing rule may be applied. (See gov.uk for further information on social distancing.) Disinfecting of contact points must take place frequently. Employees should not make beverages for each other, nor should they share any personal food items.	Y	Currently N/A	Low-Medium
Team and other meetings	Possible Transmission of COVID-19 - employees	Meetings hosted by remote means must be considered as the primary option. Should this not be possible, then 'face to face' meetings must be held in an environment suitable to observe the two-metre rule. If beverages are required, then it is up to the attendees to provide their own. No personal contact is permitted between two or more persons, even when greeting.	Y	Currently N/A	Low-Medium

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Working close to another employees	Possible transmission of COVID-19 via close proximity for a period exceeding 15 minutes - employees	To ensure that social distancing is achievable between employees' workstations, a measurement assessment of two metres has been undertaken. Where two metres cannot be reasonably achieved, other measures have been implemented. These include: installation of fixed barriers, use of face coverings, face masks and visors, staggered start and finish times for onsite workers, one-way systems in certain buildings and on Campus, and volume of onsite staff reduced by home working measures (where appropriate).	Y	Currently N/A	Low-Medium
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Staff movement around the Campus	Possible transmission of COVID-19 - employees	Staff are expected to remain in their normal workplace area as much as practicable. Contact with other staff should be primarily by remote means. Any essential 'face to face' contact must be undertaken in a quick and efficient manner. Ideally staff should only use shared facilities (staff rooms, brews, WCs) in the building where they work, or where those facilities have been allocated to them.	Y	Currently N/A	Low-Medium
Dealing with an onsite intruder	Possible transmission of COVID-19 - external persons	The Security department must be contacted when an intruder is seen. If practicable, the intruder must be told to leave the premises from a minimum two metre distance. Any surfaces touched by the intruder must be disinfected. If immediate danger is suspected, then the Police must be called. Security staff must wear disposable gloves as PPE.	Y	Currently N/A	Low-Medium
Visitors to the College	Possible transmission of COVID-19 - external persons	Any third party person entering the Campus is required to comply with measures to confirm they are not, to the best of their knowledge, suffering from	Y	Currently N/A	Low-Medium

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		COVID-19. Whilst they remain on the Campus they are required to abide by all elements of the College's COVID-19 risk assessment. A member of staff must disinfect any points of contact touched by the visitor once they have left the premises.			
Usage of Personal Protective Equipment (PPE)	Possible transmission of COVID-19 and other workplace related risks - employees	PPE must continue to be worn as per standard risk assessments, which may not always relate directly to COVID-19. In some circumstances, the use of gloves and masks has been increased to include newly identified risks from COVID-19. In particular, this applies to medical staff, first aiders, defibrillator users and members of the Facilities Team.	Y	Currently N/A	Low-Medium
Wearing a face covering		All employees are provided with washable face coverings; it is each individual employee's responsibility to maintain them hygienically. At times certain employees will be required to wear their face covering in identified circumstances. Should they choose to, they may wear the face covering at other times too. Face coverings are not identified as PPE, and must not be	Y	Currently N/A	Low-Medium

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		considered a suitable substitute to other control measures.			

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Information and training to raise awareness	Possible transmission of COVID-19 - lack of employees knowledge	Increased COVID-19 safety signage, COVID-19 safety agreement issued to all staff working on the premises, safety induction for staff returning to work, sharing of risk assessment via line management, H&S Committee and College Portal. All employees are required to undertake an individual COVID-19 risk assessment. This assessment supports the employee with their understanding and subsequent commitment to safety regimes. It helps to identify individual concerns and provides a process to address them.	Y	Currently N/A	Low-Medium
Use of the Campus for leisure purposes	Possible transmission of COVID-19 - employees and families.	Employees are welcome to walk around the Campus in accordance with the government social distancing rules, and must also adhere any additional control measures we have identified.	Y	Currently N/A	Low-Medium
Non-compliance to COVID-19	Possible transmission of COVID-19 - employees and families.	An internal investigation will be triggered should any person on the Campus wilfully refuse to adhere to the terms of this risk assessment. The same principle will apply, should the College be made aware of an employee wilfully refusing to adhere to government	Y	Currently N/A	Low-Medium

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		rulings for COVID-19 outside of the premises.			