

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: 20.09.2020 by Senior Management Updated: 06.08.2021			Review: At least half termly, 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> 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 The school will of course continue to follow government guidance , and to be rigorous in its approach.	Possible transmission of COVID-19 – pupils	Hand hygiene and all other precautions described in this guidance: Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk) will also be communicated to pupils.	Y See government guidance	NHS T&T and PHE would be involved in the event of an outbreak and will lead both the contact tracing and the infection control. Please see below.	Low-Medium See government guidance
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Pupil Safety on Campus SH 21 Mixing and 'bubbles' There is no longer a recommendation for consistent groupings of pupils ('bubbles'). Larger gatherings can resume.	Possible transmission of CV-19 between infected and susceptible pupils and members of staff in boarding houses.	If there is an outbreak of COVID-19, we plan to reintroduce 'bubbles' up to house for a temporary period to reduce mixing between groups. Housemasters will be able to revert to previous restrictions if positive cases are identified in their house. This includes year-group bubbles, separate wash and toilet facilities and staggered mealtimes and preces (evening assemblies). New pupils will be inducted in these precautions; the memories of existing pupils will be refreshed Additional reasonable procedures may be added should they be required to help control an outbreak.	Y See government guidance	NHS T&T and PHE would be involved in the event of an outbreak and will lead both the contact tracing and the infection control. Please see below.	Low-Medium See government guidance
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<p>Pupil Safety on Campus SH21</p> <p>Tracing close contacts and isolation</p> <p>UK-based pupils testing positive will be expected to self-isolate at home according to NHS guidance. We have accommodation for international pupils to self-isolate in school.</p>	<p>Possible transmission of CV-19 between infected and susceptible pupils and members of staff in boarding houses.</p>	<p>We will continue to use our SAMBA machine to test any pupil exhibiting symptoms of COVID-19, with any positive cases reported to Public Health England (PHE). Only the information required to report a case will be shared with PHE, and they would expect the pupil to undergo a further PCR test administered by the NHS to be logged on to the NHS Test and Trace system (NHS T&T system).</p> <p>Schools will now generally not be required to undertake contact tracing. This will now be led by NHS T&T, though schools may be asked to assist. Pupils who are identified as close contacts of a confirmed positive case of COVID-19 by NHS T&T will no longer be required to self-isolate. Instead, they will be advised by NHS T&T to take a PCR test. A positive case may trigger the</p>	<p>Y</p> <p>See government guidance</p>	<p>NHS T&T and PHE would be involved in the event of an outbreak and will lead both the contact tracing and the infection control.</p>	<p>Low-Medium</p> <p>See government guidance</p>
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		need to reintroduce 'bubbles' as described above.			
Pupil Safety on Campus SH21 <u>Face coverings</u> The government has removed the legal requirement to wear face coverings but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.	Possible transmission of CV-19 between infected and susceptible pupils and members of staff on campus in crowded areas.	Pupils will be expected to wear face coverings when making their way to lessons or around our one-way systems on campus during up-to-books hours, but will not be expected to wear them in classrooms. Once seated in a larger gathering (Chapel, New Hall, etc.), face coverings may be removed, but should be replaced once the gathering has been dismissed. As with 'bubbles', an outbreak in the school may require the re-introduction of face coverings in classrooms and larger gatherings.	Y See government guidance	NHS T&T and PHE would be involved in the event of an outbreak and will lead both the contact tracing and the infection control.	Low-Medium See government guidance

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Pupil Safety on Campus SH21 COVID-19 precautions on campus	Possible transmission of CV-19 between infected and susceptible pupils and members of staff on campus in crowded areas.	As with face coverings, all our other precautions on campus will remain in force to be reviewed at the first exeat (end of September, in line with the UK government review of the DfE guidance). These precautions will include the recording of seating plans, the wiping down of surfaces after lessons and the continued use of one-way systems around the campus and in and around buildings.	Y See government guidance	NHS T&T and PHE would be involved in the event of an outbreak and will lead both the contact tracing and the infection control.	Low-Medium See government guidance

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Pupil Safety on Campus SH21 Asymptomatic testing and monitoring of COVID-19 status	Possible transmission of CV-19 between infected and susceptible pupils and members of staff in the school.	<p><u>As announced previously</u> the school has engaged with University Hospital Southampton's (UHS) saliva testing programme for all pupils</p> <ol style="list-style-type: none"> All UK-based pupils will undergo an initial lateral flow test at the school's Sport's Centre before joining their boarding houses. Further information on booking slots can be found below. All international arrivals from Green or Amber List countries should also book a slot before joining their boarding houses. Please would they be ready to present their day 2 test certificate to Dr Cullerne. If their first saliva test is within 5 days of the date on their certificate, Dr Cullerne will be able to let them 	Y See government guidance	NHS T&T and PHE would be involved in the event of an outbreak and will lead both the contact tracing and the infection control.	Low-Medium See government guidance
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		<p>go directly to their boarding house without a lateral flow test. Saliva testing will begin for VI Book 1 (Year 13) first thing on Friday 3 September and for all other year groups on Tuesday 7 September. SAMBA testing will pick up those internationals who have been unable to provide their day 2 certificates on arrival.</p> <p>3. Red List and Amber-plus List arrivals who are quarantining with Winchester College will not need to undergo this initial testing (they will have been tested several times as part of the quarantine), but will join the saliva testing programme as part of the Department for Education's (DfE) ongoing requirement.</p>			
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		4. UHS have also confirmed that the ongoing twice-weekly lateral flow test requirement can be replaced by the once-weekly saliva testing. For a given pupil then, the second of the DfE's required asymptomatic tests at the beginning of term will be the pupil's first weekly saliva test.			

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Testing for employees'	Possible transmission of COVID-19 – relevant employees	There are currently two types of COVID-19 testing regimes available to employees at Winchester College. One type remains as lateral flow testing (LFT) which can be carried out at home. The other type is a saliva testing programme, run by Southampton university and known as 'The Hampshire and Isle of Wight Saliva Testing Programme'. All employees are eligible to participate in either system. Further information is available from Sue Jounet sfj@wincoll.ac.uk or Juliet Bell jab@wincoll.ac.uk in the Bursary. Any person testing positive on either programmes must self-isolate, inform the School and arrange a confirmatory NHS PCR test. The School must then identify all close contacts from the previous 48 hours, who (depending on	Y	Currently N/A	Low-Medium
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		<p>their vaccination status) may also need to self-isolate. A negative result from the NHS PCR will release the employee (and any relevant close contacts) from self-isolation. A positive result from the NHS PCR, will require the employee (and any relevant close contacts) to self-isolate for 10 full days.</p> <p>Further information on any need to self-isolate can be found at: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p>			
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Unwell employee (or member of their household), potential close contact.	Possible transmission of COVID-19 - employees, (or via their household members), contact made via the NHS Test and Trace APP	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 undertake a formal COVID-19 test. The test results must be reported back to either Sue Jounet sfj@wincoll.ac.uk or Juliet Bell jab@wincoll.ac.uk in the Bursary. All employees must follow the government advice to isolate when contacted via the NHS Test and Trace APP.	Y	Currently N/A	Low-Medium

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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. Additional hand gel stations have been provided. All employees must carry a personal hand gel. Routine handwashing before and after using any shared facilities, (i.e. kitchens, washrooms and photocopier areas), is strongly encouraged.	Y	Currently N/A	Low-Medium

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Ventilation	Possible Transmission of COVID-19 - employees	All employees are strongly encouraged to maintain, at all times, a constant fresh air flow within their individual workplaces.	Y	Currently N/A	Low-Medium
Face coverings	Possible Transmission of COVID-19 - employees	All employees are provided with washable face coverings; it is each individual employee's responsibility to maintain them hygienically. Face coverings to be worn at any time an employee enters a building which is not their normal place of work. 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 considered a suitable substitute to other control measures.	Y	Currently N/A	Low-Medium
Personal protective equipment	Possible Transmission of COVID-19 - employees	Should a workplace task require PPE to be worn as a COVID-19 risk control measure, then masks, gloves, visors and plastic aprons are always available.	Y	Currently N/A	Low-Medium

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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).	Y	Currently N/A	Low-Medium
Team and other meetings	Possible Transmission of COVID-19 - employees	Meetings can now be held “face to face” if the meeting has adequate ventilation, suitable distancing, and adherence to other relevant procedures in the risk assessments. If that is not possible, or remote meetings are deemed more favourable, meetings should be held virtually.	Y	Currently N/A	Low-Medium

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Working close to other employees	Possible transmission of COVID-19 via close proximity for a period exceeding 15 minutes - employees	<p>All physical distancing measures previously implemented as risk control measures, will remain in place for the foreseeable future. This includes designated entry and exit routes, Perspex screens and measured distancing between desks and other workstations.</p> <p>Any person confirmed as suffering from COVID-19 will be required to declare who they have been within two metre contact with for more than 15 minutes. This is either as a one off contact, or a cumulative amount over the course of the day.</p> <p>With regard to working from home; we will be following the government's guidance on remote working, with a gradual return expected over the summer and an expectation that over the autumn employees would be working in a similar pattern to pre-pandemic times. Any deviation from that should be discussed and agreed with line managers. Additional health and safety support may be sought from</p>	Y	Currently N/A	Low-Medium
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		the H&S Officer. As with all measures, this would be subject to review should the government issue further direction.			
Areas of close proximity	Possible transmission of COVID-19 - external persons	Areas where it is impossible to achieve a reasonable distance between two or more persons, will likely be signposted as an 'area of close proximity'. These will be signposted by notices that strongly encourage people to wear a face covering and use hand gel.	Y	Currently N/A	Low-Medium
Visitors to the College	Possible transmission of COVID-19 - external persons	Visitors are required to comply with measures to confirm that they are not, to the best of their knowledge, suffering from COVID-19. These points are detailed in the electronic 'Visitors Form' which most types of visitors are required to complete prior to their arrival to the premises. Those who are not entering into our buildings must use; the hand gel provided, maintain a sensible distance from others and scan the QR code on arrival to support the NHS Test & Trace scheme. In addition to these points, those who are entering our buildings must wear a face covering whilst not seated. It is the responsibility	Y	Currently N/A	Low-Medium

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		of the host to ensure that adequate ventilation, along with other relevant measures, are in place. Whilst they remain on the Campus they are required to abide by all elements of the College's COVID-19 risk assessment. As the College receives many different types of visitors, e.g. spectators at sports matches, the general public on guided tours, invited guests at college events etc., more defined risk assessment information will be issued regarding this point very soon.			
Distribution of information	Possible transmission of COVID-19 - lack of employees knowledge	This risk assessment is made available to all persons, via the Winchester College website. Colleagues of the College may also view it on the internal Information Portal. A shortened version of this assessment will be sent to all heads of department, in order to assist them in communicating it to their teams. Sessions discussing the detailed implementation of the risk assessment for common scenarios will be held with the relevant heads of departments and senior managers.	Y	Currently N/A	Low-Medium

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