

**WINCHESTER COLLEGE**  
**COVID-19 - Risk Assessment Full Campus**

<b>Risk assessment for:</b> all persons on Campus			<b>Who might be harmed:</b> All persons relevant to this risk assessment		
Assessment date: 20.09.2020 by Senior Management Updated: 02.03.2022			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> <b>Frequent and thorough washing of hands to last a minimum of 20 seconds must take place routinely.</b>	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.

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Pupil Safety on Campus/boarded houses	Possible transmission of COVID-19 – pupils	<p>From 24 February 2022, Schools will follow <a href="#">UK Health Security Agency (UKHSA) guidance</a>. The <a href="#">DfE guidance for schools</a> expects pupils and staff not to come into school if they have symptoms, have had a positive test result or have other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). Also, pupils and staff developing COVID-19 symptoms whilst at school should follow public health advice (<a href="#">UKHSA guidance</a>) and isolate at home or with guardians. Pupils unable to isolate at home or with guardians will isolate at school.</p> <p>Staff and pupils are not expected to continue taking part in any regular asymptomatic testing, this includes contact testing. However, saliva LAMP with University Hospital Southampton (UHS) and Hampshire and Isle of Wight (HIOW) programme will continue to be available with the only sample drop-off points at Porters' Lodge and the Sports Centre Pavilion <b>before</b> 10:30 am on Tuesdays and Fridays.</p>	Y Within <a href="#">UKHSA guidance</a>	<p>Close contacts advised to:</p> <ul style="list-style-type: none"> <li>minimise contact with the person who has COVID-19</li> <li>work from home if you are able to do so</li> <li>avoid contact with anyone you know who is at <a href="#">higher risk of becoming severely unwell</a> if they are infected with COVID-19, especially those with a <a href="#">severely weakened immune system</a></li> <li>limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces</li> <li>wear a well-fitting <a href="#">face covering</a> made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people (face coverings available from <a href="mailto:SFJ@wincoll.ac.uk">SFJ@wincoll.ac.uk</a>)</li> <li>pay close attention to the <a href="#">main symptoms of COVID-19</a>. If you develop any of these symptoms, <a href="#">order</a></li> </ul>	Low-Medium
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		<p>We will also continue to provide free lateral flow devices and postal PCR tests for those who wish to self-test as long as the Government continue to make these available to schools. Test kits and postal PCRs available from:  <a href="mailto:JAB@wincoll.ac.uk">JAB@wincoll.ac.uk</a>  <a href="mailto:KKC@wincoll.ac.uk">KKC@wincoll.ac.uk</a></p> <p><b>Visitors to the school</b></p> <ul style="list-style-type: none"> <li>• Should not attend events if they have symptoms or have tested positive for COVID-19.</li> <li>• Should follow <a href="#">UKHSA guidance</a> if they are a close contact of individual with symptoms or a positive case.</li> </ul>		<p><a href="#">a PCR test</a>. You are advised to stay at home and avoid contact with other people while you are waiting for your test result</p> <p>Follow this advice for 10 days after the day the person you live or stayed with symptoms started (or the day their test was taken if they did not have symptoms).</p> <p>Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal.</p>	
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Testing for employees?	Possible transmission of COVID-19 – relevant employees	<p>There are currently two types of COVID-19 testing regimes available to employees at Winchester College. 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, though during shortages of LFDs, the school will conserve its supplies for isolation release rather than asymptomatic testing. Further information is available from Sue Jounet <a href="mailto:sfj@wincoll.ac.uk">sfj@wincoll.ac.uk</a> or Juliet Bell <a href="mailto:jab@wincoll.ac.uk">jab@wincoll.ac.uk</a> in the Bursary.</p> <p>Any person testing positive via a lateral flow test must self-isolate and inform the School. Anyone who tests positive via a saliva test must self-isolate immediately</p>	Y	Currently N/A	Low-Medium
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		and inform the School, but an additional PCR test will not be necessary.  The School must then identify all close contacts from the previous 48 hours, who will need to undertake daily lateral flow tests for 7 days.			
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. If, as an identified close contact, you remain at work then you must enhance your COVID risk assessment measures by social distancing, wearing a face covering and increasing the ventilation. You should undertake lateral flow testing on a daily basis for 7 days.	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 requested to wash their hands, or use sanitising hand gel when entering a building. Additional hand gel stations have been provided. 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 to wear as they choose; it is each individual employee's responsibility to maintain them hygienically. Disposable paper face coverings are also freely available. 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
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

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Team and other meetings	Possible Transmission of COVID-19 - employees	Meetings can 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
Working close to other employees	Possible transmission of COVID-19 via close proximity for a period exceeding 15 minutes - employees	Perspex screens and measured distancing between desks and other workstations will remain in place. 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.	Y	Currently N/A	Low-Medium
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	Y	Currently N/A	Low-Medium



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		strongly encourage people to wear a face covering and use hand gel.			
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 and maintain a sensible distance from others. It is the responsibility 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.	Y	Currently N/A	Low-Medium
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.	Y	Currently N/A	Low-Medium

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