

Risk Assessment

	Operation of College Buildings During Coronavirus (COVID-19) Outbreak – Fire Evacuation		
Campus/Location	All College Sites	Curriculum/ Service Area	Whole College
Date of initial assessment	16/06/20	Name of person (Risk Assessor)	Josh Brannan Diane Henry
Updates	08/01/21, 04/03/21, 13/03/21, 14/05/21, 17/05/21		
Reviewed by	Jon Howard 16/06/20	Reviewed By	
Issued for consultation with/ on		Response Received	
Who might be harmed and how?			
Staff/Students ✓	Biological	Cleaners, engineers etc ✓	Biological
Support Staff ✓	Biological	Other (Please specify) ✓	Visitor/member of public - Biological

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
1. Physical Space, Movement, Social	<p>The College has a tried and tested Fire Evacuation procedure in place across all sites, the procedure is to be followed fully with the following exceptions/amendments:</p> <p>One-way systems on stairwells will cease to apply in the event of an alarm activation. This is communicated regularly to staff and students via tutorials, bulletins.</p>
2. Infection Protection and Control	<p>The campuses are not returning all students to face to face teaching and therefore this reduces the number of students on site and will assist in social distancing of evacuation points.</p> <p>College is continuing to promote where practicable and approved by their line manager staff remote working.</p> <p>Infection risk during an evacuation will be low as all staff/students will travel in the same direction with minimal face-to-face contact. Wherever</p>

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
	<p>possible, they should try to maintain a 2m separation, unless of risk of imminent danger.</p> <p>At the evacuation point transient contact within 2m could occur. However, evacuation times are relatively short and emergency evacuation should not require long duration close contact.</p> <p>Government guidance no longer recommends that students wear face coverings in schools and Colleges from the 17 May 2021. Wakefield, and the neighbouring districts, continue to have some of the highest case rates in the country. Given the situation in Wakefield, the Local Authority has recommended the continued wearing of face coverings in all secondary schools. The College has therefore advised staff to continue wearing face coverings, and encourage students to wear them in College. This includes classrooms, communal areas and where 2 metres social distancing cannot be maintained.</p> <p>Lockdown message also reinforcing the message periodically throughout the day.</p> <p>Evacuation Controller with support from Managers and Fire Marshals should remind students/staff at the assembly point with regards social distancing.</p> <p>Staff are reminded that wedging open of fire doors to reduce contact from door handles or push pads or increase ventilation should not be practised. Only fire doors that have an approved hold open device fitted to the door that activates on the sound of the fire alarm may be held open.</p>
3. Additional Staff and Student Welfare (including PPE)	<p>Anyone in an at-risk group, i.e. those classed as clinically vulnerable or clinically extremely vulnerable, or who lives with someone in those categories will not be asked to act as an EVAC Chair operator during this time of pandemic</p> <p>Fire bag for each building contains single use packs of disposable PPE for evac chair operators to wear containing apron, mask and gloves</p>

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	<p>Staff have access to fire safety training via virtual college and information on fire procedures is covered through staff/ student induction.</p> <p>Staff will be briefed on all control measures and issued with the relevant Risk Assessment's.</p>
4. Managing Symptoms	N/A
5. Group Size and Reducing Contact	Evacuation assembly point at Wakefield City Campus to be extended (see supporting drawing at the end of this assessment).
6. Shared Resources	Disinfection of Evacuation equipment (fire bag) to be undertaken by Estates before being brought back into the building following an emergency evacuation.
7. Contractors and Visitors	Cancellation of external bookings to further reduce the number of people occupying buildings.
8. Transport	N/A
9. Managing Accidents, Emergencies	<p>Duty Manager on site during College teaching hours</p> <p>Estates staff i.e. Estates Management, caretakers, and security have a confirmed presence on campus in the event of an alarm activation to support Senior Management during lockdown</p> <p>In the event of an alarm evacuation, once the alarm has been re-set, Evacuation Controller with support from fire marshals to allow for social distancing when re-entering the building will require a staged re-entry and as a result take longer than normal to get back inside.</p> <p>Review of staffing for each campus on a weekly basis to ensure coverage for the following roles, list issued to main campus receptions;</p>

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	<ul style="list-style-type: none"> • Fire Marshall • EVAC chair operator <p>Fire alarm function and fire service attendance as normal.</p> <p>Fire alarm, fire extinguisher, EVAC chair servicing and other statutory maintenance has been maintained throughout the pandemic.</p> <p>Fire drills are an important part of any successful emergency evacuation procedure and can assist in a safe evacuation in event of fire, as it is imperative everyone understands what to do in event of fire. The College will assess the situation considering the familiarity of staff and students to the College sites and how effective the last fire drill for each building/campus to identify if it is appropriate in this current situation to undertake fire drills.</p>

Are extra precautions needed?		
If yes, please describe.	Who has been asked to do this?	By what date?
Review guidelines from Government and DfE for updates/amendments and review/update risk assessments. Updates/amendments will be communicated to all staff	Health and Safety	N/A
Review Risk Assessment and supporting policies and procedures if a significant building occupation increase takes place.	Health and Safety	N/A

	Review 1	Review 2	Review 3	Review 4	Review 5
Name	D. Henry	D. Henry	D. Henry	D. Henry	D. Henry
Date	08/01/21	04/03/21	13/03/21	14/05/21	17/05/21

