

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Evacuation Chair**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young PersonsP = Public C = ContractorsV = VisitorsEM = Expectant Mothers | 1. Very Low (rare/very unlikely)2. Low (unlikely)3. Medium (could occur/possible)4. High (likely to occur/probable)5. Very High (near certain to occur)  | 1. Insignificant (nuisance/discomfort)2. Minor (no lost time)3. Moderate (time loss)4. Significant (serious/incapacity to work)5. Major (Death) |  Likelihood x Severity=Rating | **1- 6** **LOW RISK** Monitor * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible

**14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People****At Risk** | **3.Controls in Place** | **4.Risk Rating** | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Preparing to Evacuate using the Chair |  | * Remove the dust cover from the chair and store away from harm.
* Do not lift the Evac Chair by the handle at this stage as it will slide up suddenly and may hit the operator.
* The Occupant MUST be able to transfer themselves into the Evac chair. It is permissible for the Operator to assist by allowing their arm to be used but physical lifting must not be attempted.
* The maximum weight allowance for the Evac chair is 150kg (approximately 23 stones) and should not be exceeded.
* If the Occupant is unable to transfer themselves then their location should be noted and reported to the Security Officer leading the evacuation who will report their presence to the Fire & Rescue Service.
* Ensure the Occupant has fastened their seat belt and is secure in the chair.
* Maneuver the chair to the top of the stairs, using supporting wheels if necessary and commence evacuation procedure as trained.

**DO NOT DESCEND THE STAIRS WITH TROLLEY WHEELS DOWN.** * Stay at the inside edge of the stairs at all times to allow other building users room to use the other side of the stairs.
* NEVER let go of the chair once it is under your control.
* In the event of more than one operator being present at a refuge, the other operator should assume the role of “buddy”, assisting and supporting the operators during evacuation.
* Use chair as practiced during training sessions.
* If evacuation is down a number of stairs the operator and buddy (if they are trained) may find it useful to alternate roles to avoid unnecessary fatigue.
* Once at the ground floor the trolley wheels may be deployed and the occupant wheeled to the designated Fire Assembly Area.
* Follow the designated route to the assembly area for your building.
* Stay with the occupant until given the “all clear” or alternative instruction from the Fire & Rescue Service.
 |  |  |  |  | Ensure the individual to be evacuated has a Personal Emergency Evacuation Plan (PEEP) which is regularly reviewed. |  |
| Manual Handling Injuries including strains, sprains from incorrect handling |  | * All Evac chair operators must be trained in order to operate the chairs. Training is available by contacting the Health & Safety Adviser / Building Manager.
* Self-refresher practice sessions are advised whenever possible.
* Any operator with a physical injury, or a new or expectant mother, must not operate the Evac chair.
* In the event of emergency alarm activation, operators should make their way to the nearest Evac chair point / refuge area / designated area on their way out of the building.
* Under no circumstances should an operator put themselves at risk by trying to reach a refuge area where the fire is. The location of the fire should be noted and reported to the Security Officer leading the evacuation.

**If the refuge has two-way communication points, contact should be made with the Lead Security Officer of the Fire Response Team who will advise the next course of action – i.e. if it is a drill or false alarm then evacuation should not take place. If it is a fire or unknown situation begin to evacuate vertically out of the building.** |  |  |  |  |  |  |
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