

## Risk Assessment Checklist

The checklist below can be used to inform an appropriate plan of action including the name and role of responsible persons and timeframes, which will ensure that a safe built environment is maintained for all people, regardless of ability.

Ref	Policy	Yes	No	Signpost to evidence / comments	Action / decision	Action by	When
1	Does a risk-based emergency evacuation policy exist?						
2	Does the policy meet current legal requirements and/or best practice?						
3	Is the policy known to premises managers and being implemented fully?						
4	Is the policy available in large print, Braille, tape or other alternative format upon request?						
5	Do written procedures for the evacuation of people with disabilities exist?						
6	Are the procedures tested regularly?						
7	Do the procedures take account of : walk through procedures; announced drills; and unannounced drills						
8	Are there procedures to identify the number and location of people requiring assistance within the building?						
9	Are procedures in place for people with disabilities to make their needs known to staff?						
10	Can existing evacuation procedures cope with the maximum number of people with disabilities likely to be present?						
11	Are measures in place to control access to the building should existing coping mechanisms be at full capacity?						

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12	Has account been taken of the likely presence of guide dogs?						
13	Are procedures and information regarding the use and non-use of lifts in an emergency in place?						
14	Are pictorial symbols included on all fire evacuation signs?						
15	Do fire exit signs indicate which exits are suitable for wheelchairs?						
16	Are ground floor fire exits level or ramped and is there a suitable external surface?						
17	Are emergency exits checked regularly to ensure they are not blocked or impassable?						
18	Are fire procedure notices, including procedures for the evacuation of anyone requiring assistance, displayed within the building?						
19	Has consideration been given to allowing non-disabled people to evacuate independently of people with disabilities?						
20	Is a responsible person nominated to hand over information to Fire and Rescue Services, including information about the presence of people with disabilities and their particular disability?  (Give Details of Nominated Person)						
21	Does a means exist for assessing the extent of any assistance that people with disabilities are likely to require?						
22	Is the location of people with disabilities within the building known?						

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23	Has a 'buddy' system been considered, with appropriate backups?						
24	Does the 'buddy' system take into account all working patterns?						
25	Has appropriate training in evacuation been given to all 'buddies'?						
26	Have people with disabilities working as lone or sole workers been accounted for and appropriate evacuation measures adopted?						
27	Has provision been made for people with disabilities once they have been evacuated from the building (especially if wheelchair users have been evacuated without their wheelchair)?						
28	Has a full assessment of the needs of disabled staff members been conducted?						
29	Have additional safety measures been identified?						
30	Have the measures been implemented?						
31	Is there a need for a PEEP for any staff member?						
32	Is the PEEP available in the appropriate format?						
33	Is sleeping accommodation present in the building, which requires additional equipment or measures?						
34	Have the additional equipment/measures been provided?						
35	Are detailed and up-to-date records kept on staff training, e.g. evacuation chair, fire warden, fire						

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	extinguisher, first aid, buddy training						
36	Have suitable refuges been provided?						
37	Is appropriate communications available within each refuge?						
38	Are escape routes clearly signed?						
39	Is emergency lighting sufficient for people with visual impairments?						
40	Are doorways wide enough for wheelchair users to get out safely, without delay?						
41	Does the direction of opening of doors hinder the movement of a wheelchair?						
42	Are ramps available on evacuation routes?						
43	Have visual or sensory alarms been provided for people with poor sight?						
44	Are handrails provided on both sides of stairs?						
45	Does any fire or safety equipment need to be adapted to suit the needs of a disabled person?						
46	Is all safety equipment subject to regular testing and maintenance?						
47	Are reporting procedures in place for defective equipment?						