

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? |  |  |  |  |  |  |
| 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 there 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? |  |  |  |  |  |  |
| 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 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? |  |  |  |  |  |  |