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| **Safety Task Card** |
| **POR 22** | **Use of evacuation chair** |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Manual handling Falling loads/ patientsStriking people, stationary objects and structuresUneven and sloping routesWet floor surfaces Violent reaction from patientInfectious diseases | Back, muscle and upper limb strainsImpact injuriesCuts and bruisesSlips, trips and fallsBruising, possible fractures to bonesinfection |
| **Safe System of Work** |
| All evacuation chair operators must be trained in order to operate the chairs. Part of the training should include physical use of the chair while loaded with dummy weights.Any operator with a physical injury, or a new or expectant mother, must not operate the evacuation chair.**The chair is designed to carry up to a load capacity of 180kg and persons with weight over 80kg should be moved by two operators.**Equipment must be maintained in line with manufactures guidelines and checked regularly and confirmed as in good working order.* Cleanliness of chair – clean down after each use
* No damaged or dented parts missing fastenings
* Check wheels rotate freely and no excess movement or damage
* Check chair unfolds and locks securely in seating position
* Check for damage on upholstery and is secure to frame.

Any concerns must be reported, and chair removed and replaced.ON event of the evacuation alarm being triggered and confirmed requirement of use of chair. Operator to visually check chair and prepare it for use in-line with training.Follow guidance of medical/fire warden staff evacuating area. Ensure patient is advised of what is happening and check chair restraints are used, and patient is secure prior to moving the chair. \* 2nd person can help guide chair.* At the top of the stairs check both front wheels are in square to the step.
* Tilt the chair and push rear wheels into folded position so track is free to sit on stairs.
* Leaning the patient back slightly – push the evacuation chair down first step carefully- MAKE SURE TO HOLD CHAIR SECURELY AT ALL TIIMES.
* always Guide the chair carefully down stairs keeping it straight and square with steps .
* On landings lift slightly to put weight on front wheels and guide chair.
* When at bottom of stairs tilt chair slightly forward and pull rear wheels out to be able to push on all wheels.

In poor weather conditions or restricted access additional help may be required to complete the task. |
| **Site Specific Actions**List any actions required in addition to the above safe system of work |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. |
| Unit Manager Name | Signed | Date |

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| **Safety Card Training Record** |
| **POR 22** | **Use of evacuation chair** |
| I confirm that I fully understand the risks and control measures associated with the taskand that I will follow the Safe System of Work at all times.  |
| Operative Name | Signature | Date |
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