

What are the hazards and how might they harm?



Back and muscle strain
from manual handling



Impact injuries, bruising
and cuts as a result of
patient falling



Injuries resulting from violent
or aggressive patients



Impact injuries, bruising
and cuts from striking
people, stationary objects
or structures



Slip, trip and fall injuries as a result of rushing

Evacuation chairs

Safety Task Card STCGE 28

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

Safe System of Work

1. You must be trained in how to operate evacuation chairs, including physical training using the chair with dummy weights.
2. Anyone with a physical injury, and new or expectant mothers, must not operate an evacuation chair.
3. Do not exceed the maximum carrying capacity of the evacuation chair.
4. Any person over 80kg should be moved by two operators.
5. Always follow guidance from medical staff and fire wardens.
6. If access is restricted, additional help may be required.
7. Check the evacuation chair visually and prepare it for use.
8. Ensure the patient is aware of what is happening.
9. Always use chair constraints.
10. Check the patient is secure before moving the chair to the top of the steps.
11. If available, a second person can help guide the chair to the top of the steps.
12. Check that both front wheels are square with the top of the step.
13. Tilt the chair and push the rear wheels into the folded position, so that the track is free to sit on the stairs.
14. Leaning the patient slightly back, push the evacuation chair carefully down the first step.
15. Make sure you hold the chair securely at all times – NEVER LET GO.

Continued on reverse

If you have any concerns, stop and speak with your line manager before proceeding.

List any additional hazards or risks you have identified and control measures required to manage these.

Evacuation chairs continued

Safety Task Card
STCGE 28

Safe System of Work continued

16. Continue to guide the chair down the steps, keeping it straight and square with the steps.
17. On landings, lift the chair slightly to put weight onto the front wheels, and guide the chair to the top of the next set of stairs.
18. Once you have arrived at the bottom of the stairs, tilt the chair forward slightly, pull the rear wheels out and continue on all four wheels.
19. The chair must be regularly checked to confirm it is in good working order:
 - Check for damaged or dented parts and missing fastenings.
 - Make sure wheels rotate freely and that there is no excess movement or other damage.
 - Check the chair unfolds and locks securely into the sitting position.
 - Make sure that upholstery is securely attached to the frame and that there is no damage.
20. Report any damage or concerns to your manager.
21. Faulty evacuation chairs must be removed and replaced.
22. Ensure that the chair is checked and returned to its usual place of storage after each use.

If you have any concerns, stop and speak with your line manager before proceeding.