



41. Fire - Evacuation & Drills - Emergency Evacuation Chairs Quarterly Inspection

Category:	Fire
Subcategory:	Evacuation & Drills
Frequency:	Quarterly
Status:	Statutory
Type:	Competent Person
Priority:	Core
Commonality:	Occasional

Note: This document provides guidance to support compliance but is not a substitute for professional advice.

Why This Task Matters

Your quarterly inspections of emergency evacuation chairs ensure that these vital devices remain accessible and functional between annual services. By conducting regular checks in educational settings, you maintain confidence that mobility-impaired individuals can be safely evacuated when needed. Your systematic monitoring of these essential accessibility tools demonstrates your commitment to inclusive emergency preparedness.

Task Summary

Statutory: Quarterly in-house inspections confirm evacuation chairs are accessible, undamaged, and ready for immediate use. This routine check involves verifying chair storage and accessibility, inspecting for damage or tampering, checking battery charge levels, and ensuring all components are intact. In education environments, chairs may be moved, misused, or obstructed by furniture if not routinely checked. Regular inspections maintain assurance of safe evacuation provision during term-time occupancy. The inspection includes documenting chair condition, checking storage areas, and ensuring all equipment is ready for use. Evidence produced includes inspection log entries documenting all checks performed and observations, annotated photos showing chair storage and condition, and any issues identified with immediate actions taken.

Relevant Legislation & Guidance

- **Regulatory Reform (Fire Safety) Order 2005:** Requires adequate arrangements for disabled persons during evacuation
- **Equality Act 2010:** Requires reasonable adjustments for disabled persons including emergency evacuation
- **Fire Safety: Approved Document B (Buildings other than dwellinghouses):** Provides guidance on evacuation equipment for disabled people
- **British Standard BS 9999: Fire safety in the design, management and use of buildings - Code of practice:** Includes guidance on evacuation equipment maintenance
- **The Education (Independent School Standards) Regulations 2014** (for independent schools): Requires adequate provision for pupils with disabilities

Typical Frequency

Emergency evacuation chairs must be inspected quarterly where fitted, with these routine checks continuing throughout the academic year. In educational settings with evacuation chairs, quarterly inspections are essential for maintaining equipment readiness. The frequency cannot be reduced as it is a statutory requirement for ensuring evacuation capability for disabled persons.

Applicability

This task applies to educational establishments that have emergency evacuation chairs installed, which is occasional as these are typically found in multi-storey buildings or those serving disabled users. It is a core statutory task where chairs are present, essential for ensuring accessibility and equality compliance. The task applies to schools and colleges with evacuation chairs for disabled occupants.

Responsible Persons

- **Task Type:** Competent Person
- **In-House Requirements:** This task can be completed by trained facilities staff or fire safety officers who have received appropriate training in evacuation chair inspection. Staff should be familiar with chair locations and normal appearance.
- **Permit to Work:** No permit to work is typically required for this inspection task.
- **Delivery Model:** Normally completed in-house by trained staff to ensure regular inspection and familiarity with the equipment.

Key Considerations

- **Timing considerations:** Schedule during term time to maintain continuous monitoring
- **Cost implications:** Minimal cost if completed in-house, though may require occasional staff training
- **Resource requirements:** Access to chair storage and deployment areas
- **Potential disruption:** Minimal disruption as this is primarily a visual inspection
- **Risk assessment requirements:** Inspection results should inform the fire risk assessment

Task Instructions

Prerequisites & Safety

- Ensure inspector is familiar with chair locations and normal appearance
- Confirm access to storage areas and chair locations
- Check that inspection can be conducted safely in storage areas
- Ensure familiarity with emergency procedures if issues are found

Tools & Materials

- Chair inventory and inspection checklist
- Logbook for recording inspection results
- Camera for documenting chair condition
- Pen for recording observations
- Basic tools for minor adjustments if needed

Method (Step-by-Step)

Phase A: Pre-Inspection Preparation

1. Review chair inventory and previous inspection records
2. Gather inspection checklist and documentation forms
3. Prepare camera and inspection tools
4. Confirm access to all chair locations

Phase B: Visual Inspection

1. Check chair storage accessibility and security
2. Inspect chair frames and structural integrity
3. Verify wheels, brakes, and mobility components

4. Examine harnesses and restraint systems
5. Check battery indicators and charging status

Phase C: Functional Verification

1. Test chair deployment and folding mechanisms
2. Verify wheel operation and braking
3. Check harness functionality and security
4. Confirm battery charge levels
5. Test any electronic systems or indicators

Phase D: Storage and Accessibility Check

1. Verify storage areas are clean and accessible
2. Check for obstructions or hazards near storage
3. Confirm identification labels are present
4. Assess overall readiness for deployment

Phase E: Documentation

1. Record inspection date, time, and staff conducting inspection
2. Document condition of all chairs and components
3. Photograph chair storage and any issues found
4. Note any damage repaired or issues identified
5. Sign and date the inspection log

Measurements & Acceptance Criteria

- Chairs must be stored in accessible and secure locations
- All components must be intact and undamaged
- Harnesses and restraints must be in good condition
- Battery systems must show adequate charge levels

If Results Fail

Follow instructions on the Compliance Pod task completion form to record remedial/follow up actions and generate Reactive Task Tickets as required. Immediately secure any damaged chairs and restrict use if necessary. Escalate issues to facilities management and arrange urgent repairs. Implement alternative evacuation procedures for affected individuals.

Reinstatement & Housekeeping

Ensure any minor issues found are addressed immediately. Return chairs to proper storage.

Completion Checks

Verify that the inspection log is complete with all required details. Confirm that photographic evidence shows chair conditions. Ensure any issues are clearly documented for follow-up.

Record-Keeping & Evidence

- **Upload Process:** Upload any required statutory or supporting evidence to the corresponding task form in Compliance Pod.
- **Statutory Evidence:** Inspection log and annotated photos must be retained for at least 3 years.
- **Supporting/Good Practice Evidence:** Detailed inspection observations and photographic records support audit readiness.

Common Pitfalls & Best Practice Tips

- **Common mistakes to avoid:** Not checking all chair components, missing storage issues, or failing to document observations with photographs
- **Best practices for efficient completion:** Maintain consistent inspection schedules, keep detailed records of previous checks, and coordinate with building maintenance staff
- **Pro tips for educational settings:** Include chair inspections in routine building safety checks, use inspection as an opportunity to review usage training, and maintain clear records of chair assignments
- **Warning signs that indicate problems:** Damaged components, low battery levels, or inaccessible storage

Quick Reference Checklist

- Chair inventory and previous records reviewed
- All chair locations identified and accessed
- Storage accessibility and security verified
- Chair components and mechanisms inspected
- Functional verification of key systems completed
- Any issues identified and addressed immediately
- Inspection results documented with photos
- Evidence uploaded to Compliance Pod

Grouped Tasks

This task is not normally grouped with other tasks.

Related Tasks

- Fire - Evacuation & Drills - Emergency Evacuation Chairs Full Service & Inspection
- Fire - Evacuation & Drills - Sleeping Accommodation Evacuation Drill
- Fire - Evacuation & Drills - Building Evacuation Drill

Disclaimer

This document is provided for general guidance only. It does not constitute professional advice and should not be relied upon as such. Whilst every effort has been made to ensure the accuracy and completeness of the information, Compliance Pod Ltd makes no representations, warranties, or guarantees, express or implied, about the information provided. Compliance Pod Ltd accepts no responsibility or liability for any loss, damage, or harm arising from the use of this guidance or from failure to act on identified risks.

Users must ensure that all tasks are carried out in line with current legislation, manufacturer instructions, site-specific risk assessments, and organisational policies. Where necessary, professional advice should be sought from competent and accredited specialists — for example, fire risk assessors, water hygiene consultants, electrical engineers, gas safety contractors, or health and safety advisors.