

Risk assessment for non-clinical areas - The use of bladed and non-bladed electric portable fans.

Assessor
Date of assessment

Have all other methods of cooling been investigated and been unsuccessful ?

windows opened, blinds drawn, regular hydration, clothing adjustments within permitted dress code, regular breaks

If **NO** a fan should not be used

If **YES** please continue working through the risk assessment.

Environmental assessment	Yes	No
Is it possible to lower the temperature of the room by any other means e.g. opening windows & doors, reducing heating level?		
Is air conditioning available in the room?		

If you have answered **YES** to any of these questions a fan should not be used

Equipment Assessment	Yes	No
Is the fan free from dust?		
Can the fan guard be removed for cleaning purposes ?		
Is the fan free from any damage ?		

If you have answered **NO** to any of these questions then the fan should not be used and the appropriate action taken

e.g. clean or change for a fan that can be used safely .

Any deviation from this risk assessment is the responsibility of the individual completing this form and the departmental line manager.