

Task or activity to be assessed	Management of Fire Risk from positioning and maintenance of EV and E-Bike charging			Date of assessment	31/11/2025	Date of review or review intervals	Annual	
Unit/School/Faculty	Estates			Name of Assessor		Noel Fernandes		
Line Manager/Supervisor	Noel Fernandes			Site(s) of activity		Charging points installed and used at OU premises		
Reference number (where applicable)								
Brief details/comments	Use/Installation and maintenance of EV and E-bike charging points in relation to mitigating the fire risk							
Who might be harmed (tick)	Employee	X	Student	X	Contractor	X	Visitor/Public	X

What are the hazards (insert extra rows below if needed)	Who might be harmed and how?	Inherent			What is already in place to control the risk?	Residual		
		Likelihood	Impact	Score		Likelihood	Impact	Score
<i>Example: Working on reception</i>	<i>Receptionist could be exposed to verbal or physical abuse, may feel isolated</i>	2	4	8	Panic button, Perspex screen CCTV	1	4	4
1. Fire / Electric Shock	<i>Maintenance person, member of public using charger, colleague using charger, members of public in vicinity of charger post, potentially building occupants</i>	3	4	12	Installed by registered EV post installer who are also NICEIC registered electricians. All units fitted from reliable, reputable provider and are to comply with IET Code of Practice for Electric Vehicle Charging Equipment Installation and BS7671	2	4	8
					All posts are maintained in line with manufacturers guidelines			
					All posts have integrated RCD/Circuit breakers which will cut power supply to post in event of an electrical fault			
					All posts are installed using a dedicated circuit			
					Wall mounted unit (1) fitted on brick wall with no voids/windows in close proximity – Note: - is near sealed window and extractor			

						fan. Building has low occupancy. Staff to evacuate immediately			
						Current facility to isolate in plant rooms via circuit breakers. Must be done by qualified electrician			
						All areas where charging points installed are easily accessible for Fire Services			
						All drivers are instructed to check cables for damage or wear and to discontinue using the cable when identified and replace accordingly.			
2.	E-bike battery charging fires	<i>People property could be harmed by fire caused by faulty battery</i>	2	4	8	E-bike batteries should only be charged in the special fireproof battery charging units provided in selected bike sheds	1	4	4
3.	Physical damage	<i>Individual charging vehicle if drive/reverse into post and cause electrical explosion/fire</i>	2	4	8	All posts have impact protection installed to prevent vehicles hitting/damaging them	1	4	4
4.	Poor visibility when using	<i>Individual using charging post and/or damage to post by vehicle in poor light</i>	2	4	8	All posts installed in well lit areas to allow good vision on dark nights from both a damage perspective when driving up to post and a personal safety perspective of being aware of surroundings and those around	1	4	4
5.	Spread of fire into buildings where <10m away	<i>Anyone in vicinity and potentially in building</i>	2	4	12	Where posts are within 10 m of building they are by buildings of non-combustible construction – e.g. brick built and have no windows in close proximity	2	4	8

6.	Inappropriate use of EV charging points	Damage to charging points with potential to result in accident/fire	2	4	8	The EV charging system is a closed system and users must register with the OU. Only staff, PGRS and tenants have access to the system. There is a managed visitors card for the Berrill charging point	1	4	4
						Clear instruction provided on terms and conditions of use and membership of the OUEVCharging group with information on how to use the charging posts provided			
						Charging is carried out during working hours. Campus is closed out of hours			

What further actions are needed to control the risk?		Who is responsible	Date action due	Date completed	Signed
Regular check-ins with line manager, second receptionist when available		Line manager	10.01.23	05.01.23	<i>Line Manager</i>
1.	Consider 2m sterile zone around charging posts in order to minimise risk of fire spread - Ticket raised for all charge point clearances. Geoffrey Crowther post should have sterile zone around it due to proximity to Geoffrey Crowther building and potential open windows which are within 10m distance - Ticket raised for all charge point clearances	Gareth O'Shiel	25/10/2025	On-going	NFernandes
2.	Consider addition of emergency stop in plant room to allow remote isolation quickly and easily by maintenance team who have access to plantrooms - Considered but not feasible as circuits would have tripped already, so not required.	James Butson	31/10/2025	31/10/2025	NFernandes
3.	All future posts to be installed at least 10 m from a building - Will be applied in future installations.	Noel Fernandes	31/10/2025	31/10/2025	NFernandes
4.	Consider if appropriate fire extinguishing appliances should be installed in close proximity to the charging posts - We will not be undertaking fire fighting activities linked to EV or E-bike fires due to high risks involved. Investigation underway however in the event of a fire, staff to leave building and not fire fight due to fume risks. It is a know fact that fire extinguishers do not have the capability to put out EV battery fires	Andrew Gillett	31/10/2025	On-going	NFernandes
5.	EV charging posts to be embedded in the Fire Risk Assessment process moving forward instead of a stand alone assessment - Has now been confirmed system will be included in 2026 Fire Risk Assessments at no extra cost by FCS-Live	Sheena MacKInnon	30/04/2026	10/02/2026	S MacKinnon

Approval:				
Declaration by Assessor: I confirm that I am satisfied that all reasonable steps have been taken to ensure the Health, Safety & Welfare of employees and other persons who may be affected by this task/activity.				
Signed		Print name		Date
Declaration by Line Manager: I approve this risk assessment and accept that the risks have been reduced so far as reasonably practicable.				
Signed		Print name		Date

Review Date	Assessor: signing to confirm that I am satisfied that all reasonable steps have been taken to ensure the Health, Safety and Welfare of employees and other persons who may be affected by this task/activity.			Line Manager: signing to confirm approval of this risk assessment and accepting that the risks have been reduced so far as reasonably practicable.		
	Print name	Sign	Date	Print name	Sign	Date

