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|  | **Powered Gates, Doors, and Roller Shutters Risk Assessment Record** |  |

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| **Operations/Work Activities covered by this assessment:** | Powered gates, Doors, and roller shutters risk assessment | | | | | | | |
| **Site Address/Location:** | <Insert location> | | | **Department/Service/Team:** | | | <Insert name of school/academy> | |
| **Assessment Date:** | Click or tap to enter a date. | | | **Lead Assessor:** | | | <Insert name of assessor> | |
| **Authorised By:** | <Insert name of authoriser> | | | | | | | |
| **Who Might Be Affected** | Employee | Contractor | Visitor | | Pupil | Client | | Member of Public/Third Party |
| **Note:** A person specific assessment must be carried out for young persons, pregnant employees, and nursing employees | | | | | | | | |

| Hazards  Considered | How might they be Harmed | Current Control/Mitigation Measures: | Risk Rating | | | Action Required/ Action No. |
| --- | --- | --- | --- | --- | --- | --- |
| Likelihood | Severity | Risk Rating |
| Failure to adequately design and install powered gates, doors, and roller shutters. | Physical injury from crushing, sheering, dragging in, entrapment, uncontrolled collapse, or electrocution from inadequately designed or installed powered gates. | Powered gate is designed by competent designers and compliant with British/European standards.  Technical specification and design to industry standards.  Installed by competent, trained installers e.g. CAMESAFE registered for powered gates.  Contractor assessment prior to commencement of work.  Specific risk assessments and method statements obtained from the contractor to ensure safe working practices on site, including segregation of third parties from work area.  Contractor induction completed and recorded on arrival to site.  Commissioning by certified contractors.  Post installation safety risk assessment, pressure testing, and safety check completed and recorded by installer.  Provision of documented evidence from installer, including:   * Installation risk assessment * Declaration of conformity * CE marking * Technical file * Test certificates * Provision of operating manuals * Maintenance logbooks.   Provision of information, instruction, and training for end users.  If issues / defects are identified equipment is immediately taken out of use until all safety concerns are adequately addressed.  Guidance is available from the HSE and DHF:   * [Powered gates: Introduction - Work equipment and machinery (hse.gov.uk)](https://www.hse.gov.uk/work-equipment-machinery/powered-gates/index.htm) * [dhf | Publications overview (dhfonline.org.uk)](https://www.dhfonline.org.uk/publications.htm) |  |  |  |  |
| Failure to maintain or operate powered gates, doors, and roller shutters in a safe manner. | Physical injury from impact with moving / stationary objects, crushing injury, sheeting, dragging in and entrapment from moving parts. | Information, instruction, and training provided for end users by installer.  Only authorised staff permitted to operate gate controls and manual operation.  Regular maintenance and safety checks undertaken routinely in accordance with manufacturer / installer instructions. Documented evidence retained to evidence inspections / maintenance.  Provision of proximity sensors and safety devices to protect against trapping, crushing, and sheering.  Provision of emergency overrides and emergency operating procedures.  Staff received information, instruction, and training for emergency procedures.  If issues / defects are identified regarding the gates they are immediately taken out of use until all safety concerns are adequately addressed.  Powered roller shutters must be configured to a *hold to run* configuration by the operator and use with a full view of the door.  Prevent anyone being lifted by / travelling on the roller shutter, door, or gate by eradicating handholds and footrests. |  |  |  |  |
| Entering and exiting through powered pedestrian and vehicle gates, doors, and roller shutters. | Physical injury from impact with moving / stationary objects, crushing injury, dragging in and entrapment from moving parts. | Integrated safety features and safety pressure sensors to override in the event of accidental entrapment or impact.  Warning and operational signage identifying automatic gate.  Provision of emergency overrides and emergency operating procedures.  Information, instruction, and training provided for end users by installer.  Staff received information, instruction, and training for emergency procedures.  Regular maintenance and safety checks undertaken routinely in accordance with manufacturer / installer instructions. Documented evidence retained to evidence inspections / maintenance. |  |  |  |  |
| Power, mechanical or software failure of automatic gates, doors, and roller shutters. | Physical injury from impact with moving / stationary objects, crushing injury, dragging in and entrapment from moving parts. | Regular maintenance and safety checks undertaken routinely in accordance with manufacturer / installer instructions. Documented evidence retained to evidence inspections / maintenance.  Information, instruction, and training provided for end users by installer.  Staff received information, instruction, and training for emergency procedures.  Procedures are in place to enable emergency isolation of power, manual override of system and manual operation of the gate.  Emergency contact details available for gate engineers.  If issues / defects are identified regarding the gates they are immediately taken out of use until all safety concerns are adequately addressed.  Installation of safety break to prevent roller shutters falling in the event of a power failure. |  |  |  |  |
| Insufficient / unsuitable plans and poor management of emergency situations. | Physical injury from impact with moving / stationary objects, crushing injury, dragging in and entrapment from moving parts. Individuals at risk of injury or ill-health if unable to evacuate site to a safe location e.g. contact with fire, hazardous substances etc. | Documented processes for a variety of emergency situations, including emergency evacuation and lockdown.  Gates are overridden or locked off as required. This will be either a manual or automatic procedure dependant on the type of gate operating system and requirements identified within the school emergency plan.  Individuals with specific roles and responsibilities within the emergency plan are given sufficient information, instruction, and training.  Roller shutters and automatic doors integrated with fire alarm must be monitored routinely to ensure operate on sounding of alarm. Record maintained within the fire logbook. |  |  |  |  |
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| Additional Notes | | | | | | |
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| Control Improvements/Developments | | | | |
| Action No. | Recommended additional control measures | Responsibility | Target Date | Date Completed |
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| Signature of Assessor: | Date: |
| Signature of Person Authorising: | Date: |

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| Potential Severity of Harm | Major | **Medium** | **High** | **High** |
| Minor | **Low** | **Medium** | **High** |
| Negligible | **Low** | **Low** | **Medium** |
|  | | Rare | Possible | Almost Certain |
| Likelihood of Harm Occurring | | |

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| **Definitions** | |
| High | Take appropriate action within agreed period |
| Medium | Monitor & Review Situation |
| Low | No Action Required |

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| Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident | | | | | | | | |
| Review Date | Comments/Amendments | Reviewed By | Signature |  | Review Date | Comments/Amendments | Reviewed By | Signature |
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| The following table should be used for all staff to sign and date to confirm that the risk assessment has been read. |

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