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| **Department:** | **Service:** | **Reference:** |
| **Activity:** *Allowing an automatic shutter door to operate safely* | **Site:** |
| **People at Risk:** *Kitchen staff, Pupils & School staff* | **Additional Information:** *These shutter doors are fitted to prevent fire spread and may be interlinked with the fire alarm (If this is the case they are likely to close when the alarm sounds).* |
| **Name of Person Completing Form: Job Title: Date:** | **Review Date:** |
| An automatic shutter door is in place which allows pupils access to the food servery at lunchtimes. There was an incident in a school within the County some time ago when a member of the kitchen staff injured their hand when a shutter door came down on it. The member of staff had been attempting to remove a trolley which had been left in the path of the shutter door. An investigation was carried out and a few issues were highlighted.This facility is becoming increasingly common in NCC’s kitchens. These shutter doors are fitted to prevent fire spread and may be interlinked with the fire alarm (If this is the case they are likely to close when the alarm sounds).It should be verified that there are no obstructions before the door is operated. Items could prevent closure or be damaged themselves by the door’s moving parts. The control buttons should be positioned so there is a clear line of sight when the door is being closed.The risks would be crushing of people or equipment. If an object is trapped then the function of the fire break is compromised. |

| **Hazard**  | **Risk** | **Initial Rating****L, M, H** | **Existing Control Measures** | **Final Rating****L, M, H** | **Additional Action Required** **(action by whom and completion date – use separate Action Plan if necessary)** |
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| *Door closing* | *Crushing or trapping* | *H* | 1. *instructions to catering staff*
2. *instructions to school staff & pupils*
3. *storage of portable equipment adjacent to shutter*
4. *Audible & visible warning incorporating delay mechanism*
5. *Controls fitted to give clear site line during closure (non emergency situations)*
6. *Controls keyed to prevent unauthorised closure.*
 | *M* | *Include as part of staff induction process.* *Consider adding to lunchtime risk assessments* |
| *Door not closing* | *Fire spread* | *H* | 1. *testing during fire practices*
2. *what happens in an emergency*
3. *maintenance of door & its mechanism*
4. *Fire alarm checks by contractors*
5. *battery back up in case of power failure*
 | *L* | *incorporate instruction/check into Fire Log Book**Contact Property Services to report problems with alarm or door itself.* |