

CARDIFF COUNCIL

CODE OF GUIDANCE

ROLLER SHUTTER DOORS

Purpose

The purpose of this Code of Guidance is to provide advice on the safe selection, installation, maintenance and use operation of roller shutter doors.

1.0 Legal Requirements

There are a number of legal and guidance documents that identify the need to risk assess the suitability and operation of roller shutter doors as well as a requirement for doors and shutters to be maintained to ensure continued safety in use. The main documents are:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Supply of Machinery (Safety) Regulations 1992
- The Regulatory Reform (Fire Safety) Order 2005
- Building Regulations, ADB 2000- Fire and ADBK 1998
- BS EN 12635:2002, Installation, commercial and garage doors and gates – Installation and Use.

2.0 Risk assessment - what issues require consideration?

1. Whether this is a new or an existing installation.
2. What is the primary function of the door and where is it to be installed?
3. Who is going to use the door? Staff who are trained? General public?
4. How is the door to be operated? Manually or powered?
5. What is the frequency of use and speed of operation? Regular/rarely used? Closes quickly/slowly?
6. How is the safety of users to be ensured? Proximity detectors? Other safety devices?
7. Consider - the severity of any likely injury or ill health likely to result from any hazard present, the likelihood of that happening and the numbers of people exposed.
8. How do you ensure the correct specification is obtained?
9. Is there a plan / mechanism to routinely monitor the condition and operation of the roller shutter door?
10. Are employees informed of the need to report any damage / significant wear detected (i.e. through vandalism, incorrect operation) Failure to

report damage to roller shutter doors may result in disciplinary action being against an individual(s).

A suitable and sufficient assessment of risk is required to address the above considerations. Like other risk assessments it needs to be reviewed at least annually but also when no longer valid i.e. a change in circumstances.

Refer to the Council Code of Guidance (CIS Ref 1.CM.060) for Risk Assessment (General) and Appendix A Generic Risk Assessment for Roller Shutter Doors and Windows.

3.0 Selection of Supplier/Installer/ Maintenance Contractor

Suppliers, installers and contractors maintaining roller shutter doors must be selected from Cardiff Council's Approved Contractor list. This will ensure that the health and safety standard of the contractor has been assessed and that the contractor is affiliated to a recognised trade association e.g. the Door and Hardware Federation (incorporating the Door and Shutter Manufacturer Association and the Association of Building Hardware Manufacturers).

4.0 Selection of Equipment - Roller Shutter Door

The selection of roller shutter doors must be such that the equipment is suitable for the purpose which it is to be used. Working conditions and any additional risks from the operation and use of the roller shutter door should be considered.

5.0 Maintenance

Doors and ancillary products are manufactured to a design specification and installed safely to enable them to function effectively within their given environment and operational requirements. There is an obligation under BSEN 12635:2002 that the manufacturer provides maintenance instructions including frequency details essential for continued safe use. The manufacturers instructions regarding frequency and timing of maintenance should be available in the CDM File for the building (if one exists) and should be

- made available to users of the roller shutter doors
- followed/implemented.

Where there are no manufacturer's maintenance instructions available then the requirements must be agreed in writing between the Service Area and the company undertaking maintenance, as part of the overall risk assessment for the equipment. As a minimum the roller shutter doors should be maintained in an efficient state, in efficient working order and in good repair.

In making this decision factors including:

- the nature of the door, its size and location (indoors / outdoors)
- method of operation (i.e. powered or manual)
- the frequency of use
- and the risk to health and safety from malfunction or failure should be considered.

All maintenance must be documented and a written record kept of all inspections and repair work undertaken.

To ensure safe working practice and the protection of staff and the public, the Service Area arranging the maintenance or repair should ensure that the contractor has documented procedures that cover at least the following:

- A Risk Assessment/Method statement for the task.
- Hot works or permit to work procedures agreed in advance.
- Reporting to the person in control of the building, facility manager or deputy on arrival on site.
- Demarcation of working area including the erection of barriers, safety signage, etc.
- Tools and equipment are secure.
- First Aid and Accident Reporting arrangements.

6.0 Inspection

Inspection must be carried out and documented after installation to ensure that the roller shutter door is safe to operate.

7.0 Training

All users of roller shutter doors must be suitably trained in their correct and safe use. The level and duration of the training to be determined by the nature of the roller shutter door and its operating mechanism. For small manually operated roller shutter doors the training is likely to be relatively straightforward and for larger and / or powered doors, more involved.

8.0 Further Information:

[1.CM.078 Code of Guidance - Provision and Use of Work Equipment Regulations \(PUWER\) 1998](#)

Door and Hardware Federation

Health and Safety at Work etc. Act 1974.

Management of Health and Safety at Work Regulations 1999.

Workplace (Health, Safety and Welfare) Regulations 1992.

Provision and Use of Work Equipment Regulations 1998

The Supply of Machinery (Safety) Regulations 1992

The Regulatory Reform (Fire Safety) Order 2005

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– Installation and Use.

Appendix A



HEALTH AND SAFETY RISK ASSESSMENT

Workplace Location:
A Cardiff Council Workplace

Task/Activity: Operation of Roller Shutter Doors/Window Covers.

Date:

Signed:

Assessment Review Date:

Please note that this generic risk assessment must be used as a framework and is required to be customised and supplemented as necessary or appropriate, by every workplace. It is important to note that merely placing the premises name on top of the generic assessment is neither suitable nor sufficient, as the process of risk assessment will not have been undertaken.

HAZARD	WHO MIGHT BE HARMED	RISK RATING	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?	RESIDUAL RISK
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:-</p> <ul style="list-style-type: none"> • Slipping/tripping hazards • Noise • Electricity • Fume • Fire • Vehicles • Dust • Violence • Chemicals • Moving parts of machinery • Manual Handling • Work at height • Ejection of materials • Poor lighting • Pressure systems • Low temperature 	<p>There is no need to list individuals by name - just think about groups of people doing similar work or who might be affected e.g.:-</p> <ul style="list-style-type: none"> • Office staff • Operators • Maintenance personnel • Cleaners • Contractors • Members of the public • People sharing your workplace <p>Pay particular attention to:-</p> <ul style="list-style-type: none"> • Disabled persons • Young persons • Inexperienced staff • Visitors • Lone Workers • Pregnant/Nursing women 	<p>Prioritise risk as High, Medium or Low</p>	<p>Have you already taken precautions against the risks from the hazards you listed, for example: have you provided:-</p> <ul style="list-style-type: none"> • Adequate information, instruction or training? • Adequate safe systems or procedures? <p>Do the Precautions:-</p> <ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with a recognised standard? • Represent a good practice? • Reduce risk as far as reasonably practicable? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, etc. giving this information.</p>	<p>What more could you reasonably do for those risks which you found were not adequately controlled?</p> <p>Priority should be given to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-</p> <ul style="list-style-type: none"> • Remove the risk completely • Try a less risky option • Prevent access to the hazard (e.g. by guarding) • Organise work to reduce exposure to the hazard • Issue personal protective equipment 	<p>Prioritise as High, Medium or Low</p>

List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. <u>Specify also the target date for action and the person to action.</u>	Residual Risk
<p>Unrestricted fall of shutter door due to ;</p> <ul style="list-style-type: none"> - mechanical failure - damage / vandalism 	<p>All employees, visitors including contractors Trespassers</p>	<p>M</p>	<p>Manufacturers operating instructions are on site, known to appropriate staff and are being followed.</p> <p>Appropriate servicing is carried out (by a competent contractor) and is up to date (time-scales / frequency as determined by manufacturer) or as determined through levels of usage (i.e. frequent usage may require improved arrangements for servicing)</p> <p>Minor maintenance (i.e. greasing of runners) requirements only are conducted by on site employees as and when needed or as prescribed by manufacturer. Employee allocated task must be competent to undertake the task.</p> <p>Inspection / servicing records for any repairs / maintenance that has been carried out by anyone are held within a central file which is kept on site.</p> <p>Regular checks on the roller shutter door and operating mechanism must be undertaken by</p>		<p>L</p>

List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. <u>Specify also the target date for action and the person to action.</u>	Residual Risk
			a suitably trained employee. Any damage / vandalism / malfunction (i.e. difficulty in operation) must be reported immediately to line manager. Door to be taken out of use if appropriate and an appropriately worded sign posted to warn others that it is not to be used.		
<p>Manual lifting, pushing and pulling of roller shutter door and chain operating mechanisms etc</p> <p>Contact with moving parts of machinery (inc. track mechanism)</p> <p>Sharp shutter door edges (through damage or wear)</p>	As above	M	<p>Staff manually operating roller shutter doors must have received read and understood the Council Policy and Code of Guidance for Manual Handling and where appropriate have received specific manual handling (object) training.</p> <p>Staff required to operate roller shutter doors have received specific instruction / training for them to undertake the task safely</p> <p>Health and Safety training records are kept centrally on site.</p>	<p>Manual handling refresher training to be arranged for appropriate staff at least every two years (in compliance with the All Wales Manual Handling Passport and Information Scheme)</p> <p>No other persons, apart from trained employees, to operate any roller shutter door.</p> <p>No other person should be in direct area of shutter door (inc. track mechanism) when being operated.</p>	L

List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. <u>Specify also the target date for action and the person to action.</u>	Residual Risk
Failure to follow operating procedure	As above	M	<p>Employees operating roller shutter doors are familiar with safe operating procedures. This includes</p> <ul style="list-style-type: none"> - checking that the surrounding area is clear - employee closing the door must have clear line of sight with the door being closed. - always ensure that any security bolts and locking pins have been removed before attempting to raise door. - when raising the door it should be extended fully (to the full height) and not left partially up so as to create a low surface - not standing directly beneath a roller shutter door when being operated 		L

List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. <u>Specify also the target date for action and the person to action.</u>	Residual Risk
<p>Electrically operated / powered roller shutter doors</p> <ul style="list-style-type: none"> - overheating of electrical motor - electric shock - contact of shutter door with person(s) or objects - poor housekeeping of area directly beneath roller shutter door giving rise to tripping / slipping hazards 	As above	M	<p>Appropriate servicing of electrical motor is carried out (by a competent contractor) and is up to date (time-scales / frequency as determined by manufacturer) or as determined through levels of usage (i.e. frequent usage may require improved arrangements for servicing)</p> <p>A 'hold to run' button / key operated or other safety system is in place.</p> <p>Where appropriate a sensor or light curtain is fitted at the bottom end of the door to stop the door closing when being operated if someone walks beneath it or an obstacle is in the way.</p> <p>The floor area beneath the shutter door is kept clear and is regularly inspected. This will provide an opportunity for an individual to step back to avoid the shutter door if it should fall.</p> <p>The floor area directly beneath the powered shutter door is clearly and conspicuously marked with paint to raise awareness.</p>		L