

THE FINGERSHIELD GUIDE TO CARRYING OUT YOUR OWN DOOR RISK ASSESSMENT

3 STEPS TO SAFER SCHOOL DOORS

- 1) Please read the easy-to-follow Door Safety Risk Assessment Survey instructions.
- 2) Please fill in the Self Survey Form provided.
- 3) Please complete the order form and return it by email to info@cardea-solutions.com or fax to **0161 272 7000**.



FINGERSHIELD SELF SURVEY GUIDE

This self survey guide is designed to allow you to carry out your own door safety risk assessment at a time convenient to you.

Simply follow the guidelines to complete your survey and then send over to the Cardea Customer Services team who will help you to determine your finger guard requirements.

1. Location - Where is the door located?

Start by noting down where the door is, for example 'Main Entrance Door' or 'Head Teachers Office'.

We recommend you go round your building in a clockwise motion, starting at the main entrance as this ensures no doors are missed.

2. Risk of Accident - Is the door a high, medium or low risk door?

High Risk Door These are doors that are unattended by staff and are frequently used by children.
Example: A classroom door or hallway door.

Medium Risk Door These are doors that children have infrequent access to.
Example: A first aid room door or head teacher's office.

Low Risk Door These are doors that children should only use when supervised.
Example: A staff toilet door or fire exit.

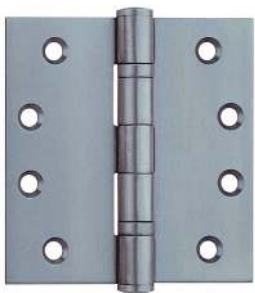
If a door opens against a wall and it is physically impossible for a child to stand up to the hinges, then it would be classed as a low risk door.

3. Door Material - What is the door and door frame made from?

Most doors and door frames are made from wood, however they could also be made from uPVC or metal. If your door or frame is made from metal, you will need to pre-drill holes before fitting our devices.

4. Door Type - What type of door/hinge is being used?

Is the door one of the following:



STANDARD HINGED DOOR

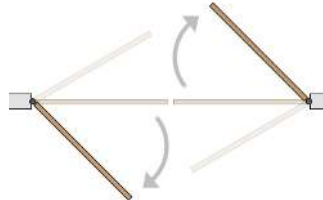
These are the most common type of door, where the door opens and closes on a level plain.



RISE & FALL HINGED DOOR

These are doors fitted with hinges that allow the door to rise up as it opens and fall back down as it closes.

They allow the door to close on its own and because of this are usually found on toilet cubicle doors as they improve privacy.



SWING DOOR

These are doors that can be opened in both directions.

They are usually found in hallways and can be pivoted or use two-way sprung hinges.



BI-FOLD DOOR

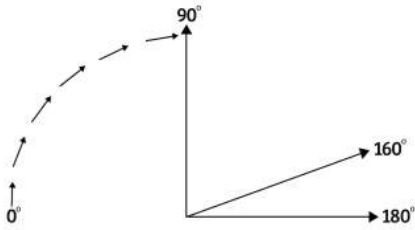
These are doors that fold up against themselves in a concertina fashion.

They can sometimes be used for disabled toilet doors or as classroom dividers.



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5. Degrees Door Opens - How many degrees does the door open?



Standard doors usually open up to 90 degrees or where a wall or door stopper will stop it opening any further.

However, some doors, for example a disabled toilet door, can open up to 180 degrees.

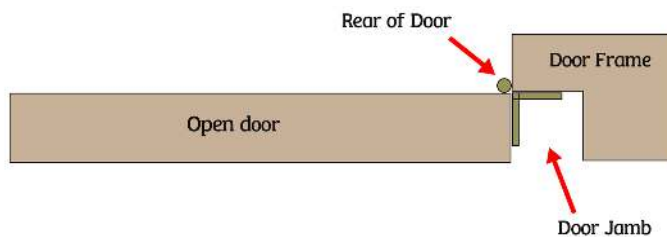
6. Panic Bar - Does the door have a panic bar fitted?

Panic bars are usually only found on fire exits doors. If the door has a panic bar fitted and requires finger protection the panic bar will have to be modified/repositioned to allow a device to fit.

7. Protection Required - What kind of protection is needed?

Door Jamb This is the gap at the front of the door where the hinges are screwed to the door and frame.

Rear of door This is the back of the door where you can see the door hinge barrels.



8. Protection already in place - Is there finger protection already fitted to the door?

If so, check the wear and tear of the devices. They may be split or damaged and need replacing.

9. Additional Info

This is where you can add any additional information about the door. This could be more detail about a current device that is fitted or even the colour of the device you would like for that specific door.

Now that you have completed the self-survey report, all you need to do is send it back to us.

There are three ways of doing this:

1. Send it by post.
2. Scan the report and send it by email.
3. Copy it over to the digital version of the excel document and email that over to us.



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