



Industrial Security Doors Ltd

METHOD STATEMENT & RISK ASSESSMENT

**Installation; Maintenance & Repair of
Manual or Electrical Shutter Doors**

Company Name	
Date	
Completed By	

Site Address	
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**Dennison Kett House, 500-505 Southend Lane
London, SE26 5BL**

Tel: 020 8778 8777 – Fax: 020 8778 2777 – Email: sales@isd.me.uk



Method Statement and Risk Assessment

Installation; Maintenance & Repair of Manual or Electrical Shutter Doors

TOOLS/EQUIPMENT (where applicable)

- Personal protective equipment,
- Hand tools,
- Battery operated tools
- Grinder
- Fire Extinguishers,
- Transformer and 110v power leads
- 110v Portable Power tools
- CAT scanner
- Ladders
- Scaffold Towers

PLANT/MACHINERY (where applicable)

- Hiab Lorry
- Scissor Lift

PERSONAL PROTECTIVE EQUIPMENT (PPE) (where applicable)

- | | |
|---------------------------------|------------------|
| • Hard hat | BSEN 397 |
| • Gloves | BSEN 388 |
| • Hi vis Tabard | BSEN 471 |
| • Safety boots (steel toe caps) | BSEN 345 |
| • Safety glasses/goggles | BSEN 166 grade B |
| • Dust mask | BSEN 149 |
| • Anti vibration gloves | BSEN 381-4 |
| • Welding Face Shield | |
| • Overalls | |
| • Ear Defenders | |
| • Others | |



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1. Introduction:

The following scope of works is a generic step by step process for dismantle and installation of shutter doors. Scope of works also includes general maintenance and servicing of shutter doors.

2. Start of Works:

1. Engineers must report to client/site office on arrival at site.
2. Engineers must attend site induction if instructed to do so.
3. Engineers must wear the correct PPE required for the job and/or as instructed by client/customer site.
4. Engineers must create an exclusion zone using hazard tape and cones prior to works starting.
5. Engineers are to use only correct equipment for all access as dictated by the job and/or instructed by client/customer.
6. Engineers are to inspect and assess the requirements of the task. If dismantling of existing door is required, following step 2 first; if not required, follow step 3.

3. Dismantle Process:

1. Visually inspect the area and ensure exclusion zone is in place
2. Bring in all required equipment and materials into exclusion zone
3. Bring shutter door down to ground level (Manually or use of power)
4. Disconnect and isolate electrical power supply
5. Position and secure ladders on either side of the shutter door (depending on height and width of door, scaffold tower maybe required central to the door)
6. Remove front canopy and inspect fittings including top clips
7. Remove guide rail on one side to gain access to edge of shutter door
8. Slats or Laths can now be removed in sections from the bottom up to barrel
9. With use of ladders, remove top clips from barrel
10. Disconnect barrel (and motor) from flags taking the weight in the process and bring to floor
11. Remove guides unless they are going to be used for the installation of next door

4. Installation Process:

1. Visually inspect the area and ensure exclusion zone is in place
2. Bring in all required equipment and materials into exclusion zone
3. Ensure power is disconnected and isolated
4. Position and secure ladders on either side of the shutter door (depending on height and width of door, scaffold tower maybe required central to the door)
5. Install guide rail and flags
6. With the use of ladders (and where applicable tower) lift barrel (and motor if not out board) into correct position and secure to flags. If manual winding mechanism, set pre-tension when installing barrel.
7. If out board motor, position and secure motor into place
8. If winding mechanism, position and secure winding mechanism into place
9. Recheck that guide rail and barrel is secure ready for attaching shutter door
10. With the use of ladders (where applicable tower) attach top clips and top slat/lath to prearranged holes on the barrel
11. Ensure top clips are secure and working down attach sections of slats/laths to requirements
12. Recheck that all parts are in correct position and all working parts have been lubricated ready for testing
13. Before wiring into mains, test motor and set limits via a test switch or test winding mechanism
14. When testing has taken place and limits are set, motor will be connected to mains
15. Complete one final check of installation and attach front canopy
16. Clear area (see section 4) and report to site contact for hand over



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5. General Maintenance and Servicing

1. Visually inspect the area and ensure exclusion zone is in place
2. Bring in all required equipment and materials into exclusion zone
3. Visually inspect and test door operation
4. Visually inspect guide rails
5. Disconnect and isolate electrical power
6. Manually feed shutter curtain down to expose top clips. Visually inspect expose top clips

If Top Clips show sign of damage:

- Report immediately to client/customer and person in charge of area of possibility of collapse of curtain / shutter
- Make all persons within close proximity of potential hazard
- Make arrangements to repair / change top clips

If there is No damage to top clips:

7. Check shutter curtain edges for any damage
8. Check guide rail for damage. Replace if required?
9. Lubricate moving components with WD40 and/or Grease
10. Manually test door operation
11. Visually inspect and re-test again
12. Reconnect power and test under load
13. Door will be tested and inspected for correct operation, up and down, using the motor and/or winding mechanism
14. If door is operating correctly, report to site contact and hand over

Hazards to report:

- Damage to top clips
- Damage to guide rails due to mobile plant/vehicle contact
- Damage to curtain/shutter due to mobile plant/vehicle contact
- Damage due to vandalism

6. Clear Site

1. All waste is to be cleared from site. Metal components must be loaded onto works van.
2. Plastics and hazard tape to be cleared and removed to waste bins.
3. Engineer and site contact to inspect area before works deemed complete.

Note:

On very rare occasions a Hiab lorry maybe used to lift heavy barrels or shutter doors. Only authorised and competent persons will use the Hiab. The use of the Hiab will be controlled within process 2 or 3 depending on requirements.

Where lubrication is required, substances will be used accordance with COSHH assessments.



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Assessment No:	ISD/001/12	Operation Activity or Work Areas Assessed	Installation; maintenance and repairs of shutter doors at customers' sites
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Assessment Prepared By	Lawrence Large – H&S Advisor MB Heath & Safety Ltd	Approved by	Industrial Security Doors Ltd	Date of Assessment	17 th May 2012
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Persons Exposed	Employees <input checked="" type="checkbox"/>	Sub-contractors <input type="checkbox"/>	Frequency of Exposure	Employees: 5-7 Hrs Per-day	Sub-contractors: N/A
	Public <input checked="" type="checkbox"/>	Visitors <input type="checkbox"/>		Public: If in the vicinity	Visitors: N/A

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)
 Severity - (5=Very Severe, 4= Severe, 3= Moderate, 2= Slight, 1=Negligible)

0-8 - Low risk No Action Required.
 9-15 - Medium risk Ensure adequate controls are in use.
 16-25 - High Risk Stop operation and implement adequate control measures

Hazard	Initial			Control Measures	Residual			References / Comments
	Severity	Probability	Risk		Severity	Probability	Risk	
1. Slips and Trips Potential injuries associated with slips and trips	3	3	9	<ul style="list-style-type: none"> Operatives will clear up any rubbish as they go. All spillages will be cleared up immediately and spill kits will be kept on the van. Trailing cables will be avoided where possible and battery operated equipment will be used in the first instance. Equipment and product will be stored safely while working on a customer's site. 	3	2	6	None
2. Manual Handling Potential injuries associated with manual handling tasks and incorrect lifting	4	3	12	<ul style="list-style-type: none"> All operatives will be trained in the correct and safe manual handling techniques. Operatives will be supplied with manual handling equipment in the form of lifting gear, dollies and sack barrows and competent in how to use them correctly. Weights will be kept to safe levels as far as reasonably practicable. Heavy loads will be broken down if possible. Operatives know via their training only lift what is within their own capabilities and to ask for assistance if required 	4	2	8	Staff Training Records



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Hazard	Initial			Control Measures	Residual			References / Comments
	Severity	Probability	Risk		Severity	Probability	Risk	
3. Electricity Potential injuries with electrical contact – shocks; burns; electrocution	5	3	15	<ul style="list-style-type: none"> The power will be isolated before any connection or maintenance work begins. Operatives will use battery powered tools in the first instance. Where they cannot be used then 110v equipment or 240v with RCD's fitted. Operatives will be experienced and competent on working with electrics and test equipment will be used for testing electrical components within the Door industry 	5	1	5	None
4. Lone Working Potential risks associated with working alone	4	3	12	<ul style="list-style-type: none"> Operative will make the customer aware when they are on the customer premises and in most cases will sign in. Operatives always work in teams of two or more if required If the operative has to go to a site which is remote or unattended, then they will let the client/customer know where they arrive, location and when they depart. A travel first aid kit will be kept in the company vans for minor first aid treatment. 	4	2	8	None
5. Use of Substances Potential injuries associated with substance contact	3	3	9	<ul style="list-style-type: none"> Any PPE required will be supplied to the operatives. Operatives will be shown in the correct application of the PPE, maintenance and where to gain replacement equipment from COSHH Assessments and Hazard Data sheets will be kept the vans. Operatives will read the COSHH assessments and understand controls need to be taken if required 	3	2	6	COSHH Assessments & MSDS



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Hazard	Initial			Control Measures	Residual			References / Comments
	Severity	Probability	Risk		Severity	Probability	Risk	
6. Working at height Potential injury due to working at height; i.e. falls from height; items falling from height	5	4	20	<ul style="list-style-type: none"> • All ladders used for working at height will be inspected prior to use and will be maintained in a good working condition. • Only Class 1 Step ladders will be used on site. • If ladders are to be used they will be securely footed and where possible, tied on. • Ladders will only be used for short duration work only; i.e. inspections. • If a scaffold tower is to be used, it will only be erected by a trained and competent person. Hand rails, toe boards and outriggers will be fitted to the tower as and when required. • Operatives have completed H&S training course for working at heights. • Area is segregated to ensure no person is within the vicinity 	5	2	10	Working at height procedure
7. Use of tools and equipment Potential injury associated with use of hand tools – knocks and abrasions	4	3	12	<ul style="list-style-type: none"> • All tools are visually inspected before use • Operatives are responsible to keep tools in good condition and report any defects. Faulty tools will be replaced • Competent users • Specific equipment/tools are only used by competent users, e.g. Hiab 	4	2	8	None
8. Hot Works Potential injuries associated with hot works – arc welding (arc eye) / angle grinding	4	3	12	<ul style="list-style-type: none"> • Minimal hot works take place • Hot works is only allowed under a permit to work system (PTW) – Engineers will adhere to PTW controlled by client / customer site • Full welding face shields provided for engineers • Only specific engineers experienced and competent to weld • Client/Customer fire procedure will be adhered to • Hot Work guidance available 	4	2	8	Hot Work Guidance



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Hazard	Initial			Control Measures	Residual			References / Comments
	Severity	Probability	Risk		Severity	Probability	Risk	
9. Driving while at work Potential risk associated with driving to and on customer sites	4	3	12	<ul style="list-style-type: none"> All drivers hold current full UK Driving License which is checked periodically by the company. A copy will be held in file. Manufacturers Vehicle Service schedules are strictly followed and all vehicles will have a full MOT. Drivers are to report all accidents to Head Office Immediately and will be expected to adhere to all road rules and regulations at all times. Vehicles will be fitted with Bluetooth devices, however employees will be expected to pull over if it is safe to do so to make and receive a phone call. Texting or doing anything else on the phone while driving is strictly prohibited. The Company vehicle Policy will be issued to all drivers and will be adhered to at all times Weekly Vehicle checks carried out by drivers and recorded in VC/2 Booklet held on vehicle. This will be periodically checked by line managers. 	4	2	8	None