

Finger Trapping Risk Assessment Form

Guide to Completing the Finger Trapping Risk Assessment Form

Introduction

Finger trapping incidents can cause severe injuries, especially for young children. This risk assessment form is designed to help schools and organisations identify hazards, evaluate risks, and implement appropriate measures to prevent injuries. Follow this guide to complete the form effectively.

How to Complete the Assessment Form

1. **Location**
Specify the exact location being assessed, such as a classroom door, main entrance, or corridor.
2. **Fire Door**
Indicate whether the door is a fire door by selecting "Yes" or "No." Fire doors require special consideration to ensure safety devices do not compromise their integrity.
3. **Type (Internal/External)**
Note whether the door is internal (I) or external (E), as external doors may pose additional risks, such as exposure to weather conditions or strong winds.
4. **Self-Closing Mechanism**
Identify if the door has a self-closing mechanism. Faulty or improperly maintained mechanisms can increase the risk of injury.
5. **Heavy Door**
Mark whether the door is considered heavy. Heavy doors can cause more severe injuries if trapping occurs.
6. **Congestion Issues**
Assess if the area around the door experiences congestion, such as during peak times or queuing for lunch or assembly.
7. **Queuing Area**
Determine if the door is located in an area where pupils or staff queue frequently.
8. **Proximity to Entrance/Exit**
Record if the door is near a main entrance or exit, as these areas tend to have higher foot traffic and greater risk.
9. **High-Traffic Area**
Check if the door is part of a main circulation route or a frequently used area.
10. **Unsupervised Zone**
Note whether the door is in an area that is unsupervised, as this can increase the likelihood of incidents.
11. **Susceptible to Wind**
Identify if the door is prone to sudden movement due to strong gusts of wind, especially external doors.
12. **Other Concerns**
Use this section to document any additional issues or risks that may not fall under the above categories. For example, sharp edges or nearby hazards.
13. **Defects Identified**
Record any visible defects, such as damaged finger guards, broken closers, or poorly maintained hinges.

14. Risk Level

Assign a risk level to the door (High, Medium, or Low) based on the severity and likelihood of injury.

15. Action Required

Determine if action is required to mitigate the risk and indicate "Yes" or "No."

16. Actions Taken

Document the specific measures implemented to address the risk, such as fitting finger guards, relocating equipment, or adjusting procedures.

17. Completion Date

Note the date the actions were completed.

Best Practices for Completing the Form

- **Be Observant:** Carefully inspect each door and the surrounding environment.
- **Involve Staff:** Consult staff who work in the area to gather insights about previous incidents or risks.
- **Document Thoroughly:** Ensure every section of the form is completed accurately and clearly.
- **Follow Up:** Reassess high-risk areas periodically to ensure implemented measures remain effective.

Ongoing Monitoring and Review

- Review the completed form regularly, particularly after any incidents or changes in the environment.
- Update the form annually or as required based on usage, renovations, or new risks identified.
- Ensure all implemented controls, such as finger guards or closers, are maintained and functioning as intended.

This guide aims to help you use the assessment form effectively to minimise risks and maintain a safe environment for everyone. If you have any questions or require additional resources, please contact SR Industrial Ltd.

Disclaimer

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Users are responsible for conducting their own risk assessments and implementing appropriate measures to ensure the safety of their facilities. It is recommended that you consult with a qualified health and safety professional or fire risk assessor where necessary, particularly in relation to fire doors and other critical safety elements.

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For tailored advice or assistance, please contact us at **01344 860145** or visit our website at www.srindustrial.co.uk.

Finger Trapping Risk Assessment Form

Finger Trap Assessment											Created / Reviewed By:	Date Created / Reviewed:			
Factors to be Considered															
Location	Fire Door	I – Internal E – External	Self-Closer Fitted	Heavy Door	Congestion Queuing Area	Near Entrance / Exit	Main Traffic Route	Unsupervised Area	Susceptible to Wind	Other (State)	Defects: e.g. broken closer, damaged finger guard	Risk Rating: High Medium Low	Action Required? Yes No	Action taken	Date Complete

Name	Next Review Date
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Assessment Notes:

- Evaluate each door thoroughly, considering the specific risks and conditions in the environment.
- Prioritise high-traffic areas and doors frequently used by younger children or individuals with special needs.
- Record all observations and actions taken for ongoing monitoring and compliance.

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