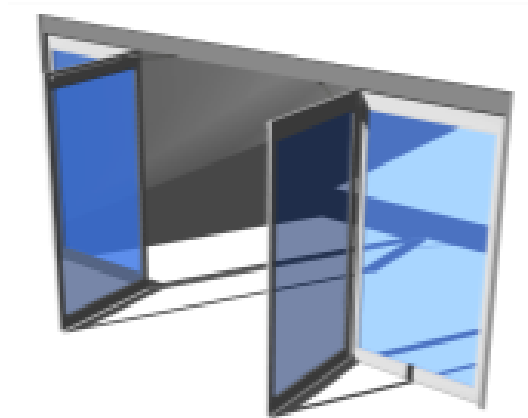


Occupier safety check list for all types of powered swing doors



The occupier is responsible for undertaking the following test procedure which should be carried out at least weekly unless a different frequency for tests is identified in the Hazard Analysis and Risk Assessment. The test results should be recorded and retained for at least 1 year.

We recommend that you should view a short video that is hosted on the Automatic Door Suppliers website, this shows how to carry out these checks; www.adsa.org.uk/education

Occupier Safety Checks for Automatic Swing (Hinged) Doors



For safety reasons it should not be assumed that equipment is working safely. There should be no notice boards, literature racks, merchandise displays, or other distractions or obstructions in the vicinity of the door which may congest or inhibit traffic flow.

If a fault is found which affects safe operation of the door, the door operating equipment should be switched off and the door made safe. Use of the door should not be reinstated until repairs have been undertaken by an authorised technician.

General

Check that the door area has no tripping or slipping hazards.

Check all door panels for broken or cracked glass.

Check the position and security of associated screens and barriers.

Check the operation of manual activation, or remote activation, or emergency stop button if fitted.

Check that all doors have signs correctly displayed at a height of 1300 – 1600mm (see fig 1 and 2 below)

Occupier safety check list for all types of powered swing doors

Signage requirements

2-way Automatic activated door, *Automatic door* sign on both faces of leaf and a Keep Clear sign on the side where door opens towards the users



fig 1

One way automatically activated doors, *Automatic door* sign on the activation side, *Keep Clear* on side that opens towards users, *no entry* & *Direction* on opposing faces of leaf

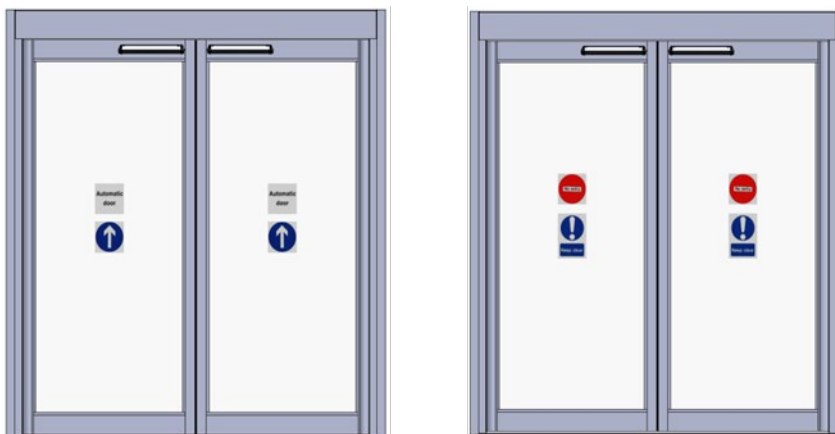


fig 2

Activation devices

Automatic activation sensor

1 Test sensors by walking towards the door opening. The door should start to open and you should be able to walk through the door without hesitating. The door should swing smoothly to the open position and stop without impact.

2 Step out of the activation zone, after a time delay (normally 1 s to 5 s) the door should close smoothly.

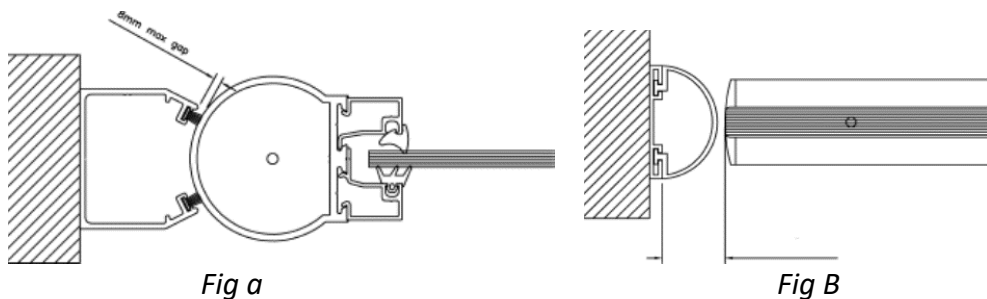
3 Repeat 1 and 2 on the other side of the opening if the door has two-way operation.

Occupier safety check list for all types of powered swing doors

Hinge Protection

The hinge area protection is mandatory, please check these are working correctly, the options are below:

- A) Construction, where the gap is always less than 8mm (*fig a*) or always greater than 25 (*fig b*)



- B) Finger Guard



- C) Safety sensor.

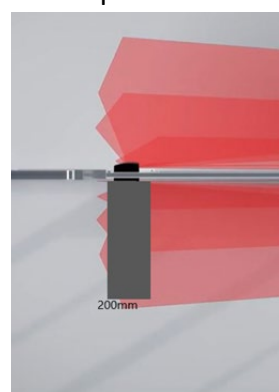


- B) Ensure the finger guard is secure and no damage is evident to the guard
C) Please place a test box in the position below and ensure the door will not fully close.

Front view



Top view



Safety devices

Some swing doors do not have sensors these travel at very low speed and powers they are called low energy. Low energy operators are only suitable where limited contact is acceptable for the users.

Other doors which move faster with more power have safety devices, some devices only stop the door from opening or closing but do not stop the door once movement has started, this is called mat logic and only suitable for trained traffic but does not comply to the latest safety standard.

Other doors have sensors that move with the doors (on door safety) and are more suitable for general traffic.

All safety checks should be carried out with a test box placed 200x300x700mm high.

On door safety

Opening/Closing direction

Place a test box in the fastest moving part of the door which is furthest from the hinge (fig 3 A and B) and verify that the door does not contact the box when the door opens or closes, carry this test out in both directions and for each door leaf.

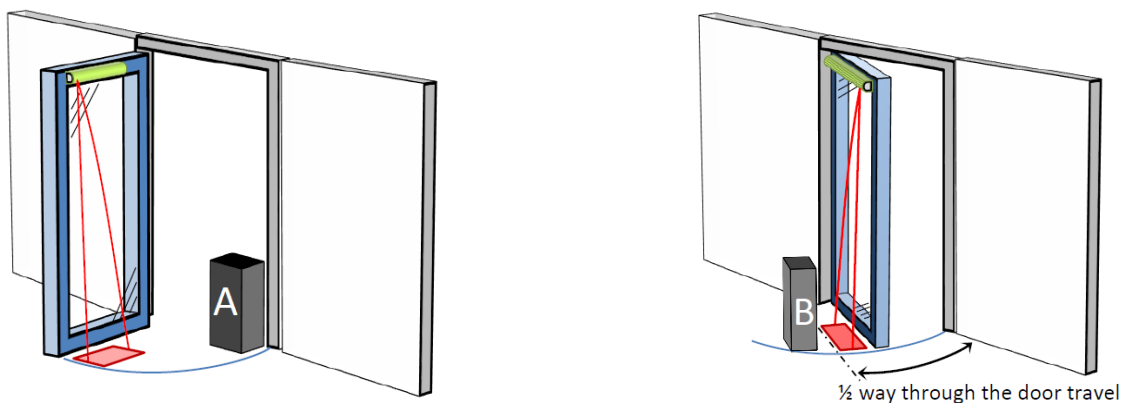


Fig 3

Mat logic safety (trained traffic areas only)

With the door in the closed position, place the test box in the swept area of the doors, activate the door and verify that the door does not open. After a minimum of 30s it is allowable for the door to ignore the box.

Activate the door to the open position. Place the test box as above and check that the door remains in the fully open position. After a minimum of 30s it is allowable for the door to ignore the box.

Occupier safety check list for all types of powered swing doors

Completion

Please check the O and M manual & Logbook to see if there are any other occupier maintenance requirements and when an authorised technician service or inspection visit will be required.



Finally,

Record the date time and who carried out the inspection.

Please note:

This document is guidance only, please contact your system supplier for clarification for any deviation from the advice given within this document.