METHOD STATEMENT – DOORS AT WORK – CLEANING ROTATING DOORS

STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-074	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	03	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Doors at Work – Cleaning Rotating Doors					
Date Completed:	5 March 2025					
Re-Assessment Due*:	One year from above date	✓				
Method Statement Completed By:	Health & Safety Manager					
Employee Consultation and Involvement	Dina Oliveira	Emergency Telephone Number: 020 7624 6330				

STEP 2 – PERSONEL REQUIRED (DURING ACTIVITY)

Lone Worker	2 or More Persons	First Aider	Supervisor/Team Leader	Management
✓	✓			

STEP 3 – PROCEDURES TO BE CARRIED OUT (BEFORE STARTING WORK)

Read and Understand the importance of this Method Statement	Plan and Understand your work in advance	Adhere to the Operational Controls of the company	Ensure Emergency Stop is activated	Place Yellow Sign at both sides of the rotating doors
✓	✓	✓	✓	✓

STEP 4 –POTENTIAL HAZARDS

Manual Handling	Hand Crushing	Trapping	Slips, Trips & Falls
✓	✓	✓	✓

© Chamberlaine Cleaning Services Limited 2017

Do not use phones	Check if emergency stop has been pressed
✓	✓

STEP 5 – PERSONAL PROTECTIVE EQUIPMENT (PPE) to be used

Personal Protective Equipment to be used								
Apron	Face Visor	Goggles	Safety Glasses	Ear Defenders	Flat Trainers	Safety Boots	Rubber Gloves	Fume/Vapour Mask
					✓		✓	

STEP 6 – METHOD STATEMENT

Strict adherence to this method statement is critical to the health and safety of both public and all engaged in the work
Any deviation or modification must be first be authorised by management

Activity/ Task description

Cleaning Rotating Doors

Responsible Person

Employees and any person covering from sick leave or annual leave

© Chamberlaine Cleaning Services Limited 2017

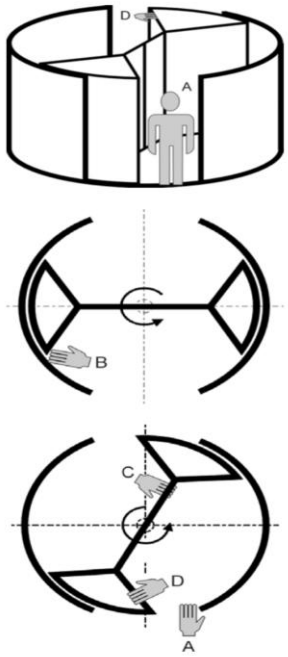
The pieces of Health and Safety legislation applicable to this operation are :

- The Health and Safety at work etc Act 1974
- Management of Health and Safety at Work Regulations 1999.
- The personal protective equipment regulation

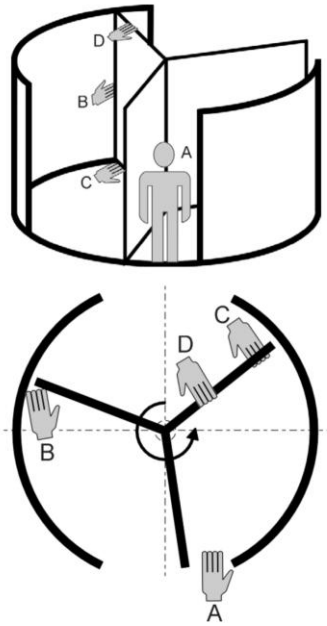
SAFETY AND OPERATIONAL CONTROLS METHOD

1. Follow step 3-5 of this method statement
2. Ensure safety signs are place before commencing task
3. Ensure Safety Stop it's activated before starting task
4. Don not wedge or use any equipment to force any door open
5. Do not Attract, occupy the attention or engage into conversations with people or colleagues whilst carrying out the task

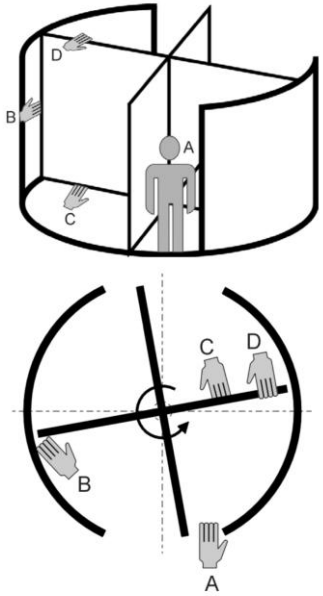
Types of rotating doors:



1. Rotating door with 2 wings



2. Rotating doors with 3 wings



3. Rotating doors with 4 wings

© Chamberlaine Cleaning Services Limited 2017

STEP 7 – RISK ASSESSMENT (Likelihood X Severity = Risk)

AREA	HAZARD	POTENTIAL HARM & Who Can Get Harmed	Likelihood	Severity	Risk Before Control	Risk After Control	CONTROL MEASURES
Main closing edge / opposing closing edge (revolving doors with 2 wings) *Ref. 1 - A*	Trapping of the hand , arm foot leg, / Crushing of the head , torso , hand , arm , leg. / Shearing of the hand , am , torso , leg , head	Broken bones/bruises/cuts / Amputation. Operative / Visitors / Tenants	4	4	16	4	Staff training/good housekeeping. Safety Signs in place Emplyees train on Helath Saftey Awareness use of doors at work Training and Comunication Awareness to develop knowledge on safe working practices and cleaning rotating doors
Main Closing edge / inner wall (revolving doors with 2 wings) *Ref. 1 - B*	Crushing of the hand , foot / Shearing of hand , foot	Broken bones/bruises/cuts / Amputation. Operative / Visitors / Tenants	4	4	16	4	Staff training/good housekeeping. Safety Signs in place Emplyees train on Helath Saftey Awareness use of doors at work Training and Comunication Awareness to develop knowledge on safe working practices and cleaning rotating doors
Secondary Closing edge / Ground *Ref. 1 - C*	Crushing of the hand , foot / impact of the body byt the door wing / shearing of the hand	Broken bones/bruises/cuts / Amputation. Operative / Visitors / Tenants	4	4	16	4	Staff training/good housekeeping. Safety Signs in place Emplyees train on Helath Saftey Awareness use of doors at work Training and Comunication Awareness to develop knowledge on safe working practices and cleaning rotating doors

© Chamberlaine Cleaning Services Limited 2017

Secondary Closing edge / Ceiling *Ref 1 - D*	Crushing of hand / Shearing of hand	Broken bones/bruises/cuts / Amputation. Operative / Visitors / Tenants	4	4	16	4	Staff training/good housekeeping. Staff training/good housekeeping. Safety Signs in place Emplyees train on Helath Saftey Awareness use of doors at work Training and Comunication Awareness to develop knowledge on safe working practices and cleaning rotating doors
Main closing edge / opposing closing edge *Ref 2 – A*	Crushing of head , torso , hand , arm , foot , leg / Shearing of the hand , arm , foot , leg	Broken bones/bruises/cuts / Amputation. Operative / Visitors / Tenants	4	4	16	4	Staff training/good housekeeping. Safety Signs in place Emplyees train on Helath Saftey Awareness use of doors at work Training and Comunication Awareness to develop knowledge on safe working practices and cleaning rotating doors
Main closing edge / inner wall *Ref 2 - B*	Crushing of the hand foot / Shearing of the hand foot	Broken bones/bruises/cuts / Amputation. Operative / Visitors / Tenants	4	4	16	4	Staff training/good housekeeping. Safety Signs in place Emplyees train on Helath Saftey Awareness use of doors at work Training and Comunication Awareness to develop knowledge on safe working practices and cleaning rotating doors
Secondary closing edge / ground *Ref 2 – C*	Crushing / Shearing of the head , hand foot / Impact of the body by the door wing	Broken bones/bruises/cuts / Amputation. Operative / Visitors / Tenants	4	4	16	4	Staff training/good housekeeping. Safety Signs in place Emplyees train on Helath Saftey Awareness use of doors at work Training and Comunication Awareness to develop knowledge on safe working practices and cleaning rotating doors

© Chamberlaine Cleaning Services Limited 2017

Secondary closing edge / Ceiling *Ref 2 – D*	Crushing / Shearing of the hand	Broken bones/bruises/cuts / Amputation. Operative / Visitors / Tenants	4	4	16	4	Staff training/good housekeeping. Safety Signs in place Emplyees train on Helath Saftey Awareness use of doors at work Training and Comunication Awareness to develop knowledge on safe working practices and cleaning rotating doors
Main closing edge / opposing closing edge *Ref 3 – A*	Crushing of head , torso , hand , arm , foot , leg / Shearing of the hand , arm , foot , leg	Broken bones/bruises/cuts / Amputation. Operative / Visitors / Tenants	4	4	16	4	Staff training/good housekeeping. Safety Signs in place Emplyees train on Helath Saftey Awareness use of doors at work Training and Comunication Awareness to develop knowledge on safe working practices and cleaning rotating doors
Main closing edge / inner wall *Ref 3- B*	Crushing of the hand foot / Shearing of the hand foot	Broken bones/bruises/cuts / Amputation. Operative / Visitors / Tenants	4	4	16	4	Staff training/good housekeeping. Safety Signs in place Emplyees train on Helath Saftey Awareness use of doors at work Training and Comunication Awareness to develop knowledge on safe working practices and cleaning rotating doors
Secondary closing edge / ground *Ref 3 – C*	Crushing / Shearing of the head , hand foot / Impact of the body by the door wing	Broken bones/bruises/cuts / Amputation. Operative / Visitors / Tenants	4	4	16	4	Staff training/good housekeeping. Safety Signs in place Emplyees train on Helath Saftey Awareness use of doors at work Training and Comunication Awareness to develop knowledge on safe working practices and cleaning rotating doors

© Chamberlaine Cleaning Services Limited 2017

Secondary closing edge / Ceiling *Ref 3 – D*	Crushing / Shearing of the hand	Broken bones/bruises/cuts / Amputation. Operative / Visitors / Tenants	4	4	16	4	Staff training/good housekeeping. Safety Signs in place Emplyees train on Helath Saftey Awareness use of doors at work Training and Comunication Awareness to develop knowledge on safe working practices and cleaning rotating doors

OVERALL RISK RATING BEFORE : 16	Low	Medium	High	COMMENTS
			✓	
OVERALL RISK RATING AFTER : 4	Low	Medium	High	
	✓			

FREQUENCY	SEVERITY	INTERPRETATION
1. IMPROBABLE OCCURRENCE 2. POSSIBLE OCCURRENCE 3. OCCASIONAL OCCURRENCE 4. FREQUENT OCCURRENCE 5. REGULAR OCCURRENCE 6. COMMON OCCURRENCE	1. NO INJURY/IES 2. MINOR INJURY/IES 3. MAJOR INJURY/IES TO ONE PERSON 4. MAJOR INJURIES TO MORE THAN ONE PERSON 5. DEATH OF ONE PERSON 6. MULTIPLE DEATHS	4 AND BELOW = LOW RISK/PRIORITY 5 TO 8 = MEDIUM RISK/PRIORITY 9 AND ABOVE = HIGH RISK/PRIORITY

© Chamberlaine Cleaning Services Limited 2017