

FINGER GUARDS POLICY

Policy Title:	Finger Guards
Effective Date:	01 September 2019
Scheduled Review Date:	31 December 2022
Version number:	Version 1.0
Approved By:	VP HSE

1. Purpose

- 1.1. This policy intends to provide information relating to the requirements schools should adhere to regarding finger guards. The aim is to reduce the likelihood of finger entrapments occurring.

2. Scope

- 2.1. This policy applies to all GEMS MENASA schools and is applicable to, School Staff, Students & Contractors.

3. Location of finger guards

- 3.1. All doors located within areas mentioned in table 1 should be fitted with finger guards.

Table 1

British Circ.	Indian Circ.	American Circ.	Age of Children
FS1	PreK	-	3-4
FS2	KG1	KG1	4-5
Y1	KG2	KG2	5-6
Y2	G1	G1	6-7
Y3	G2	G2	7-8
Y4	G3	G3	8-9
Y5	G4	G4	9-10

- 3.2. Doors will include classroom doors, metallic doors at the back of the class, library, corridor doors, washroom doors, canteen and coffee shop doors and any other doors which are used by students until the age of 10.

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4. Responsibilities

HSE Department

- 4.1. The HSE Department is responsible for ensuring that the policy is available, reviewed at regular intervals and communicated to all relevant stakeholders.
- 4.2. The HSE Department is responsible for providing advice, training and guidance to comply with requirements of this policy; this advice may be given directly or through the appointment of competent persons.
- 4.3. The HSE Department is responsible for conducting a compliance audit with relation to this policy

Principal

- 4.4. Ensure this policy is communicated to all staff

Class Teacher

- 4.5. Report to MSO if there is a door without a finger guard
- 4.6. Report to MSO on any damages to the finger guard.
- 4.7. Report any incidents to the doctor and the MSO

MSO

- 4.8. Ensure Finger guards are procured by registered suppliers and installed on all applicable doors as mentioned in this policy table 1.
- 4.9. Conduct routine checks to ensure finger guards are not damaged and arrange any subsequent replacements or repairs.
- 4.10. Carry out a risk assessment for finger guards.

5. Definitions

- 5.1 Finger guard: A device which provides protection against fingers entering the dangerous gap between the hinge side of a door and the doorframe.
- 5.2 Self-closing device / door closer: A device fitted to the top of the door that enables the door to close in a safe manner.

6. References

- 6.1. HSE UK – School guidelines
- 6.2. Northumberland County Council – Safety bulletin for finger guards

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7. Procedure

Risk Assessment

- 7.1. The Manager of School Operations (MSO) is responsible for carrying out a risk assessment of doors and should keep a record of the same. The risk assessment should be reviewed at annual intervals.
- 7.2. The nature and magnitude of the risk posed by each door, to persons, depends upon the individual design characteristics and the position of the door/gate, including:
 - Whether [exposed] pinch points exist;
 - The weight of the door;
 - the profile of the door edges (i.e. some aluminium doors have sharp profiles);
 - whether closure of the door is managed in some way (e.g. very rapid self-closing device);
 - whether the door could be slammed shut by either the wind or a person;
- 7.3. The likelihood of young children or vulnerable persons being in a position to place their fingers in any pinch points that exist, which is influenced by:
 - the position/use of the door, and thereby the frequency which young children or vulnerable persons use it;
 - the likelihood that young children or vulnerable persons will congregate next to a door, with limited close supervision, for instance while queuing for lunch;
 - the age and physical/mental abilities of the children or vulnerable persons;
 - foreseeable behaviour and the level of supervision and control exercised over children or vulnerable persons;
- 7.4. Once the Risk Assessment is completed, MSO should ensure all doors within areas highlighted in table 1 are fitted with finger guards. The risk Assessment should also capture not so frequented areas like; Library, play area access doors, washrooms, canteen doors etc. and these should be fitted with finger guards as well.
- 7.5. If your risk assessment findings make it clear that there are additional needs of finger guards beyond the age of 10, then the same should be actioned. This could include areas where students above the age of ten are located but occasional visits/use take place by students aged ten and under.
- 7.6. Finger guards should be fitted on both sides of the door, to prevent access to pinch points.
- 7.7. All finger guards should be inspected once a month for wear and tear, this check is captured in the monthly HSE inspection carried out by the operations team, via HSE Phoenix.

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- 7.8. Teachers and staff should immediately report damaged finger guards to the school operations team.

Procurement

- 7.9. GEMS procurement has identified an approved supplier of finger guards, only finger guards from the approved supplier are permitted to be purchased.
- 7.10. Schools are responsible for purchasing their own finger guards, through the approved supplier.

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