

TOOLBOX TALKS

Operation of Barriers and Gates

As part of your duties you may be required to operate access control systems such as manual or electronic barriers and gates. Site Specific Operational procedures (Assignment Instructions) should cover this as part of your initial site induction but here are a few areas to look out for when operating such equipment.

Potential risks of injury

- Manual Handling risks of sprains/strains to arms/neck and back etc when pushing/pulling to manually open or close access barriers/gates.
- Trip/crush injury to legs from moving gate (often caused when dragging gates)
- Dropping barrier or closing gate on hands/fingers resulting in potential crush injuries/fractures.
- Catching fingers in locking mechanisms resulting in nips to hands/fingers.
- Slips, Trips, Falls Hazards may include raised kerb stones, icy conditions during winter months and oil deposits from vehicles.
- Vehicle hazards and traffic movement through barriers, potential crush injury.

Safe use of Barriers:

- Before operating the barrier/gate a visual check must be made to ensure that the approach and sweep of the barrier/gate are clear of vehicles and pedestrians.
- Barriers should always be in the DOWN position except when allowing entry/exit.
- All security staff must ensure that they always wear the appropriate Personal Protective Equipment (PPE) when outside i.e. Hi-Viz Coat/Vest and Safety Boots.
- Any faults found with the barriers/gates must be documented and reported to your Site Manager/Supervisor as soon as possible.
- **DO NOT** attempt to manually open faulty electronic barriers/gates without an appropriate assessment of the task and authorisation from the client. Ensure manufacturer's instructions are followed if carrying out this task.
- Ensure that you follow any Manual Handling training provided
- Stand back/keep to designated walk ways or raised pedestrian zones.

As with all site operations a thorough risk assessment should be carried out prior to undertaking any such task. Make sure you are familiar with the latest assessment and Assignment Instructions and that you have had the appropriate training with regards to Manual Handling to carry out the job safely.

Operation of Barriers and Gates – Questions

Q1. Give two examples of the main potential risks of injury associated with the operation of barriers?

A1

A2

Q2. Apart from allowing entry/exit which position should the barrier be in at all times?

A

Q3. You should not attempt to manually open faulty electronic barriers/gates without an appropriate assessment of the task and authorisation from the client. Delete as appropriate)

A True False

Q4. What should you do on discovering a fault with the barrier/gate?

A

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Q5. Before opening the barrier/gate what is the first thing you should do?

A

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Employee Name: Employee Number:

Manager's Name: Date: