

Sedbergh International Summer School			
Hazard Identification & Control Sheet: Prep School location (original document 2016)			
Changes from prep school's own document related to ISS (updated October 2020)			
HAZARD	CONTROL MEASURES	PEOPLE RESPONSIBLE	REMARKS
1. Road Safety	<p>All pupils to be informed of the dangers road traffic poses and be aware of the key crossing points at:</p> <ul style="list-style-type: none"> a) Church Lane on the main Sedbergh KL Road b) Minor road at bottom of the school path c) Internal roads 	<ul style="list-style-type: none"> • Course Director • Operations Director • All Staff 	<p>All pupils to be made aware of the British right-hand drive system</p> <p>All staff and pupils are affected by this hazard</p> <p>Speeding Traffic on site requires reporting as a near miss (5mph warning signs)</p>
2. Fire Safety	<ul style="list-style-type: none"> a) All alarm systems are serviced bi-annually and tested by in-house staff on a weekly basis b) Fire risk assessments carried out and remedial works actioned. Auditing also takes place c) Health and Safety policy requires regular drills for boarding houses and school buildings d) Fire training for staff should be carried out at the beginning of the summer course (on each location) e) Emergency lights serviced bi-annually and checked regularly f) Fire extinguishers in place g) Local fire and rescue services pay frequent familiarisation visits and have building plans h) Fire drills must take place weekly on the summer school, within 42 hours of students arriving on-site. 	<ul style="list-style-type: none"> • Estates Manager 	<p>All staff, pupils and visitors are affected by this hazard</p> <p>Fire risk assessment carried out annually by a competent person</p> <p>Systems renewed and replaced as required</p> <p>Logs and records kept</p>
3. Gas Safety	<ul style="list-style-type: none"> a) All commercial and domestic gas appliances serviced annually by a qualified Gas Safe engineer b) Boiler rooms kept locked and out of bounds 	<ul style="list-style-type: none"> • Estates Manager 	<p>Helpdesk available for immediate 24/7 assistance</p>

	<p>c) Boiler plant replacement programme in place d) Records kept.</p>		All staff, pupils and visitors are affected by this hazard
4. Legionella	<p>a) Legionella Risk Assessment carried out by competent person and remedial work actioned b) Regular monitoring of temperatures of H+C water outlets maintained c) Regular shower head chlorination carried out</p>	<ul style="list-style-type: none"> • Estates Manager • Works Foreman 	Boarding and shower areas are high risk areas
5. Electrical Safety	<p>a) The school employ a full-time qualified electrical engineer b) School rules for electrical appliances are issued to all new students and is in the student handbook c) An electrical inspection is carried out by a competent and qualified electrical engineer d) Helpdesk available for immediate 24/7 assistance e) Portable appliance testing carried out f) House parents collect pupils' mobile phones at night and charge them – must do this safely (without overuse of extension cables, etc). g) House parents check that ISS pupils can use adapters etc effectively and do not use incorrect wattage. h) House Parents conduct regular checks of bedrooms for electrical dangers</p>	<ul style="list-style-type: none"> • Estates Manager • House Parents 	All staff, pupils and visitors are affected by this hazard
6. Asbestos	<p>a) Asbestos Register held b) Most holding is in boiler rooms and areas inaccessible to staff and pupils c) All contractors must see the Asbestos register before commencing work d) The school has a duty to manage plan e) Staff receive annual training by a competent person f) All contractors must receive site induction training</p>	Estates Manager & Works Foreman	<p>Section on control in school Health and safety policy</p> <p>Removal plan is in place over the next 10 years</p> <p>Works foreman to physically show contractor where asbestos is located</p>
7. Contractors on Site	<p>a) Potential of working adjacent pupils and staff to be meticulously monitored b) Most works carried out during Easter / Summer break</p>	<ul style="list-style-type: none"> • Estates Manager 	

	<p>c) Schools to coordinate all works with manager and ISS Course Director</p> <p>d) Risk assessments and method statements required</p> <p>e) Use only competent contractors</p> <p>f) Normally only essential emergency works allowed</p> <p>g) All contractors must book in at the Bursary and seek approval from the Estates Bursar</p> <p>h) Site rules are in place</p> <p>i) Competent contractor policy in place</p> <p>j) All major works under CDM 2015</p> <p>k) Principal designer appointed</p> <p>l) Designer Risk Assessment required</p> <p>m) 2 x Site qualified supervisors in post</p>		
8. Trees	<p>a) Regular inspections carried out by in-house trained tree surgeon</p> <p>b) Works on trees by permit only</p> <p>c) Larger trees work out-sourced to qualified competent surgeon</p>	<ul style="list-style-type: none"> • Estates Manager • Grounds Manager 	
9. Falls from Height	<p>a) All 1st, 2nd, 3rd floor boarding house windows have opening restrictors</p> <p>b) Only staff trained on working at height and have received ladder training to work at height</p> <p>c) All work at height is risk assessed</p> <p>d) Scaffolding used for long duration works erected by competent scaffolders</p> <p>e) All roof work approved only by Estates Bursar</p>	Estates Manager Works Foreman	Regular training given by outside specialist
10. Maintenance Operations (in-house) Grounds	<p>a) All work risk assessed</p> <p>b) Common sense approach Staff indoctrinated as to what can be carried out around staff and pupils</p> <p>c) Training and certification of staff on maintenance ops and grounds work</p>	Estates Manager Works Foreman Grounds manager	Electronic Helpdesk in place, works are prioritised on <ol style="list-style-type: none"> 1. Health and safety 2. Preserving structure 3. Heat light and Welfare 4. Marketing and image 5. New build/facility

<p>11. High Risk Curriculum Activities</p>	<p>a) Visits and Trips -Staff supervise all trips -Risk assessments in place</p>	<p>Course Director</p>	
<p>12. Catering</p>	<p>a) Qualified Catering manager in post to oversee food hygiene b) Unannounced inspections by EHO</p>	<p>Operations Manager Catering Manager</p>	
<p>13. COSHH</p>	<p>a) All Chemicals for both curriculum and operations staff use are strictly controlled and locked away b) Dust & Fume Extraction – All units serviced annually, defects reported and actioned</p>	<p>Estates Manganer Operations manager / Cleaning/Catering Dept Works Foreman Teaching staff of 1. Chemistry 2. Physics 3. Biology 4. Art</p>	
<p>14. Driving Operations</p>	<p>a) All vehicles serviced and checked regularly (6 month safety checks on all PSVs) b) Driver training as required c) Risk Assessments in place d) Monitoring of driving Hours</p>	<p>Operations Manager Works Foreman</p>	<p>Insurers have age restrictions, no young drivers and anyone over 70 must be medically examined and approved by insurers</p>
<p>15. Swimming Pool</p>	<p>a) Pool Standing Operational Plan and Procedures in place b) Only personnel that have received induction on the pool cover and safety precautions can supervise swimming c) Risk assessment in place d) Outside users have to follow school protocol and have received induction. e) Water chemical checks carried out daily f) Samples of water taken monthly for biological assessment g) Restricted key holders h) Security deadlock the pool building each evening.</p>	<p>Headmaster / Bursar</p>	<p>Staff swimming protocol in place</p>

	i) School has invested in training numerous staff in life saving qualifications and basic first aid for supervisors of pool activities.		
16. DSEAR	1) All propane and gas bottles stored correctly 2) No Fuel stored on site (apart from small amounts for grounds machinery)	Estates Manager Works Foreman Grounds manager	
17. Fish Pond	1) School Management to draw up plan for access to the pond to prevent young pupils from falling in and drowning	CSPS Management	Danger that young pupils could fall in and drown.