



SEDBERGH SCHOOL HAZARD IDENTIFICATION & CONTROL SHEET – AUTHOR BURSAR (OPERATIONS)

HAZARD	CONTROL MEASURES	PEOPLE RESPONSIBLE	REMARKS
3. Gas Safety	a) All commercial and domestic gas appliances serviced annually by a qualified Gas Safe Engineer b) Boiler rooms kept locked and out of bounds c) Boiler plant replacement programme in place d) All gas catering equipment serviced annually e) Records kept	<ul style="list-style-type: none"> <li>• Facilities Manager</li>   <li>• Catering Manager</li> </ul>	Emergency on call available for immediate 24/7 assistance Utility company emergency contact details regularly shared with all residential staff and included in the Major Incident Plan  All staff, pupils and visitors are affected by this hazard
4. Legionella	a) Legionella Risk Assessment carried out by competent person, updated every 2 yrs and remedial work actioned b) Regular monitoring of temperatures of H+C water outlets maintained c) Regular shower head chlorination carried out d) Mixer and temp control valves serviced and cleaned by external company	<ul style="list-style-type: none"> <li>• Facilities Manager</li> <li>• Works Foreman</li> </ul>	Boarding and shower areas are high risk areas
5. Electrical Safety	a) The School employs a full-time qualified electrical engineer b) School rules for electrical appliances are issued to all new parents and is in the school handbook c) A 5yr fixed wiring electrical inspection is carried out by a competent third party d) Helpdesk available for immediate 24/7 assistance e) Portable appliance testing carried out to a schedule covering all areas in a 12 month period, pupil items are checked at the start of the academic year and again at the start of the January Term	<ul style="list-style-type: none"> <li>• Facilities Manager</li> </ul>	All staff, pupils and visitors are affected by this hazard
6. Asbestos	a) Asbestos Register held b) Most holding is in boiler rooms and areas inaccessible to staff and pupils	<ul style="list-style-type: none"> <li>• Facilities Manager &amp; Works Foreman</li> </ul>	Section on control in School Health & Safety Policy  Removal plan is in place over the next 10 years

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	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		Works Foreman to physically show contractor where asbestos is located
7. Contractors on Site	a) Potential of working adjacent pupils and staff to be meticulously monitored, any contractors not on the Nominated Contractor list to be supervised at all times.( see 19 Security and Access to Boarding Houses) b) Most works carried out during Easter / Summer break c) Coordinate all works with manager and ISS Coordinator Manager d) Risk assessments and method statements required e) Use only competent contractors f) Normally only essential works allowed during Boarding hours g) All contractors must book in at Estates h) All contractors to check in with the AHSM if entering a Boarding area, this is in addition to the site sign-in. i) Site rules are in place j) Competent contractor policy in place k) All major works under CDM 2015 l) Principal designer appointed m) Designer Risk Assessment required n) 2 x Site qualified supervisors in post	<ul style="list-style-type: none"> <li>• Facilities Manager</li> <li>• Grounds Manager</li> <li>• Works Foreman</li> <li>• Receptionist</li> <li>• All staff engaging outside contractors</li> </ul>	
8. Trees	a) Regular inspections carried out by in-house trained tree surgeon	<ul style="list-style-type: none"> <li>• Facilities Manager</li> <li>• Grounds Manager</li> </ul>	

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	b) 3 yearly formal inspection by external Arbor company, action plan from this report logged and progress audited c) Works on trees by permit only d) Larger trees work out-sourced to qualified competent surgeon		
9. Falls from Height	a) All 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> floor boarding house windows have opening restrictors b) Only staff trained on working at height and have received ladder training to work at height c) All work at height is risk assessed d) Scaffolding used for long duration works erected by competent scaffolders e) All roof work approved only by Facilities Manger f) <b>The Cloisters parapet wall is identified as a risk area, staff conducting lessons or activities around the upper Cloisters should be aware of this risk area</b>	<ul style="list-style-type: none"> <li>Facilities Manager</li> <li>Works Foreman</li> </ul>	Regular training given by outside specialist
10. Maintenance Operations (in-house) Grounds	a) All work risk assessed b) Common sense approach: staff indoctrinated as to what can be carried out around staff and pupils c) Training and certification of staff on maintenance ops and grounds work	<ul style="list-style-type: none"> <li>Facilities Manager</li> <li>Works Foreman</li> <li>Grounds manager</li> </ul>	Electronic Helpdesk in place, works are prioritised on <ol style="list-style-type: none"> <li>Health and safety</li> <li>Preserving structure</li> <li>Heat, light and welfare</li> <li>Marketing and image</li> <li>New build/facility</li> </ol>
11. High Curriculum Activities Risk	a) DT <ul style="list-style-type: none"> <li>-Staff trained and competent on all machinery</li> <li>-Risk assessments in place</li> <li>-Adequate lock off systems in place to isolate machinery</li> <li>-Machinery serviced annually</li> </ul> b) Chemistry and Physics	<ul style="list-style-type: none"> <li>Assistant Academic Head</li> </ul>	All teaching staff of high risk activities are suitably qualified in their specialist subject

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	<ul style="list-style-type: none"> <li>-Staff trained and competent to carry out all necessary curriculum activities with chemicals, small electrical currents etc</li> <li>-Gas and electrical isolation systems in place</li> <li>-Risk assessments in place</li> <li>c) Visits and Trips                             <ul style="list-style-type: none"> <li>-Staff supervise all trips</li> <li>-Risk assessments in place</li> <li>-Headmaster approves risk assessment for all major overseas trips</li> </ul> </li> <li>d) Mountain walking and other outdoor activities (DofE) etc</li> <li>e) Shooting</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Head</li> </ul>	
12. Catering	<ul style="list-style-type: none"> <li>a) Qualified Hospitality Manager in post to oversee food hygiene</li> <li>b) Unannounced inspections by EHO</li> </ul>	<ul style="list-style-type: none"> <li>• Catering Manager</li> <li>• Hospitality Manager</li> </ul>	
13. COSHH	<ul style="list-style-type: none"> <li>a) All Chemicals for both curriculum and operations staff use are strictly controlled and locked away</li> <li>b) Dust &amp; Fume Extraction – All units serviced annually, defects reported and actioned</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities Manager</li> <li>• Support Services Manager</li> <li>• Grounds Manager</li> <li>• Works Foreman</li> <li>• Teaching staff of                             <ol style="list-style-type: none"> <li>1. Chemistry</li> <li>2. Physics</li> <li>3. Biology</li> <li>4. Design Dept</li> <li>5. Art</li> </ol> </li> </ul>	
14. Driving Operations	<ul style="list-style-type: none"> <li>a) All vehicles serviced and checked regularly (10 weekly FTA safety checks on all PSVs)</li> <li>b) Driver training as required, MIDAS training for staff driving vehicles carrying pupils.</li> <li>c) Risk Assessments in place</li> </ul>	<ul style="list-style-type: none"> <li>• Transport Manager</li> <li>• Works Foreman</li> <li>• Grounds manager</li> </ul>	Insurers have age restrictions, no young drivers and anyone over 70 must be medically examined and approved by insurers

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15. Swimming Pool	d) Monitoring of driving hours 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. i) School has invested in training numerous staff in life saving qualifications and basic first aid for supervisors of pool activities.	<ul style="list-style-type: none"> <li>• Headmaster / Bursar</li> </ul>	Staff swimming protocol in place PSOPs in place
16. River Swimming	1) Strictly controlled by detailed risk assessment and SLT protocol, this includes a competent swimmer test prior to first outing.	<ul style="list-style-type: none"> <li>• Headmaster</li> </ul>	Many restrictions on this activity and requires parental approval
17. DSEAR (Dangerous Substances & Explosive Atmosphere Regulations)	a) All propane and gas bottles stored & transported correctly b) No fuel stored on site (apart from small amounts for grounds machinery)	<ul style="list-style-type: none"> <li>• Facilities Manager</li> <li>• Works Foreman</li> <li>• Grounds Manager</li> <li>• Support Services Manager</li> </ul>	
18. Rivers & Ponds	a) Sedbergh School has the River Rawthey running down on its southern boundary: pupils and staff should take care when playing sport on Riverside pitches or on site carrying out lessons adjacent the river. Particular care should be taken when the river is in full spate and when on cross country runs etc.	<ul style="list-style-type: none"> <li>• All staff</li> </ul>	Headmaster does put out restriction emails on going close to rivers etc during times of heavy rain fall

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	b) Bruce Loch is a “pond” nature reserve which is fenced off, staff should ensure that any teaching or access in and around Bruce Loch is carefully managed	<ul style="list-style-type: none"> <li>• All Staff</li> </ul>	
19. Security and Access to Boarding Houses	a) The site has 3 public footpath crossing it which are clearly signposted. Internal paths intersecting the public rights of way have signs stating “ No Public Access” b) Site maps are in place showing the rights of way. c) All doors into buildings are fitted with access control, either mechanical digi locks or new electronic access control locks. So far all academic areas and one Boarding House have been upgraded to the new Paxton system ( MT 24). d) The door codes to Boarding areas are changed for the start of each term or after use by an external group during the term. e) All staff wear blue lanyards with ID badges or branded uniform to ensure pupils can recognise staff they may not be familiar with. Lapel Badges are also issued to staff to wear on their external clothing layer should the lanyard not be visible f) All staff are reminded regularly to challenge persons not wearing lanyards and to politely redirect members of the public back to the rights of way. g) CCTV is installed at the front and rear of all Boarding Houses and covering internal drive ways across the site. This system is clearly signposted to all visitors. h) All visitors to the site, including contractors, are directed to sign in at one of 3 locations. On sign in	<ul style="list-style-type: none"> <li>• SLT and SMT</li> </ul>	Regular reminders to all staff: <ul style="list-style-type: none"> <li>• Wear your lanyard</li> <li>• Check in with AHSM when entering a Boarding area</li> <li>• Challenge anyone you do not recognise if they are not on one of the Public Rights of Way</li> <li>• Be mindful of people watching you enter a door code or following you in through a coded door. Challenge anyone you do not recognise and complete and near miss report.</li> <li>• Secure doors and windows when you leave a building</li> </ul>

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	<p>they are issued with a photo ID badge on a red lanyard. All visitors and the majority of contractors are escorted during their time on site, the exception being:</p> <ul style="list-style-type: none"> <li>i) We run a list of Nominated Contractors for whom we hold records of an appropriate recruitment process including details of enhanced DBS checks. These contractors follow the same rules as other visitors regarding signing in and out but do not require an escort around the site.</li> <li>j) All Estates and contractor staff check in with the AHSM when entering a Boarding area</li> <li>k) We have dedicated security team who handle the lock-up and open up of the school Academic areas HSM's and Residential teams are responsible for the Boarding areas.</li> <li>l) All Boarding houses have alarms on ground floor external entrances, Residential staff are responsible for the night time setting of these alarms.</li> </ul>		