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| Area/Activity Assessed | Boiler and Plant and Server Rooms | Date Completed | 23.01.24 |
| | | Review Date | 23.01.25 |
| Assessment Completed By | Keith Wilkinson (NEBOSH and NEBOSH Fire) | Person(s) Consulted | Rob Beard (Site Manager – Jayne Ecclestone (Finance Manager) |

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|------------------------------|----------------------|-------------------------------------|--------------------|--------------------------|---------------------|-------------------------------------|-------------------------|--------------------------|-------------------------------|--------------------------|------------------------|-------------------------------------|
| Persons Exposed | Employees | <input checked="" type="checkbox"/> | Contractors | <input type="checkbox"/> | Young Person | <input checked="" type="checkbox"/> | Expectant Mother | <input type="checkbox"/> | Visitors and/or Public | <input type="checkbox"/> | Trespassers | <input type="checkbox"/> |
| Frequency of Exposure | Continually | <input type="checkbox"/> | Hourly | <input type="checkbox"/> | Daily | <input checked="" type="checkbox"/> | Weekly | <input type="checkbox"/> | Monthly | <input type="checkbox"/> | Yearly | <input type="checkbox"/> |
| Duration of Exposure | Less than 1hr | <input type="checkbox"/> | 1-2 hrs | <input type="checkbox"/> | 3-4 hrs | <input type="checkbox"/> | 5-6 hrs | <input type="checkbox"/> | 7-8 hrs | <input type="checkbox"/> | More than 8 hrs | <input checked="" type="checkbox"/> |

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|--------------------|--|--------|-------|--|
| Probability | 5= Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely | Low | 0-8 | Low risk no action required |
| Severity | 5= Catastrophic, 4= Major, 3= Moderate, 2= Minor, 1= Insignificant | Medium | 9-15 | Medium risk ensure adequate controls are in use |
| | | High | 16-25 | High risk stop operation and implement adequate control measures |

| No | Hazard | Existing Control Measures | Residual Risk | | | Additional Control Measures |
|----|------------------------|--|---------------|-------------|------|-----------------------------|
| | | | Severity | Probability | Risk | |
| 1. | Slips, trips and falls | <ul style="list-style-type: none"> Well maintained flooring. All access routes and walkways are suitably illuminated using an appropriate level of lighting. Employees wear appropriate footwear when accessing the boiler/server/plant rooms. Floor surfaces of the premises areas are subject to on-going visual inspections by the site team when accessing the boiler/server/plant rooms, any signs of damage are dealt with promptly. Designated walkways kept clear and free from obstruction. Non-slip flooring used. | 3 | 2 | 6 | |
| 2. | Electrocution | <ul style="list-style-type: none"> Equipment in good condition. Fixed Electrical certificate in place. PAT testing completed annually. | 5 | 1 | 5 | |

| No | Hazard | Existing Control Measures | Residual Risk | | | Additional Control Measures |
|----|-------------------------|---|---------------|-------------|------|--|
| | | | Severity | Probability | Risk | |
| 3. | Fire/Explosion/Gas | <ul style="list-style-type: none"> • Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. • The assessment considers the provision of preventative measures, means of raising the alarm, staff training and provision of firefighting equipment. • All alarm and emergency lighting systems are maintained by appointed competent contractor. • Smoking prohibited on the premises in line with current legislation. • Fire alarm and detection present. • All escape routes are unobstructed. • Sources of ignition and combustible items kept apart. • Equipment undergoes annual inspection. • Auto shut off in place for gas where applicable. • Carbon Monoxide detection is in place where applicable. | 5 | 2 | 10 | <ul style="list-style-type: none"> • Upper floor server room in the main building. Recommend a demarcation area is put into place of at least 2 meters to restrict the storage of combustible materials close to server cabinets. • Gas and electric cupboard located under the stairs in the entrance of the bistro contains combustible materials. Such locations cannot be used for the storage of combustibles and should be removed and remain clear. |
| 4. | Cuts, bumps and bruises | <ul style="list-style-type: none"> • Equipment in good condition and maintained regularly. • First aid available on site with qualified first aiders available if required. • First aid box fully stocked up throughout the main building. | 4 | 2 | 8 | |
| 5. | Housekeeping | <ul style="list-style-type: none"> • Rubbish removed by the site team where applicable. | 3 | 2 | 6 | |

| No | Hazard | Existing Control Measures | Residual Risk | | | Additional Control Measures |
|-----|--|--|---------------|-------------|------|-----------------------------|
| | | | Severity | Probability | Risk | |
| 6. | Unauthorised Access | <ul style="list-style-type: none"> CCTV in use throughout building. Supervision in place during working hours. Boiler/server/plant rooms remains locked when not occupied, only authorised staff members have access keys. Only authorised personnel are allowed in the boiler/server/plant rooms. | 3 | 2 | 6 | |
| 7. | Hygiene/Infection control | <ul style="list-style-type: none"> Hand Wash and Sanitizer available. Cleaning undertaken by appointed persons. | 3 | 1 | 3 | |
| 8. | Materials/equipment storage leading to falling objects. <i>Staff and 3rd parties could suffer severe personal injury or worse as a result of materials falling onto them</i> | <ul style="list-style-type: none"> Items are not stored within the boiler/server/plant rooms. Supervision in place. | 4 | 1 | 4 | |
| 9. | COSHH | <ul style="list-style-type: none"> COSHH substances are not stored within the boiler/plant/server rooms. | 3 | 2 | 6 | |
| 10. | Exposure to Asbestos Containing Materials (ACM's) <i>Exposure to inhalable or ingestible ACM fibres could lead to Asbestos related disease for those affected</i> | <ul style="list-style-type: none"> Location of ACM's was established by previous survey. ACM's are subject to on-going monitoring by the school management team following the guidance provided by the survey. ACM register information is given to all outside contractor personnel who may be required to work in the location where ACM's are present. | 5 | 1 | 5 | |

ACTIONS ARISING FROM THE RISK ASSESSMENT

| Hazard number | Risk Rating | Who will be responsible for the additional control measures? Name(s) | When will the actions be complete? | Date complete and any comments or note |
|---------------|-------------|---|------------------------------------|--|
| 3.1 | Med | Site Team | 1 Month | |
| 3.2 | Med | Site Team | 1 Week | |

Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all which is within its contents.

| Name | Signature | Date | Name | Signature | Date |
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