

## RISK ASSESSMENT – Boarding House

**DATE REVIEWED:** November 2024 (next review November 2025)

**PEOPLE AT RISK:** Students, Staff, Visitors and Contractors

HAZARDS – significant issues	CONTROL MEASURES – strategies required to manage the risks safely	Action by whom?	Arrangements for monitoring by senior staff
<b>Movement around the Boarding House</b> – slips and trips	<ul style="list-style-type: none"> <li>Internal flooring/carpeting in good condition</li> <li>Corridors kept clear</li> <li>Trailing electrical leads/cables prevented where possible</li> <li>Lighting bright enough to ensure safe exit and access</li> <li>Areas to the sides and bottom of beds and general dormitory walkways are kept clear</li> <li>Procedures in place to deal with spillages</li> <li>Ensure any problems are reported on the <a href="#">Maintenance/Repair Form</a></li> <li>Accidents recorded on the <a href="#">Accident form</a> and reviewed termly</li> <li>Near misses reported on the <a href="#">Accident From</a></li> </ul>	<p>All staff</p> <p>LS/BH staff</p>	Termly checks in place – CR
<b>Security</b>	<ul style="list-style-type: none"> <li>The School is locked between 8:15pm and 8:30pm once all children are upstairs, the duty member of staff will use the <a href="#">Lock-Up tick list</a> to ensure all areas of the School are secure</li> <li>Keypad access is set up to all internal Boarding House access doorways, the key code is shared only with those who are working or staying in the Boarding House. The access code changes termly.</li> <li>Boarding House staff ensure that access to the House during the day is suitably controlled</li> <li>Visitors and tradesmen/women are only allowed to enter the Boarding House if accompanied by a member of Mowden staff</li> </ul>	LS/BH staff	CR to monitor
<b>Work at Height</b>	<ul style="list-style-type: none"> <li>Necessary step stool is in place</li> <li>Window opener is available for opening high level windows</li> <li>All Staff made aware that they cannot use step ladders without the necessary training</li> </ul>	LS	CR to monitor

<b>Furniture and fixtures</b>	<ul style="list-style-type: none"> <li>• Fixtures in good condition and securely fastened.</li> <li>• Furniture in good repair and suitable for the size of the user, whether adult or child.</li> <li>• Portable equipment stable</li> <li>• Items in need of repair removed and reported promptly on the <a href="#">Maintenance Repair Form</a></li> </ul>	LS/BH Staff	Termly checks in place – LG
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>• Trolleys are provided for moving heavy objects.</li> <li>• Staff to have manual handling awareness if lifting trunks and cases</li> </ul>	SM/SD LS/BH staff	LG to monitor
<b>Electrical equipment and surfaces</b>	<ul style="list-style-type: none"> <li>• Fixed electrical switches and plugs are in good repair</li> <li>• Plugs and cables in good repair</li> <li>• Portable electrical equipment is visually checked</li> <li>• PAT testing to be carried out on a regular programme</li> <li>• Charging of Boarders' electrical items to be carried out in Boarding House Sitting Room where supervised and monitored.</li> </ul>	S Miller    All BH staff	Termly checks in place – LG
<b>Fire</b>	<ul style="list-style-type: none"> <li>• Fire exits are unobstructed, kept unlocked and are easy to open from the inside.</li> <li>• Fire notices are up-to-date and clearly displayed</li> <li>• Fire-fighting equipment in place and regularly maintained</li> <li>• Fire evacuation procedures are clearly displayed</li> <li>• Pupil induction includes the location of Fire Exits</li> <li>• Staff and pupils are aware of fire evacuation procedures, including special arrangements for those with disabilities</li> <li>• Staff are familiar with the location of fire-fighting equipment</li> <li>• Staff trained in what to do in the event of a fire</li> <li>• Torches provided for each dorm for procedures during darkness</li> <li>• Torch batteries are checked every half term</li> <li>• External Fire routes suitably lit for procedures during darkness</li> <li>• Night Time Fire drills carried out termly and are logged on the <a href="#">Fire Drill Report</a></li> <li>• A register is produced each evening to state who is sleeping in the building and in which dorm. It also states residents, staff &amp; visitors sleeping in the building.</li> <li>• The School fire alarm is tested on a weekly basis. Emergency lighting is tested on a monthly basis, this testing is logged.</li> </ul>	S Miller/LS/All Staff  SM  LS  LS/BH Staff   LH   LS/BH Staff  SM  LS/BH Staff   SM	LG to monitor

<b>Safeguarding</b> <ul style="list-style-type: none"> <li>• <i>risk of inappropriate pupil relationships and the potential for child-on-child abuse outside the normal school day</i></li> <li>• <i>any significant gender imbalance in the school</i></li> <li>• <i>the approach to harmful online content and how boarders' devices are managed</i></li> </ul>	<ul style="list-style-type: none"> <li>• Pupils are well supervised during the evening, both downstairs during activities and in the boarding house</li> <li>• All staff (including those in the boarding house) adhere to the <a href="#">School's Safeguarding Policy</a></li> <li>• Boarders are aware of how to contact staff after lights out, should they need to for any reason</li> <li>• Boarders are aware of the methods of raising concerns with staff - through the worries box in the boarding house , the Report a problem form on the pupil intranet page and via the pastoral system at School</li> <li>• All pupils, including boarders, are taught about appropriate relationships through the PSHEE curriculum</li> <li>• Only School managed electrical devices (Chromebooks) are allowed in School, the use of mobile phones or other devices is not permitted in School (including the boarding house).</li> </ul>	LS/SSK	SSK to monitor
<b>Dormitories</b>	<ul style="list-style-type: none"> <li>• Rooms have natural ventilation</li> <li>• Reasonable room ventilation is maintained</li> <li>• Suitable lighting arrangements including curtains/blinds, provision of torches and regular checks of bedside lights / torch batteries</li> <li>• Dormitories are clear from overcrowding and comply with guidelines for appropriate personal space</li> <li>• Window restrictors are fitted to all dormitory windows</li> </ul>	LS/BH staff/S Miller	SSK to monitor
<b>Sick Bays and Surgery</b>	<ul style="list-style-type: none"> <li>• Follow appropriate procedure for sick children in line with <a href="#">School Medical Policy</a></li> <li>• Rooms to be appropriately cleaned following use by sick child.</li> <li>• Procedures for infection control are followed</li> <li>• Medication stored and administered appropriately in line with the <a href="#">School Medical Policy</a></li> </ul>	LD/LS/BH Staff  Cleaning staff  LD	SSK to monitor
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Cleaned on a daily basis to meet requirements of suitable hygiene and cleanliness</li> <li>• Notices to state whether water supply is suitable for drinking</li> <li>• Sanitary bins are emptied by a specialist external contractor on a regular basis</li> </ul>	Cleaning staff  SMiller	SSK to monitor

	<ul style="list-style-type: none"><li>• A regime of cleaning and checks are carried out termly as part of the School's Legionella policy as laid out in Part 3 of the <a href="#">Health and Safety Policy</a></li></ul>		
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Reviewed by: *Sam Shaw-Kew*

Date: 08/09/2025

Reviewed by: *Phil Sturt*

Date: 08/09/2025

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.