RISK ASSESSMENT - Boarding House

DATE REVIEWED: September 2025 (next review September 2026) **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
Movement around the Boarding House – slips and trips	 Internal flooring/carpeting in good condition Corridors kept clear Trailing electrical leads/cables prevented where possible Lighting bright enough to ensure safe exit and access Areas to the sides and bottom of beds and general dormitory walkways are kept clear Procedures in place to deal with spillages Ensure any problems are reported on the Maintenance/Repair Form Accidents recorded on the Accident form and reviewed termly 	All staff LS/BH staff	Termly checks in place – CR
Security	 Near misses reported on the <u>Accident From</u> The School is locked between 8:15pm and 8:30pm once all children are upstairs, the duty member of staff will use the <u>Lock-Up tick list</u> to ensure all areas of the School are secure 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. Boarding House staff ensure that access to the House during the day is suitably controlled Visitors and tradesmen/women are only allowed to enter the Boarding House if accompanied by a member of Mowden staff 	LS/BH staff	CR to monitor
Work at Height	 Necessary step stool is in place Window opener is available for opening high level windows All Staff made aware that they cannot use step ladders without the necessary training 	LS	CR to monitor

Furniture and fixtures	 Fixtures in good condition and securely fastened. Furniture in good repair and suitable for the size of the user, whether adult or child. Portable equipment stable Items in need of repair removed and reported promptly on the Maintenance Repair Form 	LS/BH Staff	Termly checks in place – LG
Manual Handling	 Trolleys are provided for moving heavy objects. Staff to have manual handling awareness if lifting trunks and cases 	SM/SD LS/BH staff	LG to monitor
Electrical equipment and surfaces	 Fixed electrical switches and plugs are in good repair Plugs and cables in good repair Portable electrical equipment is visually checked PAT testing to be carried out on a regular programme Charging of Boarders' electrical items to be carried out in Boarding House Sitting Room where supervised and monitored. 	S Miller All BH staff	Termly checks in place – LG
Fire	 Fire exits are unobstructed, kept unlocked and are easy to open from the inside. Fire notices are up-to-date and clearly displayed Fire-fighting equipment in place and regularly maintained Fire evacuation procedures are clearly displayed Pupil induction includes the location of Fire Exits Staff and pupils are aware of fire evacuation procedures, including special arrangements for those with disabilities Staff are familiar with the location of fire-fighting equipment Staff trained in what to do in the event of a fire Torches provided for each dorm for procedures during darkness Torch batteries are checked every half term External Fire routes suitably lit for procedures during darkness Night Time Fire drills carried out termly and are logged on the Fire Drill Report A register is produced each evening to state who is sleeping in the building and in which dorm. It also states residents, staff & visitors sleeping in the building. The School fire alarm is tested on a weekly basis. Emergency lighting is tested on a monthly basis, this testing is logged. 	S Miller/LS/All Staff SM LS LS/BH Staff LH LS/BH Staff SM LS/BH Staff	LG to monitor

Safeguarding	 Pupils are well supervised during the evening, both downstairs during activities and in the boarding house 	LS/SSK	SSK to monitor
 risk of inappropriate pupil relationships and the potential for child-on-child abuse outside the normal school day any significant gender imbalance in the school the approach to harmful online content and how boarders' devices are managed 	 All staff (including those in the boarding house) adhere to the School's Safeguarding Policy Boarders are aware of how to contact staff after lights out, should they need to for any reason 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 All pupils, including boarders, are taught about appropriate relationships through the PSHEE curriculum 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). 		
Dormitories	 Rooms have natural ventilation Reasonable room ventilation is maintained Suitable lighting arrangements including curtains/blinds, provision of torches and regular checks of bedside lights / torch batteries Dormitories are clear from overcrowding and comply with guidelines for appropriate personal space Window restrictors are fitted to all dormitory windows 	LS/BH staff/S Miller	SSK to monitor
Sick Bays and Surgery	 Follow appropriate procedure for sick children in line with School Medical Policy Rooms to be appropriately cleaned following use by sick child. Procedures for infection control are followed Medication stored and administered appropriately in line with the School Medical Policy 	LD/LS/BH Staff Cleaning staff LD	SSK to monitor
Bathrooms	 Cleaned on a daily basis to meet requirements of suitable hygiene and cleanliness Notices to state whether water supply is suitable for drinking Sanitary bins are emptied by a specialist external contractor on a regular basis 	Cleaning staff SMiller	SSK to monitor

MOWDEN HALL SCHOOL -RISK ASSESSMENT: BOARDING HOUSE

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 <u>Health and Safety Policy</u>

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.