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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| Flammable gas or oil |  | Asphyxiation Fire  Gas Explosion Burns | L | Gas detectors are in place with automatic shut off (gas boiler only) |  |  |  |  |
| H | Gas detectors are serviced annually |
| L | The fire detection system in the boiler house is linked to main alarm system and serviced annually |
| H | If a smell of gas is detected the gas supplier is notified  Contact number is readily available |
| H | Smoking in or near the boiler room is prohibited |
| H | A hot work permit is operated for all work in the vicinity of the boiler room, oil tank or gas tank |
| H | The boiler (any type) is serviced annually by a competent person and service records are maintained at the school |
| Pressure |  |  | H | In the case of a steam boiler or a pressurised hot water boiler (temperature 112° C or more) it must be examined by a competent person once in every period of 14 months |  |  |  |  |
| Heating oil burner fires |  | Burns Asphyxiation Fire | M | A fire valve system should be fitted so as to cut off the supply of oil remotely from the heating appliance in the event of an accidental fire occurring in or around the appliance |  |  |  |  |
| M | The oil fired boiler has an automatic extinguisher hanging on a rigid bar over the burner |
| H | Extinguisher serviced annually |
| Trip, falls |  |  | L | Safe access is provided to boiler house |  |  |  |  |
| M | Where there is risk of falls from height from the boiler, safe means of access is provided to those parts |
| Access by unauthorised persons |  |  | M | Unauthorised persons are not permitted in the vicinity of the boiler room or fuel storage tanks |  |  |  |  |

| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Accessibility to fuel storage tank |  | Slips, trips, falls | L | If the oil tank is filled from the top, the opening is opening is safely accessible (e.g. person  delivering oil does not have to balance on a wall to reach) |  |  |  |  |
|  |  | Fire Explosion | H | Oil or gas tank is provided with an adequate barrier to prevent it being struck by a vehicle and is adequately locked and secured against vandalism or tampering |  |  |  |  |
| Unsafe storage of materials adjacent to boiler |  | Fire Trip, fall Explosion | H | Combustible materials such as waste, furniture or cardboard are not stored in boiler room or in close proximity to fuel storage tanks |  |  |  |  |
| Wood pellet stores |  | Asphyxiation | H | Access to hoppers and stores are restricted for safety reasons  Access doors and lids are capable of being secured  A safety warning notice relating to the dangers of wood pellet storage is provided adjacent to the access point |  |  |  |  |
|  |  | Fire | H | With automated fuel feed systems, there is a risk of fire burning back from the boiler to the fuel store. To prevent this, there is an interruption to the fuel-transport system (e.g. a star-feeder or chute for the fuel to fall into the boiler) |  |  |  |  |

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / /

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