**Cirencester Kingshill School**

**Annual Health & Safety Report September 2020 to August 2021**

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| Accident data trends | Reportable accident data / trends have been reported to and discussed by SLT on a termly basis. HOFs and heads of departments have been spoken to as needed. |
| Significant incidents on offsite visits | N/A |
| Asbestos containing materials have been condition checked | Date of last check: April 2019 (MHI)  Date next check due: April 2020  This is overdue and TWI is now completing the review. O/s photos needed to complete the report. |
| Asbestos register is up to date | Date register updated: April 2019  Next review due: April 2020  Register reviewed annually by the Site Manager.  This is overdue and TWI is now completing the review. O/s photos needed to complete the report.  Some signs of wear, but no loose or flaking particles on floor tiles. Firebreaks have not been disturbed and are in good conditions.  Pictures taken and in file.  Resulting actions in School:   * Floor tiles in Heads Store – ongoing monitoring * Floor tiles in Gym store – ongoing monitoring * Kitchen board under sink – ongoing monitoring * Sky lights removed and the boards on main roof still in place – ongoing monitoring * Fire breaks in ceiling voids – ongoing monitoring   Resulting action in Bungalow:   * Cowling in roof (cement based asbestos) – ongoing monitoring   A new risk assessment was undertaken prior to the CIF Expressives Roof work taking place. Asbestos removal from the roof above the ktichen containing asbestos completed in December 2020. |
| Fire risk assessments are up to date | Date of last Fire Risk Assessment: April 2021  Next Fire Risk Assessment due: April 2024  Buildings, Health & Safety Committee have reviewed the report. Action plan items all completed. |
| H & S Audit assessments are up to date | Date of Last H & S Audit: June 2018  Next H & S Audit due: booked for January 2022. The audit has been cancelled as a result of the pandemic.  Governor H & S annual meeting: August 2021 (report November 2021 to Buildings, Health & Safety Committee) |
| Learning points from fire drill | Planned fire evacuations take place 3 times year. Fire reports are discussed by SLT.  Planned fire drills did not take place in 2020/21 due to the pandemic. The SHE team confirmed that as per the school’s fire risk assessment, the risk to occupants is low because evacuation times are quick; a means of escape is available and is protected; and there is fire detection installed throughout, which are all mitigating factors. An unscheduled fire evacuation took place in December 2020. |
| Review of status on policies, procedures and risk assessments | * Fire policies and procedures, CCTV Policy and Emergency Response procedures have been reviewed by the Buildings & Health and Safety Committee as part of their annual review in November 2020 * The Health & Safety Policy was reviewed by the Buildings & Health and Safety Committee as part of their annual review in April 2021 * The Mini Bus Policy was reviewed by the Buildings & Health and Safety Committee as part of their annual review in June 2021 |
| Control of contractors | Contractors continue to sign in and out and report to the Heads PA as part of the fire procedures. Site Manager briefs on school H & S and asbestos register. |
| Control of building projects | There have been no fire risks as a result of any building projects during 2020-21.  Site Manager briefs contractors / project manager on health & safety, asbestos register and fire procedures as needed. DBS risk assessments are undertaken were necessary. If applicable site team members accompany contractors on site. |
| Training | First aid training on-going programme is in place, including First Aid for Mental Health and Outdoor First Aid and Spots First Aid  Accident and Investigations (RPA)  AED training  Asbestos awareness training  Coronavirus webinars  COSHH  Managing Stress and Mental Health  Manual Handling  Medical Conditions Awareness  MIDAS Minibus training  Risk Management (RPA)  Supporting Mental Health of Staff  Wellbeing for Education  Working at Heights |

Sarah Gardiner, School Business Manager

October 2021