**Cirencester Kingshill School**

**Annual Health & Safety Report September 2021 to August 2022**

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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.  Overview of reportable accidents for the year 2021-2022 below:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Injury** | **Number** | **Curriculum Related** | **Club** | **Trip / Off Site Visit Related** | | Fracture | 12 | 6 | 0 | 0 | | Head | 2 | 1 | 0 | 0 | | Laceration/abrasions/graze | 7 | 4 | 0 | 0 | | Muscular / Ligament | 11 | 5 | 2 | 1 | | Sprain/strain/swelling | 8 | 5 | 0 | 0 | | Concussion | 3 | 0 | 1 | 1 | | Burn / Scald | 3 | 2 | 0 | 0 | | Nose bleed | 1 | 0 | 0 | 0 | | Bruising | 9 | 5 | 0 | 0 | | Dislocation | 1 | 1 | 0 | 0 | | Inhalation | 1 | 1 | 0 | 0 | | Chipped tooth | 2 | 1 | 1 | 0 | |  |  |  |  |  | | **Total** | **60** | **31** | **4** | **2** | |
| Significant incidents on offsite visits | No significant injuries on offsite visits. 2 reportable injuries linked to off site after school fixtures. |

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| Asbestos containing materials have been condition checked | Date of last check: May 2022 (TWI)  Date next check due: May 2023 |
| Asbestos register is up to date | Date register updated: May 2022  Next review due: May 2023  Register reviewed annually by the Site Manager.  There has been no change to condition noticed from the previous year. 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   TWI is getting quotes are for an updated asbestos risk to be undertaken. |
| 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. |
| Water Hygiene / Legionella | Date of last risk assessment: Feb 2019  Next review due: an order has ben placed for this work to be undertaken  TWI has placed an order for the Water Hygiene Risk Assessment to be undertaken. TWI continues to do monthly checks and is training JGR on how to do this. Two new expansion vessels had to be replaced on the main boilers. |
| H & S Audit assessments are up to date | Date of Last H & S Audit: March 2022  Next H & S Audit due: the audits are now undertaken bi-annually – this will be due in March 2024.  The identified actions are being addressed by Heads of Faculty/Department. The action plan is reviewed and updated by SGA.  Governor H & S annual meeting: August 2022 (report November 2022 to Buildings, Health & Safety Committee) |
| Learning points from fire drill | Planned fire evacuations took place twice in 2021-2022. Fire reports are discussed by SLT. All identified issues were addressed. |
| 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 2021 * The Health & Safety Policy was reviewed by the Buildings & Health and Safety Committee as part of their annual review in April 2022 * The Mini Bus Policy was reviewed by the Buildings & Health and Safety Committee as part of their annual review in June 2022 |
| 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 2021-22.  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 | Asbestos awareness training  COSHH  Epilepsy, Anaphylaxis, Asthma and Allergies  First aid at work requalification  First aid awareness  Legionella awareness  Manual Handling  Medical Conditions Awareness  Mental Health Conference  Role of the Fire Warden  RPA H&S Risk Assessment  Type 1 Diabetes  Youth mental health awareness |

Sarah Gardiner, School Business Manager

November 2022