

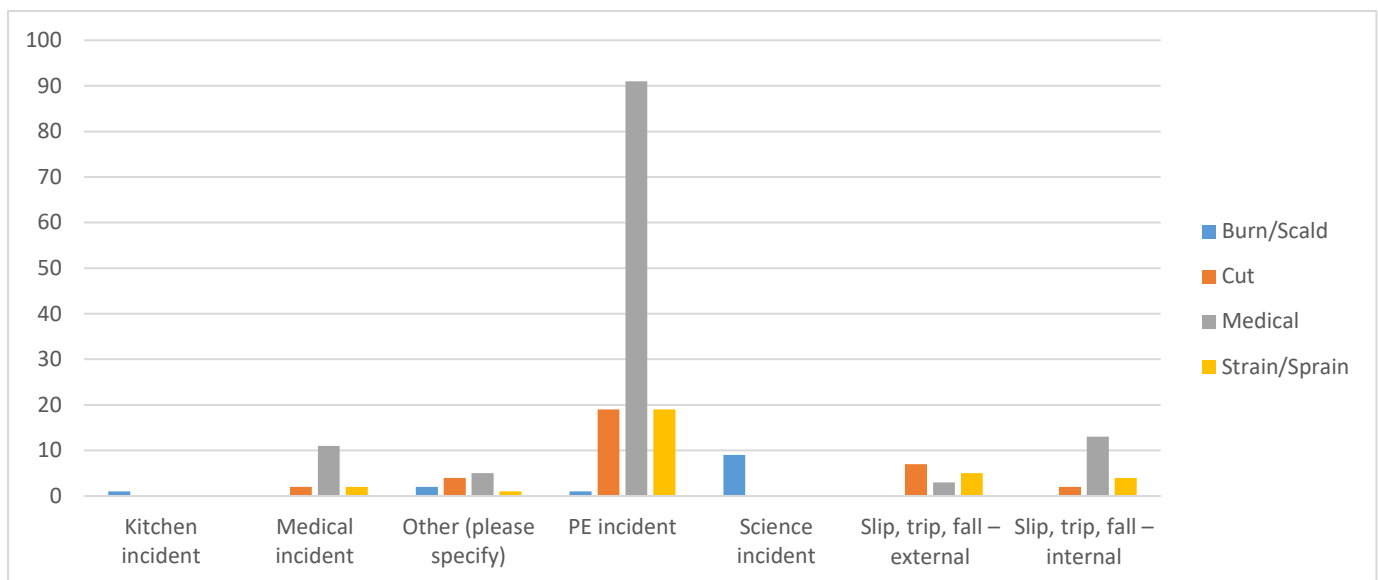
## Health & Safety Review for the year 2023/24

The following is a review of the main Health & Safety areas impacting the School during the 2023-24 academic year.

### Minor Incidents

A total of 201 minor incidents were recorded for 2023/24, up from 144 last year – see attached graph for a breakdown by category. Each item is reviewed/followed up as applicable. No items were RIDDOR reportable.

One procedure was changed as a result of internal fall to ensure that any student feeling dizzy or light-headed is escorted to first aid by an adult. We also changed our procedures in line with new Sport England guidance to ensure that any student with suspected or confirmed concussion does not participate in sporting activities for two weeks. All suspected head injuries are confirmed to parents same day.



### Work of H&S advisory service (Essex County Council)

No separate audits have been undertaken by ECC this year, however remain as our CLEAPPS link and our Radiation Protection Advisor.

### Zurich Insurance Engineering Inspections

In line with the terms of the School's insurance policy, Zurich Insurance completes 12-14 Monthly insurance inspections on various items of plant and machinery. These include Fume cabinets, all local exhaust ventilation systems (LEV's), boilers and associated plant and lifts – including the schools mobile elevated work platform or Genie lift.

Repairs to the Art lift were undertaken over the Summer. Some further repairs are needed to put it back into full use.

## **Premises maintenance checks**

An extensive range of periodic servicing and statutory testing was completed for the Premises over the course of the year. The annual cycle of H&S compliance checks and scheduled maintenance was completed by 31<sup>st</sup> August and the beginning of the new school year. Subcontracted servicing and testing work included PAT, Legionella, Swimming pool biological testing, boilers, air conditioning and ventilation systems (inc fire dampers), intruder alarm, fire detection/suppression equipment, fire curtains, emergency lighting, fire extinguisher, flood lights, moveable walls, kitchen roller shutters, kitchen gas appliances and interlocks, access control systems, CCTV, calorex, lifts, mansafe, lightning conductors, pest control, retractable seating, water cooler and flat roof maintenance. H&S risk assessments and/or action plans were completed for Asbestos management, caretaking, COSHH (Grounds, cleaning, swimming pool), finger traps, fire risk assessment, Grounds H&S, ladders, legionella, lone working, manual handling (deliveries, staging, furniture moving), retractable seating, security, slips, trips & falls, snow/inclement weather, stress (site team only), swimming pool, vehicle/pedestrian and working at height.

There are no significant items of note to report.

## **Health & Safety Committee**

There no issues raised by the H&S committee this year.

## **Health & Safety training for staff**

We now have 58 first-aid trained staff, which provides coverage for school trips and events.

## **Health & Safety training for students**

A reminder of the school fire evacuation and lockdown procedures were included regularly through the year via form assemblies.