



The Beacon
Folkestone

Premises
Management
Policy

Premises Management Policy

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Policies to be read in conjunction with the Premises Policy

Health & Safety Policy
 Critical Incident Policy
 Normal Pool Operating Procedure Policy
 Site Security Policy

1. Aims

Our school aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- Complies with the requirements of the [School Premises \(England\) Regulations 2012](#)

2. Guidance

This document is based on the [Compliance Monitoring in Council Buildings report](#) from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Education and Skills Funding Agency's [Essential School Maintenance guidance](#) for schools.

3. Roles and responsibilities

The governing board, the Executive Headteacher and the Site Manager will ensure this Premises Management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Executive Headteacher and site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The site manager is responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance
- Being the first point of contact for any issues with the premises
- Conducting and keeping a record of risk assessments and incident logs related to the school premises
- Liaising with the Executive Headteacher about what actions need to be taken to keep the school premises safe
- This list is not intended to be exhaustive

4. Schedule of Activities

Aspect	Service Requirement	Statutory/ Recommended /Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Air Conditioning Systems	Inspection	Best Practice Statutory	Annual or bi-annual Not exceeding five years	The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 No. 991	Under The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007
Asbestos register		Statutory	When circumstances dictate e.g. if changes to the premises have been made	http://www.hse.gov.uk/asbestos/schools.pdf	Control of Asbestos Regulations 2012
Car Parking and Vehicle/Pedestrian Segregation	Risk Assessment				The Workplace (Health, Safety and Welfare) Regulations 1992 (regulation 17)
Compulsory Display of Notices	Checks made to ensure correct and up to date information is displayed	The display of most information Statutory	Regular checks to ensure information is still on display and is current		Various
Construction (Design and Management) Regulations 2007	On letting of a construction project	Statutory	As required – on letting of a construction project	http://www.hse.gov.uk/construction/cdm.htm	Construction (Design and Management) Regulations 2007

Aspect	Service Requirement	Statutory/ Recommended /Best Practice	Frequency/Regularity	Links to Other Documents	Relevant Legislation/British Standard/Approved Code of Practice
Contractor Qualification Check	Checks made on contractors qualifications i.e. NICEIC, ECA	Statutory or Good Practice	On appointment of contractor	See also sections on Gas Safety Regulations and Electricity at Work Regulations	Where contractors are appointed directly by the premises manager then checks should be made to ensure that they have the appropriate qualifications to carry out the specified work. This is covered by various pieces of legislation, such as Electricity at Work Regulations 1989, Gas Safety Regulations 1998 etc
Control of Substances Hazardous to Health (COSHH) Risk Assessment	Check on storage and use of hazardous materials	Statutory	Annual (Best Practice)	COSHH A Brief Guide to the Regulations COSHH Approved Code of Practice (NB this is a priced publication)	The Control of Substance Hazardous to Health Regulations 2002 (as amended)
Equality Act 2010	Inspection	Statutory	Checks to be made whenever alteration/changes are made to the building or the external environment	Disability Discrimination Act 1995 Disability Discrimination Act 2005 BS8300	Equality Act 2010 see also Disability Discrimination Act 1995 and 2005 and BS8300 for background Building Regulations 2010

Aspect	Service Requirement	Statutory/ Recommended /Best Practice	Frequency/Regularity	Links to Other Documents	Relevant Legislation/British Standard/Approved Code of Practice
Duct Hygiene (Air Conditioning, Plenum Heating)	Inspection and testing		Annual inspection and testing – thorough cleaning routine determined from testing/inspection results		Workplace (Health, Safety and Welfare Regulations) 1992 and COSHH LEV Testing
Electrical - PAT	Portable appliance testing	Statutory	Variable but can be up to annual	The Provision and Use of Work Equipment Regulations 1998	The Provision and Use of Work Equipment Regulations 1998 (PUWER)
Electrical Stage Lighting	Inspection and testing		Annually inspection and test by competent person		
Electrical Stage Lighting	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads		Every 3 months and after every alteration		

Aspect	Service Requirement	Statutory/ Recommended /Best Practice	Frequency/Regularity	Links to Other Documents	Relevant Legislation/British Standard/Approved Code of Practice
Electrical - Fixed Electrical Installations	Schematic of supply route and primary distribution	Best Practice	Annual Update	Simple precautions - Work on electrical equipment machinery or installations	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
	Inspection of fixed wiring and all distribution boards and safety devices	Highly recommended	Annual	The Electricity at Work Regulations 1989 Electrical Safety Council's Best Practice Guide on Periodic Inspection Reporting	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
	Testing of all fixed wiring and all distribution boards	Statutory	5 yearly (or more frequently as determined by competent person)		Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
	Testing of all distribution boards in mobile accommodation	Statutory	Annual		Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations

Aspect	Service Requirement	Statutory/ Recommended /Best Practice	Frequency/Regularity	Links to Other Documents	Relevant Legislation/British Standard/Approved Code of Practice
Emergency Lighting	Inspection and testing of system	Statutory	Variable but recommend monthly checks by premises manager to check functionality, RCD (Residual Current Device [Circuit Breaker]) test. To include stop button functional test. Every six months - 1 hour duration test Annual full duration test		Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005
Extraction Systems including Fume Cupboards	Inspection and Testing of Dust Extraction Equipment	Best Practice	Annual		Control of Substances Hazardous to Health 2002 (as amended)
	Local Exhaust Ventilation	Statutory	Every 14 months	Controlling Airborne Contaminants at Work: A Guide to Local Exhaust Ventilation NB this is a priced publication	Control of Substance Hazardous to Health 2002 (as amended) Building Bulletin 88 Fume Cupboards, DfES applies to installation and maintenance of school fume cupboards There is a British Standard that applies to other fume cupboards

Aspect	Service Requirement	Statutory/ Recommended /Best Practice	Frequency/Regularity	Links to Other Documents	Relevant Legislation/British Standard/Approved Code of Practice
Fire Risk Assessment and Management Plan	Fire Risk Assessment	Statutory	Whenever any changes are made that will impact on the original assessment	The Regulatory Reform (Fire Safety) Order 2005	Regulatory Reform (Fire Safety) Order 2005
Fire Detection and Alarm Systems	Inspection and testing of system	Best Practice	Weekly test with formal quarterly and annual inspections by competent person		Regulatory Reform (Fire Safety) Order 2005
Fire Doors	Inspection		Weekly		Regulatory Reform (Fire Safety) Order 2005
Fire Fighting Equipment	Inspection and maintenance extinguishers	Best practice	Annual		Regulatory Reform (Fire Safety) Order 2005
	Inspection and testing of fire sprinkler system	Best practice	Annual, although further checks may be necessary for specific insurance requirements.		Regulatory Reform (Fire Safety) Order 2005
First Aid Equipment	Inspection		Regular checks to ensure no equipment is outside of expiry date	HSE - First aid at work: Legislation	Health and Safety (First Aid) Regulations 1981 as amended by the Health and Safety (Miscellaneous Amendment) Regulations 2002

Aspect	Service Requirement	Statutory/ Recommended /Best Practice	Frequency/Regularity	Links to Other Documents	Relevant Legislation/British Standard/Approved Code of Practice
Fuel Oil Storage	Plan of primary pipe work and main isolation points	Best Practice	Annual Update	The Control of Pollution (Oil Storage) (England) Regulations 2001	The Control of Pollution (Oil Storage) (England) Regulations 2001
	Visual Condition Inspection	Recommended	Annual		The Control of Pollution (Oil Storage) (England) Regulations 2001
	Maintenance checks on all pipe work devices	Best Practice	Annual		The Control of Pollution (Oil Storage) (England) Regulations 2001
Gas Safety					The Gas Safety (Installations and Use) Regulations 1998
	Gas Safety Inspections and certificates	Statutory		THE GAS SAFETY (INSTALLATION AND USE) REGULATIONS 1998	The Gas Safety (Installations and Use) Regulations 1998
	Identification and location	Statutory	Annual updating		The Gas Safety (Installations and Use) Regulations 1998

Aspect	Service Requirement	Statutory/Recommended/Best Practice	Frequency/Regularity	Links to Other Documents	Relevant Legislation/British Standard/Approved Code of Practice
Gas Safety Gas Appliance cont.	Servicing for efficient operation, combustion	Recommended for all premises Statutory duty on Landlords	Annual Servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working		The Gas Safety (Installations and Use) Regulations 1998
Gas Pipe Work	Visual condition inspection and testing if required	Recommended	Annual		The Gas Safety (Installations and Use) Regulations 1998
Glazing	Checks	Statutory	Initial survey of building to identify areas where safety glazing should be in place, ongoing checks that any glazing replacements are with safety glass as req'd.		Workplace (Health, Safety and Welfare Regulations 1992) and Building Regulation Part M
Hydrotherapy Pools and Swimming Pools	Risk Assessment			The Health and Safety Executive publication HSG179 Managing health and safety in swimming pools (HSG179)	Health and Safety Act Work Act 1974

Aspect	Service Requirement	Statutory/Recommended/Best Practice	Frequency/Regularity	Links to Other Documents	Relevant Legislation/British Standard/Approved Code of Practice
Lifts and Hoists	Thorough examination, full maintenance and inspection	Statutory	Every 6 months minimum for passenger lifts Every 12 months for goods lifts After substantial and significant changes have been made	The Lifting Operations and Lifting Equipment Regulations 1998	Lift Operations and Lifting Equipment Regulations 1998 Thorough examination and testing of lifts
Lighting Conductors	Inspection and testing	Best Practice	Every 11 months full test to assess adequacy of earthing, evidence of corrosion, alterations to structure (by competent persons to BS 7430)		BS 6551, 1992
Mobiles – Stability of	Structural inspection of mobile accommodation	Best Practice	Annual (depending on age)		BRE Digest 374 1992
Playground & Gymnasium equipment - Fixed	Inspection and testing	Best Practice	Annual		BS 5696, BS 7188, BS7044, BS 1892 Part 1 2003
Radon	Risk Assessment			Statutory Instrument 1999 No. 3232	Ionising Radiation Regulations 1999.

Aspect	Service Requirement	Statutory/ Recommended /Best Practice	Frequency/Regularity	Links to Other Documents	Relevant Legislation/British Standard/Approved Code of Practice
Shared Premises	Risk Assessment		As required		Regulation 11 of the Management of Health and Safety at work Regulations 1999
Slips and Trips	Risk Assessment		As required	www.hse.gov.uk/slips/index.htm	The Workplace (Health and Safety and Welfare) Regulations 1992
Topple Test	Risk assessment		As required		<u>Local Authorities' Cemeteries Order 1977 (LACO)</u>
Tree Safety	Risk Assessment		Annual and following any works that could have caused damage and high winds		Health and Safety at Work etc Act 1974 Occupiers Liability Act 1957 and 1984
Vacant Buildings	Risk Assessment		As required		Occupiers Liability Act 1984
Water Hygiene and Safety (Legionnaires' Disease etc)	Risk Assessment	Statutory	Risk assessments reviewed regularly or in any case if there is a reason to believe original assessment is no longer valid	HSE Legionnaires' Disease – further information	Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) The Notification of Cooling Towers and Evaporative Condensers Regulations Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems Approved Code of Practice

Aspect	Service Requirement	Statutory/ Recommended /Best Practice	Frequency/Regularity	Links to Other Documents	Relevant Legislation/British Standard/Approved Code of Practice
Water Hygiene and Safety Legionnaires' Disease Water Systems Cold water Systems	Plan of Primary pipe work and main isolation points	Best Practice	Annual Updating		Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) The Notification of Cooling Towers and Evaporative Condensers Regulations Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems Approved Code of Practice
	Visual Condition and Compliance inspection	Recommended	Annual		
	Tank condition and compliance inspection	Statutory	Annual		
	Water Quality Check	By exception from supply company	By exception		

Aspect	Service Requirement	Statutory/ Recommended /Best Practice	Frequency/Regularity	Links to Other Documents	Relevant Legislation/British Standard/Approved Code of Practice
Water Hygiene and Safety Legionnaires' Disease Water Systems – Low pressure hot water systems	Visual condition inspection	Recommended	Annual		
	Maintenance checks on all pipe work devices (strainer, valves, blending valves, pumps etc	Best practice	Annual updating		
Water Hygiene and Safety Legionnaires' Disease Water Systems – Water and Surface Temperature	Water Systems Risk Assessment	Statutory	Bi-annual review, any change to the system to initiate a review or user can initiate		Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) The Notification of Cooling Towers and Evaporative Condensers Regulations Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems Approved Code of Practice
	Water Quality checks	Statutory	Subject to risk assessment		
	Water and Surface Temperature	Statutory	Risk Assessment		Education (School Premises Regulations) 1999

Aspect	Service Requirement	Statutory/ Recommended /Best Practice	Frequency/Regularity	Links to Other Documents	Relevant Legislation/British Standard/Approved Code of Practice
Workstation Assessment	Analysis of workstation to assess any health and safety risks		Change of employee or relocation of workstation	The Health and Safety (Display Screen Equipment) Regulations 1992	Health and Safety (Display Screen Equipment) Regulations 1992
Working at Height	Risk Assessment			The Work at Height Regulations 2005 HSE Guide to Working at Height Regulations 2005	Working at Height Regulations 2005
Working at Height – safety Eyes Bolts and Cradles	Inspection and testing	Statutory	Annual		Lift Operations and Lifting Equipment Regulations 1998

5. Risk Assessment

Where a risk assessment is required it should be “a suitable and sufficient assessment of the risks”. A suitable and sufficient assessment of risks would:

- Correctly identify any significant risk that is reasonably foreseeable
- Enables the assessor to decide what action needs to be taken and what the priorities should be
- Is appropriate for the type of activity
- Will remain valid for a reasonable time
- Reflects what employers may reasonably practicably be expected to know about the risks associated with their undertaking.

In addition to the risk assessments the school is required to have in place, we ensure we have risk assessments in place and regularly updated, to cover:

- Science Pond
- Play apparatus
- Hydrotherapy Pool
- In Ground Trampoline

6. Air-Conditioning Systems

Prior to the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulation 2007 there was no legislative requirement for air conditioning units to be inspected, other than the cooling tower type (See section on water hygiene). However, on installation of an air conditioning unit the installing company is likely to insist that the client sign up to a maintenance contract of 6 monthly checks which will also include an annual maintenance schedule.

Under The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 an air conditioning system should be inspected by an energy assessor at regular intervals not exceeding 5 years, although bi annual checks and an annual maintenance schedule as described above should continue as best practice.

It is the duty of the relevant person to ensure that this is carried out; under the Regulations the relevant person is classified as the person who has control of the system.

If the system was installed after 1st January 2008 then it must be inspected within 5 years from the date that it was first put into use. Where the system was installed prior to 1st January 2008 an inspection must have taken place by 4th January 2009 where the effective rated output of the system is more than 250kw or if the effective rated output is more that 12kW the inspection must take place by January 2011.

Once the inspection has taken place the relevant person should retain a copy of the report.

7. Asbestos

The Control of Asbestos Regulations 2012 came into force on 6th April 2012. These regulations update previous asbestos regulations to take account of the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC).

The Beacon build was completed in August 2016, as per regulations asbestos products were not used during the construction.

Should any additional building works be undertaken on The Beacon grounds further tests will be undertaken and confirmation that there is no building rubble, from previously demolished building, containing asbestos will be sort.

Further information is available from the Health and Safety Executives website.

8. Car Parking and Pedestrian/Vehicle Segregation

The Workplace (Health, Safety and Welfare) Regulations 1992 (regulation 17) covers the layout of traffic routes, traffic management systems and the provision of signage. The main areas of the regulation are:

- Every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner
- Traffic routes in a workplace shall be suitable for the persons or vehicles using them, sufficient in number, suitable positions and of sufficient size. It may sometimes be difficult to provide "sufficient separation" between pedestrians and vehicles where layouts and traffic routes have already been constructed, therefore the regulation is qualified by the statement "so far as is reasonably practicable"
- All traffic routes shall be suitably indicated, where necessary, for reasons of health and safety.

A risk assessment for The Beacon has been completed, during busy times of drop off and pick up the care park is managed by the site team.

9. Compulsory Display of Notices

There are a number of notices and documents that employers have to display on their notice board or anywhere where the information is easily accessible to employees. There are some very specific requirements depending on the type of property however in general terms employers are required to post the following:

- Details of the person in charge of the first aid box
- Any information necessary to comply with fire legislation
- A certificate of insurance as required by the Employers Liability (Compulsory Insurance) Act 1969
- A thermometer on each floor
- A copy or abstract of relevant regulations (where still relevant).

10. Contractor Qualification Checks and Duty to Manage

All contractors must have liability insurance, Health & Safety Policies and appropriate qualifications, for example Gas Safety Register or NICIEC registered for work in connection with gas and electrical installations respectively.

Although contractors have their own responsibilities under health and safety legislation, The Beacon, as the employer who controls the workplaces, dictate the working practices in most cases.

Contractors have a thorough appreciation of the standards and performance that are expected. From the outset they should be familiar with the health and safety policy statement, and relevant procedures. This includes:

- Any particular hazards of the workplace and work activities,
- How to report accidents/incidents
- Emergency procedures including fire safety arrangements.

11. Control of Substances Hazardous to Health (COSHH)

The Beacon has risk assessments for all COSHH cleaning and water treatment chemicals. In addition, we have control cards for all chemicals used within the science classroom. Chemical cabinets have been supplied to store all dangerous chemicals and cleaning products are kept locked away.

PPE is provided in addition to normal control methods i.e. ventilation.

Maintenance and servicing of machinery and ventilation forms part of annual inspections.

The eight principles of good practice we follow are:

1. Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
2. Take into account all relevant routes of exposure- inhalation, skin absorption and ingestion- when developing control measures.
3. Control exposure by measures that are proportionate to the health risk
4. Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
5. Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
6. Check and review regularly all elements of control measures for their continuing effectiveness.
7. Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
8. Ensure that the introduction of control measures does not increase the overall risk to health and safety."

Links to Other Information Sources:

[HSE Publication: COSHH A brief guide to the regulations](#)

12. Drainage

The drainage grills within the car park are power cleaned by contractors annually.

The drains on the flat roof are inspected and cleared termly by the site team.

13. Electrical Testing

- **Portable Appliance Testing (PAT)**

A portable electrical appliance can be defined as an electrical appliance which is normally connected to a lead and a plug and which can usually be easily moved.

PAT testing is carried out by trained site team members and records are kept. Although there is no statutory time for this to be complete best practice states annual testing. The first PAT testing of equipment post moving in to The Beacon took place in August 2017.

- **Fixed Electrical Installation Tests**

The Beacon is due for its first five year testing in July 2021. This will be undertaken through KCC as part of statutory compliance.

- **Emergency Lighting**

Emergency Lighting is lighting that is installed in a building to provide a degree of illumination when the normal lighting fails. In terms of fire safety, the most important component of an emergency lighting is the “escape lighting” which is provided to illuminate escape routes to an extent sufficient to enable occupants to evacuate the building in safety.

The site team test and record the emergency lighting every month. The statutory annual drain down and test is undertaken by KCC and will be completed in December 2017.

14. Equalities Act 2010

The Disability Discrimination Act 1995 (DDA)⁵ was introduced to prevent discrimination in employment, provision of goods, services and facilities, the selling or letting of land and property, education and transport. Under Part 111 of the DDA service providers have to address any physical features which make it impossible or unreasonably difficult for disabled people to use their services'. This Act was significantly extended by the Disability Discrimination Act 2005, which gave disabled people rights in the areas of:

- Employment
- Education
- Access to goods, facilities and services, including larger private clubs and transport services
- Buying or renting land or property, including making it easier for disabled people to rent property and for tenants to make disability-related adaptations
- Functions of public bodies, for example issuing of licenses.

Source: http://www.opsi.gov.uk/acts/acts1995/ukpga_19950050_en_1

The DDA Act 2005 has now been superseded by the Equality Act 2010. The Equality Act 2010 was intended to simplify the numerous regulations, statutory orders and codes within the DDA in connection with the duty to make reasonable adjustments to physical features at premises, however in reality the Equality Act has not made any real changes to the requirements on 'service providers'.

It is therefore worth considering first the requirements under DDA before considering any 'changes' introduced through the Equality Act.

The DDA was aimed at protecting the rights of a wide range of disabled people besides wheelchair users, including:

- Blind and partially sighted people
- Deaf and hearing-impaired people
- Facially disfigured people
- People with long-term illnesses or hidden impairments, for example, those with arthritis, asthma, diabetes, or Alzheimer's Disease
- People with learning disabilities, for example, those with dyslexia
- People with mental illness.

The Beacon build was completed in August 2016 and has been built to DDA requirements including

- All doors are DDA complaint
- Two fire evacuation lifts which allow all users, regardless of disability, to access both floors of the building.
- Classrooms are both clearly labelled and have braille imbedded in the face plates.
- A number of disabled toilets throughout the building.
- PEEPs are available for all required users with a buddy system for adults requiring assistance during an evacuation.

15. Extraction Systems

The Health and Safety at Work etc Act 1974 requires employers to provide and maintain working conditions that are safe and without risk to the health of employees, so far as is reasonably practicable.

Adequate control may mean the installation of suitable extraction systems. Where such systems are installed they must be adequately maintained to ensure that they are kept in an efficient and effective working order, and they must be examined and tested against their performance standard, records of these checks must be kept for at least five years. Local Exhaust Ventilation Systems (LEVs) must be examined and tested generally every fourteen months.

The Beacon kitchen and Food Technology extractors receive an annual deep clean and the air conditioning units are serviced annually. In addition to this the site team ensure the air handling units are running correctly and replace filters accordingly.

16. Fire Safety

The Beacon has the highest rated alarm system equalling that of a hospital. The building has a number of fire compartments which delay the fire from spreading.

As part of our fire strategy we have consulted with QFSM (Quality Fire Safety Management) who provided us with a comprehensive Fire Risk Assessment which was reviewed in November 2017. QFSM also provided fire training to the whole school team when they moved into the building in September 2016.

The Beacon has a large number of Fire Wardens including staff from NHS and Social Services.

Please refer to the Fire Risk Assessment and Critical Incident policy for further details.

- **Fire Doors**

All external doors are secured by access control, in the event of the alarms being activated all locks will be deactivated to allow free movement from the building.

Fire doors are checked weekly and records kept by the Site Manager.

- **Extinguishers**

Are maintained and inspected by a competent person at least once a year. This involves a visual inspection of the extinguisher and a check of the contents and stored pressure. A written record is kept of the date of the last maintenance examination and is attached to the body of the extinguisher.

- **Fire Blankets**

Fire blankets are attached to the walls in the school kitchen, food tech rooms x 2 and one in the Life Skills House.

17. First Aid Equipment

First aid boxes are located throughout the building including at First Aid stations and in each of the school vehicles. It is the duty of the school nurse to audit the first aid boxes and this is undertaken annually.

Due to the needs of the students at The Beacon we have a high number of first aid trained staff. Qualified staff include First Aid at Work, Emergency First Aid at Work, Paediatric First Aid and Emergency Paediatric as well as a full time school nurse.

In addition to this we let a part of our building to the NHS and due to this we have a number of doctors on site throughout the week.

All first aiders complete the First Aid book after administering first aid.

18. Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 place duties on gas consumers, installer, suppliers and landlords. It is the duty of the employer to ensure any gas appliance associated pipe work and flues in the work places are maintained in a safe condition. These regulations link with other safety controls on combustion equipment, such as the Building Regulations, which provide standards for ventilation and flues.

Gas safety checks are part of KCC statutory compliance, The Beacon has 8 boilers in the plant room and 1 boiler in the Life Skills House. All boilers were serviced in November 2017.

19. Glazing

All glazing within the building complies with current safety regulations. The Site Manager checks all glazing as part of his Health & Safety walk through.

20. Hydrotherapy Pool

Under the Health and Safety Act Work Act 1974 it is the responsibility of swimming pool operators “to carry out a suitable and sufficient risk assessment of their operations and to identify necessary control measures. A suitable and sufficient risk assessment for a swimming pool would have to take account of the whole user population of the swimming pool and the fact that a fatal incident i.e. drowning can occur very quickly.

Water samples are sent to laboratories weekly and monthly and results recorded.

Please refer to the Normal Pool Operating Procedures Policy for full details.

21. Lifts and Hoists

The Beacon has a large number of fixed ceiling hoists as well as a small number of mobile hoists. All hoists are serviced as part of KCC statutory servicing.

The Beacon has 3 lifts, 2 of the lifts are fire evacuation lifts. The servicing of the lifts is undertaken through KCC as part of statutory compliance.

22. Playground and Gymnasium Equipment

The Beacon has outside play equipment and an outside gym, these items are checked and certificated annually at the same time as the PE equipment. The last inspection was in October 2017.

The grounds person checks the grounds each day, including Beacon Wood for any damage.

23. Security

The Beacon is fitted with an intruder alarm which is monitored 24/7, if the alarm is activated Right Guard Security are contacted to visit the site and report any disturbances.

Please refer to Security Policy for full details

24. Tree Safety

As well as responsibilities under the Health and Safety at Work etc Act 1974, an occupier of land where a tree stands has responsibilities under the Occupiers Liability Act 1957 and 1984. An occupier of land on which a tree stands will normally be liable for any personal injury or other damages caused by a tree breaking or falling where a tree is hazardous because of decay or structural weakness and shows external signs of being in such a condition.

The grounds person is responsible, under the supervision of the site manager, to maintain the grounds and ensure the safety of all staff, pupils and visitors. Any unstable trees will be reported to the site manager.

Within the grounds of The Beacon and within Beacon Wood there are a number of trees with TPO's (Tree Preservation Orders), KCC are responsible for surveying these annually and advising of any remedial work which needs to be undertaken.

25. Water Hygiene and Safety

- **Legionella**

The Beacon contracted out the Legionella risk assessment to Stone Grove Facilities Management, the last risk assessment was completed in August 2017.

Samples of water were taken and tested in July 2017 and the results were negative for Legionella.

Showers and outlets with low usage are flushed weekly and recorded.

- **Water and Surface Temperature Restrictions**

All outlets at The Beacon are fitted with TMVs, periodic testing of the temperatures throughout the building ensures ranges are within the acceptable parameters.

Periodic visual inspections are made of the water tank in the grounds to ensure it is clear. The tank is cleaned annually by professional contractors.

26. Workstation Assessment

A risk assessment has been undertaken by the Office Manager, if required staff can be provided with additional equipment i.e. foot rest or padded equipment to prevent RSI, through the Office Manager.

27. Working at Height

All staff requiring to work at height are provided with Ladders Association training and/or PASMA tower training, including Towers on Stairs.

The Beacon Equality Statement

The Beacon Folkestone is committed to ensuring equality of opportunity to all pupils, staff and visitors. Our Core Values are at the forefront of everything we do and we ensure all at The Beacon are treated equally regardless of age, disability, race, colour, ethnicity, nationality, religious belief, gender, gender identity, transgender, sexual orientation or marital status.

The Beacon strives to be an all-inclusive environment and is always looking for opportunities to broaden the knowledge and experiences of everyone who is involved with both our services, and the staff and clients of those using the services of our multi-agency hub.

Our aims for this year are to ensure there are more equal opportunities for pupils, staff, their families and the wider community, regardless of their disability and this forms an integral part of our School Improvement Plan.

The aims for 2016-2019 are to build and improve schemes to help bring down barriers for disabled children and young people and to broaden the experience of life both inside and outside the school community for all staff & pupils.

UPDATE SCHEDULE

<u>Version</u>	Reviewed	Reason for Update	Next review date	Governor agreement
<u>1</u>	Dec 2016	Review/transfer	Dec 17	23.01.17
2.	Dec 2017	Review/Update	Dec 18	22.01.18