

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

# 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](https://www.legislation.gov.uk/ukpga/1974/37/contents)
* Complies with the requirements of the [School Premises (England) Regulations 2012](http://www.legislation.gov.uk/uksi/2012/1943/contents/made)

# Guidance

This document is based on the [Compliance Monitoring in Council Buildings report](http://www.cipfa.org/~/media/files/services/property/document%20library/compliance%20monitoring%20england%20december%202014.pdf) 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](https://www.gov.uk/guidance/essential-school-maintenance-a-guide-for-schools) for schools.

# Roles and responsibilities

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

The facilities 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/asbesto s/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/construc tion/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 |  |  |

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| **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 |

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| **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 |

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| **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                Gas Appliance |  |  |  |  | The Gas Safety (Installations and  Use) Regulations 1998 |
| Gas Safety Inspections and certificates | Statutory |  | THE GAS  SAFETY  (INSTALLATIO  N 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.  Gas Pipe Work | 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 |
| 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/**  **Recomme**  **nded/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.u  k/slips/index.ht m | The Workplace (Health and Safety and Welfare) Regulations 1992 |
| Topple Test | Risk assessment |  | As required |  | Local Authorities' Cemeteries Order 1977 (LACO) |
| 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  Legionnaries’ Disease – The Control of Legionella Bacteria in Water Systems Approved Code of Practice |

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| **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. We now have a weekly program in place to ensure that testing is carried out in a timely manner.

# 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 was completed in August 2018.

## 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 2018. 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 facilities 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 2018.

### 19. Glazing

All glazing within the building complies with current safety regulations. The facilities manager checks all glazing as part of his Health & Safety walk through. All mechanisms are lubricated in the summer break.

### 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 under the guidance of Hydrospec and results are 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 2018.

The designated site team member 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 facilties manager, to maintain the grounds and ensure the safety of all staff, pupils and visitors. Any unstable trees will be reported to the facilties 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 via Kent County Council (Amey Community Ltd – Safe Care) have Legionella risk assessments carried out annually. The last risk assessment was completed in May 2018.

Samples of water were taken and tested in May 2018 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 foremost 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 2016-2021 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**

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| --- | --- | --- | --- | --- |
| **Version** | **Reviewed** | **Reason for Update** | **Next review date** | **Governor agreement** |
| 1. | Dec 2016 | Review/transfer | Dec 17 | 23.01.17 |
| 2. | Dec 2017 | Review/Update | Dec 18 | 22.01.18 |
| 3. | Dec 2018 | Review/Update | Dec 19 | 30.09.19 |
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