St Ives School
Haslemere

Premises and Accommodation Management

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Premises and Accommodation Management Statement

Reviewed and Revised February 2025

GENERAL STATEMENT

This premises and accommodation statement sets out St Ives school's procedures with regard to Part 5 of ISI Regulatory Requirements which incorporates The Education (Independent Schools Standards) Regulations 2010. This statement also addresses the EYFS Statutory Framework Section 3 – The safeguarding and welfare requirements, Premises: 3.56 - 3.62.

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the working environment. Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

This statement applies to all sections of the school, including the EYFS setting. St Ives seeks to implement this statement through adherence to the items set out in the rest of this document. St Ives is fully committed to ensuring that the application of this document is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

What legislation applies to schools?

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and voluntary schools, as well as pupil referral units. The premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

Policy Statement

The premises of St Ives School are constantly monitored by Alex Viner, the School Business Manager, the Maintenance staff and members of the Health and Safety Committee. Staff members are also responsible for reporting any concerns to the School Business Manager.

The school premises and the facilities provided therein are maintained to a standard, such that is reasonably practicable, the health, safety and welfare of students is ensured.

Particular attention is paid to the following areas:

Water Supply

The Business Manager ensures that the School's water supply meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that the appropriate legionella checks are carried out at appropriate intervals. These checks are recorded in a log book held by the Business Manager who addresses any findings. The following checks are made to ensure that:

- Drinking water facilities are provided and are readily accessible when the premises are in use and are separate from the toilet facilities.
- Cold water supplies that are suitable for drinking are clearly marked.
- WC's have an adequate supply of cold water and washbasins, sinks (including deep sinks), baths and showers have an adequate supply of hot and cold water.
- The temperature of hot water supplies does not pose a risk of scalding users. The temperature of hot water is a maximum of 43 degrees.
- Ensure adherence to Legionella precautions.

Washrooms

The Business Manager ensures there are suitable washrooms for the sole use of pupils, including facilities for pupils with special needs, taking account of the Education (School Premises) Regulations 1999. Disabled toilets may also be used by other staff, supply staff, volunteers and visitors whether or not they are disabled. The Business Manager is responsible for ensuring:

- School washrooms have one toilet and washbasin for every 10 pupils under 5.
- School washrooms have one toilet and washbasin for every 20 pupils aged 5 and upwards.
- Toilet facilities for disabled pupils contain one toilet, one hand wash basin and have a lockable door opening directly onto a circulation space that is not a staircase. Where possible the location of accessible toilets is sufficient to ensure a reasonable travel distance for users that does not involve changing floor levels.
- There are separate toilet facilities for boys and girls aged 8 years or over.
- Where there is unisex provision the privacy of the occupant is ensured by, for example, having a full height door.
- Toilet facilities are planned and designed so that hand washing facilities are close by and the rooms containing them are adequately ventilated and lit, and are located in areas around the school that provide easy access for pupils and allow for informal supervision by staff without compromising pupils' privacy.
- Staff washrooms are 'adequate' for the number of staff at the school and separate from the toilets provided for pupils (unless they are disabled toilets).

Changing rooms

The Business Manager ensures that there is suitable changing accommodation provided for pupils at the start of the school year. Changing areas for pupils are in areas separated from toilets and designed to provide adequate privacy.

Drainage

The Business Manager and Maintenance staff ensure that there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

Load bearing structures
The Business Manager has ensured that each load bearing structure complies with the Education (School Premises) Regulations 1999 in that it is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals when necessary.

Security Arrangements
The Business Manager and members of the SMT team ensure the School has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance and that the School perimeter fence is secure.

The School's security arrangements are based on a risk assessment which is reviewed annually and takes into account the following factors:

- the location of the School
- the physical layout of the School (eg, multiple buildings)
- the movements needed around the site
- arrangements for receiving visitors
- staff/student training in security

Should an alarm be triggered out of hours Protech Securities are immediately informed. A member of their staff visits the premises and takes appropriate action which may include calling the Head or the emergency services.

Acoustics
The Business Manager ensures that the acoustic conditions and sound insulations of each room or space is suitable (having regard to the nature of the activities which normally take place therein). She ensures each room is not unduly noisy and that, throughout the school, sound insulation and acoustics allow effective teaching and communication by requiring staff to note any concerns in their annual Space/Room survey

Lettings

The Business Manager ensures that those areas of the School which are used outside of the standard School working day are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users. Therefore the following procedures are followed by the Business Manager.

- An agreement is drawn up with the hirer which includes safeguarding measures and health and safety measures. Copies of qualifications, DBS checks, insurance details and risk assessments are obtained.
- The Business Manager will make any persons present on the site aware of the schools emergency procedures and security arrangements.

Resistance to the weather

The Business Manager and Maintenance staff ensure that School buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks. Staff can inform the Business Manager of any concerns.

Outside Space

The Business Manager ensures that there are appropriate arrangements for providing outside space for pupils to play safely and enable children to partake in physical education (in accordance with the school's curriculum) Staff do annual reviews of risk assessments and to note any concerns in their annual Space/Room survey. Staff are also required to report any immediate concerns to the Business Manager. Grounds and Maintenance do, at minimum, a monthly walkabout of premises. Tree surveys are carried out every 5 years and there are risk assessments pertaining to the use of outside area and equipment.

As far as is reasonable, the facilities, equipment and access to the premises are suitable for children with disabilities

The school has a health and safety management policy available to all staff and risk assessments are carried out in line with the school's Risk Policy and Procedure to identify and reduce risks for all members of the school community and visitors to it.

Evacuations

The Business Manager ensures there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

Accessibility

The Business Manager and members of the Health and Safety committee ensure that access to the School allows all students, including those with special needs, to enter and leave the School in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users.

Reasonable steps have been taken to ensure the safety of staff, pupils and visitors in the case of fire or other emergency procedure.

Suitability

The Business Manager ensures that, in terms of the design and structure of the accommodation, no areas of the School compromise health or safety. There are high-level hand rails on stairs above an open stair well and an asbestos management programme is in place.

In order that the school premises remain compliant it would find other suitable premises or apply for approval for a material change to reduce the number of registered pupils.

Welfare

Changing accommodation is provided for students and is accessible from the playing field or school hall where the exercise takes place.

The Business Manager has ensured that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 1999 in that:

- there is a room for medical examination and room for the short term care of sick and injured children (or for therapy to be offered to students with special needs or disabilities)
- the room contains a washbasin and a WC.

Catering

The Business Manager and Catering Manager ensure that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption of food by pupils, staff and visitors. Regular deep cleaning is carried out. Environmental Health visit the premises at least annually and their recommendations are recorded and actioned as appropriate by the Catering Manager. The Catering Manager provides regular reports on the suitability of the kitchen facilities.

Cleaning

The Business Manager ensures that classrooms and other parts of the School are maintained in a tidy, clean and hygienic state by liaising with the Excalibur Cleaning team who are contracted to clean the School on a daily basis. Periodic deep cleans take place during the school year. Classrooms are cleaned at the end of each day.

Mechanical Services

The Business Manager and Maintenance team ensure that the lighting, heating and ventilation in classrooms and other parts of the School are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:

- Each room or other space in the School has lighting appropriate to its normal use. as follows: in teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on) and a glare limited to 19 Lighting is maintained by facilities staff and external contractors as appropriate.
- External lighting is provided in order to ensure that people can safely enter and leave the school premises and ensure safe pedestrian movement after dark.
- Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures for teaching, private study and examination areas: 18°C
- in areas for physical education, washing, sleeping or circulation: 15°C.

Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms. This is done through a programme of monitoring and through systematic feedback from staff.

General Maintenance

The Business Manager and Maintenance team ensure that there is a maintenance and decoration programme. Most of this work takes place during the School holiday periods, but smaller tasks may be completed during term time.

The Business Manager ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

Health and Safety Audit

The School's premises are subject to a yearly Health and Safety check by the Health and Safety committee (Lead Governor: Iain Hazell)

Any matters of concern are discussed termly at the Health and Safety meetings (chaired by Kay Goldsworthy) or at the weekly SMT meetings

The Head and Business Manager are responsible for ensuring risk assessments are completed across all School departments.

The Ivies Nursery

Space
St Ives School meets the regulated indoor space requirements of:

- Children aged two years old: 2.5m squared per child
- Children aged three to five years: 2.3m squared per child

Outdoor Activities
An outdoor play area is provided and outdoor activities are planned and taken on a daily basis (unless circumstances make this inappropriate, for example bad weather conditions. As far as is reasonable, the facilities, equipment and access to the premises are suitable for children with disabilities.

Washrooms
Adequate toilets and hand basins are available with separate facilities for adults to use.

Hygiene
The Business Manager ensures there are suitable hygienic changing facilities for changing any children who are in nappies and there is an adequate supply of clean bedding, towels, spare clothes and any other necessary items always available.

Security
Children will only be released into the care of individuals who have been notified to the school by a parent or guardian. Children will not be allowed to leave the premises unsupervised. All reasonable steps have been taken to prevent unauthorised persons entering the premises and there is an agreed procedure for checking the identity of visitors.

Staff Room
The Business Manager ensures an area is provided where staff may talk to parents and/or carers confidentially, as well as an area in group settings for staff to take breaks away from areas being used by children.

Smoking Policy
The school operates a no-smoking policy, preventing smoking in a room or outside play area where children are present or about to be present.

Welfare

Sleeping children are checked frequently and a log of checks is kept by the Nursery Manager.

Emergencies
Reasonable steps have been taken to ensure the safety of all staff, pupils and visitors in the case of fire of other emergency.. Fire exits are clearly visible, free of obstruction and easily opened from the inside. All staff are made aware of the emergency procedures policy.

Insurance
The school has public liability insurance, employer liability insurance and buildings and contents insurance.

POLICY EVALUATION

Evaluation and review of this policy takes place on an annual basis. The staff works together to discuss any changes or adaptations. Throughout the year the whole staff are encouraged to feed back information and ideas regarding the implementation of this policy.

This document is reviewed annually by Kay Goldsworthy or as events or legislation change requires. The next scheduled date for review is January 2024.

CONCLUSION

It is the aim of the school to ensure that there is a continuity of approach throughout the school with regard to the safety of children and staff in its care. New members of staff will be informed of the department's policy for management of the premises and be expected to adhere to it.

To be read in conjunction with the following policies:

Health and Safety Management Policy
Fire Safety Management Policy
Emergency Procedures Policy