

Premises and accommodation

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1 Policy statement

1.1 This premises and accommodation statement sets out HCS 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 National Minimum Standards for Boarding Schools (2015), Standard 3.2: Boarders' Health and Wellbeing, Standard 5: Boarding Accommodation, and Standard 8: Provision and Preparation of Food and Drinks.

1.2 The Headmaster, through delegation to the Estates/Maintenance Team ensures that the water supply meets the requirements of the Education (school premises) Regulations 1999 by appointing a recognised contractor, Aquacare, to carry out monthly checks on water. These monthly checks involve checking that the school has:

- a. The school has a wholesome and satisfactory supply of water for domestic purposes including a supply of drinking water.
- b. WCs and urinals 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.
- c. Cold water supplies that are suitable for drinking are clearly marked and are readily accessible at all times when the premises are in use. These are in a separate area from the toilet facilities.
- d. The temperature of hot water supplies to baths and showers shall not exceed 43°C.

1.3 The Headmaster, through delegation to the Bursar ensures there is **an adequate drainage system for hygienic purposes and the disposal of waste water and surface water** by appointing a contractor to service the treatment plant quarterly. Daily and weekly checks of treatment plant are carried out by Maintenance team. Checks are carried out termly by the Grounds and Maintenance departments to ensure that drains are kept clear.

1.4 The Headmaster, through delegation to the Estates/Maintenance Team ensures there are:

- a. Suitable toilet and washing facilities for the sole use of pupils. Where separate facilities are provided for pupils who are disabled, they may also be used by other pupils, staff, supply staff, volunteers and visitors, whether or not they are disabled.
- b. Adequate toilets and hand basins are available (usually one wc and hand basin for every 10 children under 2) with separate toilet facilities for adults
- c. Separate toilet facilities for boys and girls aged 8 years or over are provided, except where the toilet facility is provided in a room that can be secured from the inside and that is intended for use by one pupil at a time.
- d. Toilet facilities are planned and designed so that the 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.
- e. Toilet facilities for disabled pupils contain one toilet and one washbasin and have a lockable door opening directly onto a circulation space that is not a staircase.

- f. Where possible the number and location of accessible toilets are sufficient to ensure a reasonable travel distance for users that does not involve changing floor levels.
- g. Toilet and washing facilities for staff, which may be used by visitors, are separate from those provided for pupils, except where they are designed for the use by those who are disabled.
- h. Suitable changing accommodation and showers provided for pupils aged 11 years or over, at the start of the school year, who receive physical education. Changing areas and showers for pupils are in areas separated from toilets and designed to provide adequate privacy.

1.5 The Headmaster, together with the Estates/Maintenance Team has ensured **each load bearing structure** complies with the Education (School Premises) Regulations 1999 by requiring building regulations to be met with any new builds and asking staff, through visual inspection in room space surveys, to bring to the attention of the Maintenance team any concerns they may have. As far as it is possible to ascertain, there being no contrary indicators all load bearing structures are capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which they are likely to be subjected.

1.6 The Headmaster through delegation to the Bursar ensures the school has adequate security arrangements for the grounds and buildings by means of risk assessments which are reviewed annually.

1.7 The school's security arrangements are based on a risk assessment for the school. Security systems for the boarding house are enhanced by additional keypad entry points to the boarding house. The codes on points of entry are changed frequently.

1.8 The school's security arrangement are based on a risk assessment and regularly reviewed by Senior Leadership Team and explicitly taking into account:

- a. The location of the school – the remoteness of the site – lighting has been improved to ensure that no-one can get close to the buildings without being seen. The Prep School office has good sight lines to ensure that anyone approaching the building is seen. There is always a member of staff based in the Reception area in both schools.
- b. The physical layout of the school - there being different classroom blocks and a Prep School at some distance from the main building.
- c. The movements needed around the site (e.g. crossing roads, using public spaces).
- d. Arrangements for receiving visitors – all visitors are given a security badge/sticker and asked to hand it in at the end of their visit – these are dated and indicate which member of staff they are visiting. Special occasions like Open Days are the subject of different arrangements, where all visitors are signed in and escorted by staff or pupils whilst on site.
- e. Staff/pupil training in security – all staff and pupils are trained to question visitors who are not wearing a security badge.
- f. The Headmaster will sign off the security arrangements risk assessment.

1.9 The Headmaster through delegation to the Bursar ensures the premises which are used for a purpose other than conducting the school business (such as a Sports Hall or grounds open to the public) are organised to ensure that the health, safety and welfare of pupils are safeguarded and

their education is not interrupted by other users by means of annual risk assessments or event specific risk assessments. The risk assessments list the checks in place.

1.10 The Headmaster through delegation to the Bursar ensures the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by requiring that staff complete annual space/room surveys. Any immediate concerns are brought to the attention of the Maintenance team and dealt with in a time efficient planned way.

1.11 The Headmaster through delegation to the Bursar ensures there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs by an annual review of the school Fire Risk Assessment, termly fire drills for whole school community and additional termly drills for the Boarding Community. Monthly 'walkabouts' are undertaken by the Maintenance team. Staff are required to raise any immediate concerns with the Bursar. Boarding house facilities are checked daily by Boarding staff to ensure fire exits are kept clear. There are ramps fitted where necessary for wheelchair access and evacuation. See also the HCS SENDA Policy.

1.12 The Headmaster through delegation to the Bursar ensures that students with special needs are able to enter and leave the school in safety and comfort by annual review of the SENDA policy and annual review of school traffic arrangements.

1.13 The Headmaster and the Bursar can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority

1.14 The Headmaster and Bursar ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of pupils by asking staff to note any shortcomings in the annual space/room survey. Rooms are allocated each year when the timetable is produced and class sizes are known. This includes provision for the teacher being able to reach each pupil in a classroom in order to provide individual help and guidance

1.15 In EYFS settings the following floor space is requirements are adhered to.

- ii. 3.5 sq m for under-twos
- iii. 2.5 sq m for two year olds
- iv. 2.3 sq m for those aged 3 to 5

1.16 The Bursar through delegation to the employees noted in the H&S policy as having specific responsibilities ensures that, in terms of the design and structure of the accommodation, all areas of the school do not compromise health or safety (e.g. upstairs windows being fitted with stops or bars to prevent accidents, procedures for asbestos) by requiring staff to undertake annual reviews, for example of: Local Management Arrangements, Asbestos Management, Fire Risk Assessment, completion of annual Space/Room Surveys and department specific Risk Assessments

1.17 The Headmaster, through delegation to the Bursar, has ensured that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs, taking account of the Education (School Premises) Regulations 1999.

1.18 The Maintenance team provide the Headmaster with an annual diagrammatic representation of available washrooms (which is held by the Bursar).

1.19 The Headmaster, through delegation to the Bursar, has ensured that there are appropriate facilities to cater for the medical and therapy needs of pupils in accordance with the Education (School Premises) Regulations 1999 in that:

- a. there is a room for medical or dental examination in the Senior School and a medical room in the Prep School
- b. the rooms contain a washbasin
- c. the rooms are reasonably near a WC

1.20 The Bursar through delegation to Chartwell Ltd ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring that Chartwell provide proof of annual risk assessment reviews and provide copies of inspection reports from the EHA.

1.21 The Bursar and Estates/ Maintenance team ensure that there is suitable outdoor space provided to enable physical education to be provided to students, in accordance with the school curriculum and for pupils to play outside.

1.22 The Bursar and the cleaning team ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by provision of contract cleaners .

1.23 The Bursar through delegation to the Estates/Maintenance team ensures that the sound insulation and acoustics allow effective teaching and communication by requiring staff to note any concerns in their annual Space/Room survey.

1.24 The Headmaster through delegation to the Bursar has ensured that provision is put in place for the safety of pupils moving around the site including arrangements for crossing the road and that staff give increased supervision in areas such as the car park which is accessible to parents and also members of the public for school functions such as Open Days.

1.25 The Bursar through delegation to the Estates/Maintenance Team ensures 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:

- a. 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 index limited to no more than 19

- b. Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at a height of 0.5 metres above floor level when the external air temperature is -1°C :
 - i. in medical/sick rooms: 21°C
 - ii. in teaching, private study and examination areas: 18°C
 - iii. in areas for physical education, washing, sleeping or circulation: 15°C .
- c. The surface temperature of any radiator or exposed pipework does not exceed 43°C . (for nursery classes). There is underfloor heating in the Prep School
- d. Controllable ventilation shall be at the following rates:
 - i. in all occupied areas: at least three litres of fresh air per second for each of the maximum number of persons the area will accommodate;
 - ii. in teaching accommodation, medical/sick rooms, sleeping and living accommodation: eight litres for each of the usual number of people present when the areas are occupied;
- e. in washrooms: at least six air changes an hour. There are extractor fans in washrooms.
- f. Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms. Vented extractor fans are used.
- g. There is more than sufficient external lighting to allow staff and pupils to move safely round permitted areas of the site safely in the dark.
- h. These requirements are monitored by requiring staff to note any concerns in their annual Space/Room survey.

1.26 The Bursar ensures that there is a satisfactory standard and adequate maintenance of decoration by employing 1 experienced decorator dedicated to rolling programme of decorating and requiring staff to note any concerns in their annual Space/Room survey.

1.27 The Bursar ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all pupils registered at the school by requiring staff to note any concerns in their annual Space/Room survey and their particular requirements on all requisition orders.

1.28 The Bursar with the Estates/Maintenance team ensures that there is appropriate flooring in good condition by requiring staff to note any concerns in their annual Space/Room survey.

1.29 The Bursar ensures that there are appropriate arrangements for providing outside space for pupils to play safely by requiring staff do annual reviews of risk assessments and to note any concerns in their annual Space/Room survey. Grounds and Maintenance do at minimum monthly walkabouts of premises. Tree surveys are carried out. There are risk assessments pertaining to the use of outside area and equipment.

1.29 The Bursar, through delegation to the Early Years and Maintenance Team, ensures that the play areas for early years and Prep School children are safe and that there is adequate space to run around freely.

1.30 No group or individual visitor to the school will have un-supervised access to pupils, or access to boarding accommodation.

1.31 In addition to the above, the following points apply to the provision and use of **boarding accommodation**:

- a. Boarding accommodation is fully separated by gender and by age group.
- b. There are suitable facilities, including toilet and washing facilities provided in order to cater for the needs of boarding pupils who are sick or injured.
- c. The boarding houses are appropriately lit, heated, ventilated, cleaned and maintained.
- d. Sleeping accommodation for boys is separate from sleeping accommodation for girls. The floor areas of the dormitories meet the NMSB requirements.
- e. The Heads of Boarding and their family have accommodation within the boarding house that is separate from the rest of the house.
- f. The Boarding House is adequately staffed by appropriate qualified personnel
- g. Beds supplied for the dorms are of sufficient size for the age of the boarders. Similar beds and bedding are used across a dorm; they are stable, of sound construction with good mattresses.
- h. Cleanliness of the boarders' bedding is monitored regularly.
- i. There is enough space around the beds for boarders to get changed comfortably.
- j. There is adequate storage space for boarders' clothing and property either in the dorm or adjacent to it, and there is sufficient headroom. Where bunk beds or cabin beds are used for younger children there is not overcrowding of the bedroom or study space.
- k. Boarding staff monitor that the bedding supplied by parents is clean, suitable for use and warm enough. In winter parents are recommended to provide duvets of at least 13.5 tog rating as suggested in the Boarding Handbook. The warmth of dorms is monitored during cold weather and extra heating is supplied where necessary.
- l. Boarders can personalise their own space with posters, artwork and personal items.
- m. All boarders have the opportunity to be taken to a local town each weekend by boarding staff for the purchasing of any necessary personal or stationery items. They have a good range and choice of activities available for them outside of teaching time
- n. All boarders have a safe that they can program with their personal code for the storage of any valuable items. There is also a safe in the Boarding Office for the storage of any valuables. Boarders are not allowed free access to the dormitories during the school day; entrance doors have coded locks.
- o. Requests from boarders to change bed or dorm for good reasons are properly considered.
- p. Boarders have access to well lit, quiet and well-resourced classrooms and an IT suite in nearby buildings for organised prep. The sixth formers can make use of specialist rooms for private study. The library and additional adjoining IT suite in the same building as the rest of the boarding accommodation is also available for private study each day and at weekends.
- q. The boarding house has at least one WC for every 5 boarders and the WCs are distributed within boarding accommodation to provide reasonable access from both living and sleeping accommodation. They are in individual rooms or separate cubicles, with partitions and doors that meet regulations with regard to privacy. They are in working order, with paper and with sanitary disposal facilities for the girls. Locks on doors are all checked frequently and kept in working order. The toilets are kept clean and they are well ventilated.

- r. There is at least one wash basin for every 3 boarders and there are washbasins with soap, hot water and hand drying facilities close to all toilets.
- s. There is at least one shower or bath per 10 boarders and these are distributed within the boarding accommodation with reasonable access from both sleeping and living areas. All showers and baths are separated into individual rooms or cubicles, are clean well ventilated and there is adequate hot and cold water supply.
- t. Staff and other adults do not share any of the boarders' toilet, showering or bathing facilities.
- u. Boarders make use of other changing facilities for sport, where there are adjacent toilets and washing facilities.
- v. The school has its own washing machines and also uses an external laundry (Fabcare) in order to ensure that boarders' bedding and clothing can be regularly and frequently laundered. Boarders' clothing is stored in the laundry store room and is issued to the right boarder following laundering by Fabcare.
- w. There are a range and choice of common rooms and other recreational areas such as the pool room, library and IT room available for boarders outside school time, in the evenings and at weekends, enabling separation of genders, age groups and activities as the boarders wish, and including provision for quiet relaxation and quiet activities.
- x. There is a large range and choice of outdoor areas within the school available for outdoor activities at suitable times. These include the school parkland grounds and tennis courts, rugby and football pitches that have floodlights.
- y. There are safe areas, such as the chapel and the library, where boarders can be alone if they so wish. 6th form pupils can also use their individual bedrooms.
- z. The boarders have full access to the boarding house and facilities outside school time.
- aa. The location of access to staff accommodation is fair to all boarders and there are no inappropriate one-to-one contacts between boarders and staff.
- bb. All indoor and outdoor areas used by, or accessible to boarders are free from reasonably avoidable safety hazards. cc. Frequent checks are made to ensure that sleeping, living and recreational facilities, indoors and in the school grounds, are free of significant hazards, (e.g. trailing flexes, overloaded sockets and unguarded heaters). Staff know to report any significant issues immediately to the Bursar, Estate Team or Heads of Boarding will liaise with the maintenance team and outside contractors as required. Boarders also know to report significant hazards immediately to a member of the boarding staff. dd. Windows on the first and second floor are safe to open without risk and there are no windows where there is significant risk of impact as ball games etc. are not allowed close to the building.
- ee. Risk assessments are used to ensure there are no significant hazards to boarder safety in the indoor or outdoor recreational areas used by boarders, or on their route to different parts of the school site. Boarders know which areas are always out of bounds, e.g. the maintenance sheds and boarders are also given information and frequent reminders of areas that are out of bounds unless they are supervised, such as the gym, swimming pool, science labs, etc.
- ff. Boarding accommodation is reserved for the use of those pupils designated to use it, and it is protected from access by un-authorized persons.
- gg. CCTV is designed in such a way that it provides maximum protection to pupils' individual privacy.
- hh. All meals for the boarders are provided in the Atherley Hall. All boarders including those with special dietary, medical or religious needs are provided with meals which are adequate in

nutrition, quantity, quality, choice and variety. Food is prepared by suitably qualified staff in a hygienic space.

- ii. Residential boarding staff have accommodation within easy reach of the boarding house. All aspects of this accommodation are separate from the boarders.

1.32 In addition to the above, the following points apply to the provision for EYFS at HCS:

- a. EYFS staff ensure there is space provided for children who wish to relax, play quietly or sleep
- b. Suitable equipment is used for children who need to sleep during the day. Staff acknowledge and understand that sleeping children must be frequently checked.

2 Document Information

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