



Dunottar School

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Premises Policy

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1. Policy Statement

Dunottar School will provide a safe and well-maintained premises to support high-quality teaching and learning. We will comply with applicable legislation and guidance for independent schools, including The Education (Independent School Standards) Regulations 2014 and other relevant health and safety laws. This policy sets out our arrangements, responsibilities and minimum standards for the school estate.

2. Scope

This policy applies to all Dunottar School buildings, grounds, plant and equipment, including areas used by third parties under lettings agreements, and to all pupils, staff, visitors and contractors while on site.

3. Legal and Guidance Framework

- The Education (Independent School Standards) Regulations 2014 on standards for school premises
- Equality Act
- Regulatory Reform (Fire Safety) Order 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- HSE ACOP L8 and HSG274 for water safety
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Asbestos Regulations 2012
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

4. Roles and Responsibilities

- Headmaster: overall accountability for health and safety and compliance with premises standards.
- Head of Estates & Facilities: responsible for day-to-day estate safety, statutory compliance, planned preventive maintenance (PPM), contractor management, risk assessment and training. Maintains the School's Statutory Compliance Register, ensuring all inspections, certifications, audits and remedial actions are recorded and reviewed.
- Finance Manager: oversees insurance, contracts, lettings processes and budgetary control.
- All staff: report hazards/defects promptly, following site rules and emergency procedures.
- Contractors: work to school procedures (permits to work, safeguarding, DBS where applicable) and provide statutory certification.

5. Water Safety (Legionella control)

Dunottar operates a Written Scheme of Control covering risk assessment, temperature regimes, flushing, sampling and record-keeping. Drinking water points are clearly identified; TMVs are fitted where scald risk exists and set to safe temperatures. Clearwater Technology Ltd provides monthly monitoring and reporting. Records are maintained by the Head of Estates & Facilities.

6. Drainage

Drainage systems are kept in hygienic working order. CLS Ltd attends as required, and the Estates team conduct termly checks and remedials.

7. Structural Safety

The Estates team conduct routine visual inspections for cracks, movement or subsidence. Where concerns are identified, a competent structural surveyor is appointed and actions implemented.

8. Asbestos Management

Where asbestos-containing materials are identified within the estate, the school maintains an asbestos management plan and asbestos register. The register is reviewed periodically and made available to contractors before commencing works. Any asbestos-related works are undertaken by competent persons in accordance with statutory requirements.

9. Security and Access Control

The site is secured by keypad code entry devices. Staff wear blue lanyards, external visitors sign in and are issued a red lanyard, and regular external visitors with DBS clearance are issued green lanyards. Visitors with red lanyards should be accompanied whilst onsite and anyone with a red lanyard who is unaccompanied, or without a lanyard, should be challenged.

CCTV operates in key areas of the site for safeguarding, security, and investigation purposes. Access control arrangements are reviewed periodically to ensure the safety of pupils, staff, visitors, and contractors. Out-of-hours site security arrangements are maintained to minimise unauthorised access.

10. Lettings and Third-Party Use

Premises used outside normal school hours (e.g. sports hall, swimming pool) follow lettings procedures, safeguarding and H&S controls to ensure pupils' welfare is not compromised.

11. Weather Protection

Buildings are maintained to resist rain, snow and wind. Dynamic risk assessments are completed in severe weather and defects are prioritised for repair.

12. Fire Safety and Emergency Evacuation

Fire Risk Assessments are reviewed annually and following significant changes to buildings, occupancy, use or legislation. Whole-school drills are completed termly; routes are accessible for all, including PEEPs for those requiring assistance. Ramps and a portable ramp are available.

13. Accessibility

Access routes and facilities are planned to enable safe, dignified access for pupils, staff and visitors, with reasonable adjustments made as required. Accessible toilets are provided at ground level. Accessibility improvements are further detailed within the School Accessibility Plan, which is reviewed periodically.

14. Environmental Health

Food hygiene is managed by Lexington Catering. The most recent Environmental Health Officer inspection (Reigate & Banstead BC, Nov 2025) rated the school 5/5. Catering audits are carried out routinely and issues addressed promptly.

15. Teaching Accommodation and Occupancy

Rooms are allocated annually in line with class sizes, pupil needs and supervision requirements. Teachers must be able to reach each pupil to provide individual support.

16. Washrooms and Changing

Provision meets The Education (Independent School Standards) Regulations standards and is suitable for age, sex and needs. Unisex single-occupancy WCs ensure privacy. Changing rooms and showers are provided for pupils undertaking PE.

17. Medical Accommodation

Facilities include rooms for examination/treatment and short-term care with washing and nearby toilets.

18. Food Serving Areas

Dining and servery areas are maintained to hygienic standards; Lexington completes annual risk assessments and provides inspection records.

19. Cleaning

Vervia Ltd provides contract cleaning with defined zones and supervision. Nonconformities are reported to the Head of Estates & Facilities for action.

20. Acoustics

Rooms are expected to support effective teaching and communication. Concerns are captured via annual room risk assessments and addressed by the Head of Estates & Facilities.

21. Lighting and Ventilation

Teaching spaces aim for 300 lux (500 lux for visually demanding tasks) with glare control ($UGR \leq 19$). Temperatures are managed for comfort and safety, and ventilation rates meet or exceed DfE/BB101 guidance. External lighting supports safe movement after dark.

22. Maintenance and Decoration

Planned Preventive Maintenance ensures premises are maintained to a standard that, so far as reasonably practicable, secures health, safety and welfare. Decoration needs are scheduled within annual plans.

Contractors undertaking works on site are subject to appropriate pre-engagement checks including competency assessment, insurance verification, safeguarding requirements and review of relevant risk assessments and method statements.

23. Furniture, Equipment and Flooring

Furniture and equipment are suitable for age and needs; defects are reported for prompt repair or replacement. Floor finishes are maintained to prevent slips and trips.

24. External Areas and Outdoor Activities

Play and sports areas are risk assessed; monthly estate walkabouts and periodic tree surveys are completed. Supervision duties are allocated according to risk.

25. Staff Facilities

Private spaces are available for confidential conversations with parents/carers and for staff breaks.

26. Smoking and Vaping

The school operates a no-smoking and no-vaping policy on all premises.

27. Insurance

Public liability insurance is maintained; certificates are held by the Finance Manager.

28. Monitoring, Reporting and Review

- Statutory inspections: water safety (monthly), fire alarm (weekly test; 6-month service), emergency lighting (monthly; annual test), lifting equipment and sports equipment (per manufacturer/legal schedule).
- Risk assessments: reviewed annually and on change.
- Contractor KPIs: on-time PPM, defect closure within agreed SLAs, audit scores.
- Health & Safety Committee: termly review of estate metrics and incidents.

29. Appendix A

List of washroom facilities and locations (WCs, wash basins, showers etc.)

Location	Designation	Facilities
1 st floor Mansion House	Male Staff	1 x WC, 1x Urinal, 1 x Basin
1 st floor Mansion House	Male Pupil	2 x WC, 1 x Urinal, 2 x Basin
1 st floor Mansion House	Female Staff	1 x WC, 1 x Basin, 1 x Bath
Ground floor mansion	Mixed, Visitor, Disabled	1 x WC, 1 x Basin
Kitchen	Staff Mixed	1 x WC, 1 x Basin
Health Centre	Male Pupil	1 x WC, 1 x Basin
Health Centre	Female Pupil	1 x Basin, Access door to Vestibule WC
Vestibule Ground Floor	Female Pupil	4 x WC, 1 x Disabled, 5 x Basins
Vestibule First Floor	Male Pupil	2 x WC, 2 x Basins, 1 x Urinal
Vestibule First Floor	Female Staff	4 x WC, 2 x Basins, 2 x Showers
Waterlow	Disabled / Staff	1 x WC, 1 x Basin
Waterlow	Female Pupil	2 x WC, 2 x Basins
6 th Form	Female Pupil	2 x WC, 2 x Basins
6 th Form	Male Pupil	1 x WC, 2 x Basins, 1 x Urinal
Pelican 1 st Floor	Female Pupil	2 x WC 2 x Basins
Pelican	Staff	1 x WC, 1 x Basin
Castle PAC	Female Pupil	4 x WC, 4 x Basins
Castle PAC	Male Pupil	2 x WC, 2 x Urinals, 4 x Basins
Castle PAC	Staff	1 x WC, 1 x Basin
EP Building	Disabled / Staff	1 x WC, 1 x Basin
EP Building	Male Pupil	1 x WC, 1 x Basin
EP Building	Female Pupil	1 x WC, 1 x Basin
EP Building	Female Pupil	2 x WC, 2 x Basins
Sports Hall	Male Changing	3 x WC, 3 x Basins, 3 x Showers
Sports Hall	Female Changing	3 x WC, 3 x Basins, 3 x Showers
Sports Hall PE Office	Mixed Staff	1 x WC, 1 x Shower, 1 x Basin
Swimming Pool	Male Changing	1 x WC, 1 x Shower, 1 x Basin
Swimming Pool	Female Changing	1 x WC, 2 x Showers, 1 x Basin