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Dunottar School

# Premises Policy

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# Premises Statement

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**This premises statement sets out Dunottar School's procedures with regard to *Standard 5 of ISI Regulatory Requirements* which incorporates *The Education (Independent School Standards) Regulations 2010*.**

The School's Health and Safety is of paramount importance to the day to day running of both schools and is managed through the school's Health and Safety policy.

The Headmaster Mark Tottman is responsible for the management of Health & Safety matters in the school and will take all necessary steps to meet this responsibility. The Estates Manager, A.Cotton and the Health and Safety coordinator Rea Pope pay particular attention to the maintenance of:

- Plant, equipment and safe systems of work
- Use, handling & storage of chemicals
- Information, instruction, training and supervision
- An Environment for safe and healthy work

This statement describes Dunottar School's management arrangements which ensure that the health and safety of all employees, all pupils, all other persons who are affected by our work activities and the day to day running of the school.

Our health and safety objectives are to adhere to the law, the employer's health and safety policy and to achieve excellent standards of health and safety practice. Dunottar School will provide training and disseminate any additional information which is supplied by Law, and ULT. In particular we will comply with the legal requirements for risk assessments, for the maintenance of safe systems of work and for adequate regular review of our working practices and safety documentation.

The Headmaster through delegation to the Estates Manager will ensure all new employees at the school will have appropriate school induction training. In addition, before they start work in the department they are familiarised with our spaces, equipment and work procedures. A list of staff is kept by the Finance Manager, Sharon Fribbance.

Through Risk Assessments and Maintenance the Headmaster through delegation to the Estates Manager will ensure that the following areas are covered:

## Water Supplies

- The Headmaster through delegation to the Estates Manager ensures that the water supply meets the requirements of the *Education (School Premises) Regulations 1999* by appointing a recognised contractor, *Clearwater Technology Ltd*, to carry out monthly checks on water. Records of these monthly checks are kept by the Estates Manager.
- 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.
- Water closets 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.
- 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 to ensure adherence to *Legionella* precautions.

## Drainage

The Headmaster through delegation to the Estates Manager ensures Dunottar School has an adequate drainage system for hygienic purposes and the general disposal of waste water and surface water by appointing CLS Ltd. as a contractor, to service all of our drainage systems annually and on request. Checks are carried out termly by the Maintenance Departments to ensure that drains are kept clear.

## Load Bearing Structures

Dunottar School does not carry out a periodic structural survey to check load bearing structures. However, the Estates Manager checks the school for any obvious signs of structural concern, for example, cracks, bowing floors or subsidence. In the event of any concerns being noted the Estates Manager would arrange for a surveyor to assess and then take appropriate action.

## Security

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

The school's security arrangements are based on a risk assessment for the school and comprise of key pad entry devices. The codes on points of entry are changed regularly.

*There is a clear school policy whereby people from outside the school must always sign in at the main reception desk in the Mansion Building/House. All visitors receive a lanyard with a visitor's pass which includes the following information: Name, Company, Visiting, Time in, Time out, Date*

*and Vehicle Registration. Visitors are asked to return their pass and sign out on completion of their visit.*

*During public events, there are always staff and prefects on duty to direct visitors to the facilities that they can use.*

*All Dunottar staff wear a blue lanyard identifying themselves as employees. Anyone without a lanyard therefore can be questioned as to their reasons to be on site.*

The school's security arrangements are regularly reviewed by Senior Management and the health and safety Committee explicitly take into account:

- a) *The location of the school – the remoteness of the site – lighting is effective to ensure that no-one can get close to the buildings without being seen during school operation.*
- b) *The physical layout of the school - there being different classroom blocks and a sports field 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 – as mentioned, all visitors are given a visitors pass 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*

The security arrangements risk assessment is reviewed annually by the Health & Safety Committee and subsequently signed off by the Finance Officer, Sharon Fribbance and Health and Safety coordinator Rea Pope.

The Headmaster through delegation to the Estates Manager, Finance Officer and Health and Safety coordinator, ensures the premises which are used for a purpose other than conducting the school business (such as a Sports Hall or after hours lets of other sports facilities) 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.

## **Lettings**

The Estates Manager, Finance Manager, Health and Safety coordinator Rea Pope will ensure when school premises are used for a purpose other than conducting the normal school day (such as hirers of the swimming pool, Sports Hall or grounds open to the public) all events are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted.

## **Weather Protection**

The Headmaster through delegation to the Estates Manager, ensures the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground. In cases of severe weathers, Staff are required to complete any necessary risk assessments. Any immediate concerns are brought to the attention of the Maintenance team and resolved as soon as is reasonably possible.

## **Emergency Evacuations**

The Headmaster through delegation to the Estates Manager 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 the school community. Regular inspections are undertaken by the Estates Manager and premises team. Staff are required to raise any immediate concerns with the Estates Manager. There are ramps fitted where necessary for wheelchair access and evacuation; in addition, there is also a portable ramp available. See also the school's SENDA Policy.

## **Access**

The Headmaster and Estates Manager ensures access to the school allows all pupils, including those with special needs, to enter and leave the school in safety and comfort. Access routes are regularly reviewed by the Estates Manager to identify any repairs needed or improvements required.

## **Environmental Health Authority**

The Headmaster and Estates Manager, can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority and any such notice will be immediately actioned and will be referred to the Local Governing Body (LGB). Reigate & Banstead Borough Council last inspected the premises in November 2013 and the School was awarded 5/5 for food hygiene. Chartwells Independent Caterers have audit processes to evaluate cleanliness of their kitchen and dining areas and report any issues that may arise from a health and safety audit from local EHO.

## **Classroom Sizes**

The Headmaster and Estates Manager ensures that classrooms are appropriate in size having regard to the number, age and needs (including any special needs) of pupils. Rooms are allocated each year

when the timetable is produced and class sizes are known; in this way classrooms are appropriate in size to allow effective teaching.

This includes provision for:

- the teacher being able to reach each pupil in a classroom in order to provide individual help and guidance

## Design and Structure

The Estates Manager 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 premises, all areas of the school do not compromise health or safety.

## Washrooms

The Headmaster through delegation to the Estates Manager will ensure 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*. The school provides disabled toilet facilities for pupils on the ground floor. These may also be used by other staff, supply staff, volunteers and visitors whether or not they are disabled.

- *School washrooms have one toilet and washbasin for every 20 pupils aged 11 and over.*
- *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.*
- *Separate washrooms for girls and boys are provided for pupils aged 8 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.*
- *Where there is a unisex provision, the privacy of the occupant is ensured with full height lockable door (see Appendix A for provision).*

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 accommodation, including showers are provided for pupils aged 11 and over who receive physical education and these are accessible from the school building where the exercise takes place and are separate from toilets and designed to provide adequate privacy. Separate boys and girls changing rooms are available in the School.

## Medical Accommodation

The Headmaster has ensured that there are appropriate facilities for pupils who are ill in accordance with the *Education (School Premises) Regulations 1999* in that:

- *There is a room for medical examination for the treatment of pupils and to enable those with special educational needs or disabilities to receive therapy*
- *Accommodation for the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility.*
- *Additional medical accommodation to cater for pupils with complex needs is also available.*

## Food Serving Areas

The Finance Officer and Deputy Head through delegation to Chartwells Independent ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring that Chartwells Independent undertake annual risk assessment reviews and copies of inspection reports from the EHA are available on request.

## Cleaning

The Estates Manager through delegation to Greenshine Ltd. ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by provision of contract cleaners. Cleaning staff are employed for evening shifts and have dedicated areas to maintain. These are checked by the cleaning supervisor and any problem is reported by email to the Estates Manager.

## Acoustics

The Headmaster through delegation to the Estates 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). The Estates Manager 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 risk assessment/review.



## Lighting, Heating and Ventilation

The Estates Manager 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 pipe work does not exceed 43°C.*
- d. *controllable ventilation shall be at the following rates:
 
  - iv. *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;*
  - v. *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;*
  - vi. *In washrooms: at least six air changes an hour through the use of extractor fans.**
- e. *Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms by the use of vented extractor fans.*
- f. *External lighting is provided in order to ensure that people can safely enter and leave the school premises and ensures safe pedestrian movement after dark.*

These requirements are monitored by requiring staff to note any concerns in their annual risk assessment/review and by reporting any immediate concerns to the maintenance team or for significant issues, Estates Manager.

## Maintenance

The Headmaster through delegation to the Estates Manager will ensure that the school premises and accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils is ensured.

## Decoration

The Estates Manager ensures that there is a satisfactory standard and adequate maintenance of decoration by identifying needs and scheduling contractors to do the work.

## **Furniture & Equipment**

The Estates Manager ensures that the furniture, fittings and equipment are in satisfactory condition and appropriately designed for the age, number and needs (including any special needs) of all pupils registered at the school. This is done by requiring staff to report breakages and items needing maintenance to the maintenance team so that they can be dealt with promptly, as well as noting any concerns in their annual risk assessment/review. Particular requirements are also detailed by staff on all requisition orders.

## **Flooring**

The Health and Safety Coordinator along with the Estates Manager ensures that there is appropriate flooring in good condition by requiring staff to note any concerns in their annual risk assessment/review and to report any immediate concerns to the Health and Safety Coordinator or Estates Manager.

## **Outside Space**

The Headmaster through delegation to the Estates 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) by requiring staff do annual reviews of risk assessments and to note any concerns in their annual risk assessment/review. Staff are also required to report any immediate concerns to the Estates Manager. The premises team do, at minimum, a monthly walkabout of premises. Tree surveys are carried out and there are risk assessments pertaining to the use of outside area and equipment. The Estates Manager ensures that the play areas for School pupils are safe and that there is adequate space to run around freely.

Consideration is given to safety in and around the school site and discussed in termly health and safety meetings. This is dynamically risk assessed in relation to any changing conditions on site (i.e. building works).

Duties are allocated to staff to supervise areas which require increased supervision.

The school has a health and safety 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.

## **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. Please see appendix A

## **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.

The Reception desk and waiting area is manned during the school day to ensure the safety of pupils in areas accessible to the public.

At the end of the school day (4pm-4.10pm) supervision of the transport pick up points outside the school allow provision for enhanced safety of pupils during this time.

## **Staff room**

The Headmaster through delegation to the Estates 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.

## **Insurance**

*The school has public liability insurance*

This document is reviewed annually by the Estate Manger A.Cotton and S.Thorne or as events or legislation change requires. The next scheduled date for review is 10/19.

<b>Name of owner</b>	<b>A.Cotton</b>	
<b>Authorised By</b>	<b>M.Tottman</b>	Date: October 2014
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Next Review Date	Sept 2024 or if there are any relevant legislation changes	AC
Governor responsible for Policy	Suzanne Laird	

## Appendix A

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

Location	Designation	Facilities
1 <sup>st</sup> floor Mansion House	Male staff	1x WC/1x Urinal/1x Basin
1 <sup>st</sup> floor Mansion House	Male pupil	2xWC/ 1xUrinal/ 2x Basin
1 <sup>st</sup> floor Mansion House	Female Staff	1x WC 1xBasin 1x Bath
Ground floor mansion	Mixed, visitor, disabled.	WC/Basin
Kitchen	Staff mixed	1x WC 1x basin
Health Centre	Male Pupil	1x WC 1x basin
Health Centre	Female Pupil	1x basin Access door to Vestibule WC
Vestibule Ground Floor	Female Pupil	4x WC 1x disabled 5x basins
Vestibule First Floor	Male Pupil	2 WC 2x basin 1x urinal
Vestibule First Floor	Female Staff	4x WC 2x Basin 2x Showers
Waterlow	Disabled/ Staff	1x WC 1x Basin
Waterlow	Female Pupil	2x WC 2x Basin
6 <sup>th</sup> form	Female pupil	2 x WC, 2 x basin
6 <sup>th</sup> form	Male pupil	1 x WC, 2 x basin, 1 x urinal
Pelican 1 <sup>st</sup> Floor	Female Pupil	2x WC 2x Basin
Pelican	staff	1 x WC, 1 x basin
Castle PAC	Female pupil	4 x WC, 4 x basin
Castle PAC	Male pupil	2 x WC, 2 x urinal, 4 x basin
Castle PAC	Staff	1 x WC, 1 x basin
EP Building	Disabled/ Staff	1x WC 1x Basin
EP Building	Male Pupil	1x WC 1x Basin
EP Building	Female Pupil	1x WC 1x Basin
EP Building	Female Pupil	2xWC 2x Basin
Sports Hall	Male Changing	3xWC 3x Basin 3x Showers
Sports Hall	Female Changing	3xWC 3x Basin 3x Showers
Sports Hall PE Office	Mixed Staff	1x WC 1x Shower 1x Basin
Swimming Pool	Male Changing	1x WC 1x Shower 1x Basin
Swimming Pool	Female Changing	1x WC 2x Showers 1x Basin