

# Kenton College Preparatory School

## Premises and Accommodation Statement

<b>Audience</b>	Teachers, Non-teaching staff, Parents, Governors
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<b>Last review</b>	August 2017
<b>Next review</b>	August 2018
<b>Related policies</b>	<ul style="list-style-type: none"><li>• Health and Safety Policy</li><li>• Fire Risk and Safety Assessment</li><li>• Special Educational Needs Policy</li><li>• Safeguarding</li><li>• Accessibility Plan Policy</li></ul> <p><b>All of the above policies are available on the website.</b></p> <ul style="list-style-type: none"><li>• Emergency Policy and Procedures</li><li>• Risk Assessment Policy</li></ul> <p><b>The above policies can be requested from the school.</b></p>

## **Introduction & Purpose:**

This premises and accommodation statement sets out Kenton College's procedures with regard to Part 5 of SIS Regulatory Requirements which incorporates the School Premises Regulations (2012).

Kenton College recognises that premises and accommodation are integral to the delivery of a first-class education. Therefore, we aim to ensure that the facilities are kept to a high standard to create a positive learning environment and meet Health and Safety Regulations and the requirements of the School Premises Regulations (2012).

The Estate Manager (Collins Mahasi) oversees the maintenance of the school buildings and, together with the Headmistress and Deputy Head Planning, ensures that the accommodation and facilities provided at Kenton College are maintained to ensure the safety and welfare of pupils, staff and visitors.

The Estate Manager liaises closely with the Headmistress and the rest of Senior Leadership Team about the school premises. This statement applies to all sections of the school. Kenton College seeks to implement this statement through adherence to the items set out in the rest of this document. Kenton College is fully committed to ensuring that the application of this document is non-discriminatory in line with the UK Equality Act (2010).

This document is available to all interested parties, including parents and parents of prospective pupils on request from the School Office. It should be read in conjunction with the following documents:

- Health and Safety Policy
- Fire Risk and Safety Assessment
- Special Educational Needs Policy
- Safeguarding
- Accessibility Plan Policy
- Emergency Policy and Procedures
- Risk Assessment Policy

The Board of Governors and staff of Kenton College take seriously their responsibility for safeguarding and promoting welfare of all pupils in their care. The Kenton College Board of Governors are ultimately responsible for the provision stated in this policy.

## **Roles and Responsibilities**

The following table serves as an easy reference point for the contact details of key personnel and agencies named in this policy:

Name	Role	Location	Phone	Email
Maureen Cussans	Headmistress	School	0722205038 (Admin team)	<a href="mailto:admin@kenton.ac.ke">admin@kenton.ac.ke</a>
Joshua Gibbons	Deputy Head: Planning & Development	School	0714487468	<a href="mailto:dhplanning@kenton.ac.ke">dhplanning@kenton.ac.ke</a>

Collins Mahasi	Estate Manager	School	0792487443	<a href="mailto:estate@kenton.ac.ke">estate@kenton.ac.ke</a>
Lydia Ailela	Domestic & Catering Manager	School	0722411091	<a href="mailto:dbursar@kenton.ac.ke">dbursar@kenton.ac.ke</a>

This document is reviewed annually by the Deputy Head Planning (Joshua Gibbons) or as events or legislation change requires. The next scheduled date for review is Trinity Term, 2017. The Estate Manager ensures the requirements of the School Premises Regulations (2012) are met by ensuring:

1. The water supply meets the requirements (Reg 9) by contracting to the Water Management Authority who do annual quality checks on the main school site. These checks are recorded in a log book held by the Estate Manager and Domestic & Catering Manager (Lydia Aliela) and who addresses any findings. The following checks are made:

- That a wholesome supply of water for domestic purposes including a supply of filtered drinking water is provided and clearly marked. There are suitable drinking water stations readily accessible and strategically positioned, at all times when the premises are in use and there are sufficient numbers in a separate area from toilet facilities.
- That toilets have an adequate supply of cold water and washbasins, sinks, and showers have an adequate supply of hot and cold water
- That cold water supplies suitable for drinking are clearly marked.
- That the temperature of hot water supplies does not pose a scalding risk at the point of use and the maximum temperature for hot water in baths and showers shall not exceed 43°C.
- Annual reservoir tank cleaning and water purity tests, completed by the Estate Department, on advice from the Water Management Authority.
- Water filters are changed termly on all drinking water access pipes.

2. There is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by maintaining the site.

3. The Estate 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 Estate Manager would arrange for a surveyor to assess and then take appropriate action.

4. The school has adequate security arrangements in place for the grounds and buildings detailed in the Emergency Policy and Procedures and the Risk Assessment Policy. All staff are requested to read these policies and are made aware of the procedures and informed of their role in the implementation of those policies, either through meetings or new staff training.

5. The security arrangements for the School are based on a detailed risk assessment, including grounds, fire, buildings and security. This is carried out by and reviewed by the Estate Manager in liaison with the Deputy Head Planning – All risk assessments are also reviewed by the Board of Governors.

6. The Estate Manager and the SLT review the security arrangements regularly, updating the policy and risk assessment annually and/or as deemed necessary. When reviewing the School's security arrangements, the following are explicitly taken into account:

- The location of the school
- The physical layout of the school
- The movements needed around the site
- Arrangements for receiving visitors
- Staff/pupil training in security

The Emergency Policy & Procedures and all Risk Assessments are kept by the Deputy Head Planning (Joshua Gibbons) and policies are available in the Staffroom.

7. The School buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by regular inspection and maintenance and checks from the Estate Department and ensuring any defects are addressed. Staff must inform the Estate Manager of any concerns immediately.

8. Kenton College ensures that in the event of the emergency services being called there is sufficient access to the school for the safe evacuation of all pupils, including those with special educational needs or disabilities, by maintaining clear route to the following access points:

- Front of School (Main Gate)
- Tinderet Gate (access to Astro and Bottom Pitch)

In accordance with the Fire Safety Policy, a fire risk assessment is carried out and evacuation routes maintained and all staff, pupils and visitors are made aware of the evacuation procedure.

9. The Estate Manager carries out regular checks on the maintenance of all buildings on the estate and keeps up-to-date records in the maintenance spreadsheet, available to SLT and Governors. The Estate Manager meets every morning with his team to prioritise action and has weekly meeting with the Headmistress to review security and maintenance updates. All classrooms at Kenton College are safe for teaching and the timetable will take into account any rooms which have restrictions on numbers or limited access to ensure the safety and welfare of pupils.

Classrooms have due regard for the age and needs of pupils, and those with special educational needs or disabilities. The size of the classrooms provide the teacher to be able to reach each pupil in a classroom in order to provide individual help and guidance. No area of the school compromises health or safety.

10. The School has a Health and Safety Policy which is maintained and reviewed annually or as needed. All staff are made aware of the policy and procedures for Health and Safety. In accordance with this policy the Estate Manager ensures and monitors Health and Safety in the school including risk assessments, which are monitored and reviewed annually or where necessary.

11. Kenton College, with regard to Reg. 4 of the School Premises Regulations, ensures that there are suitable toilet and washing facilities for the sole use of pupils, including facilities for pupils with special educational needs and disabilities. These Facilities are available in the

main school site and staff must be aware of the nearest and most suitable facilities to their activity.

Facilities for disabled pupils may also be used by other pupils, staff, supply staff, volunteers and visitors, whether or not they are disabled. 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.

12. Kenton College ensures that 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.

13. Kenton College ensures that toilet and washing facilities for staff, which may also be used by visitors, are separate from those provided for pupils, except where they are designed for the use of those who are disabled.

14. Kenton College ensures that suitable changing accommodation and showers are provided for pupils after physical education. Changing areas and showers for pupils are in areas separated from toilets and designed to provide adequate privacy.

15. The medical area (Wellness Center) at Kenton College has appropriate facilities for pupils who are ill (Reg. 5 of School Premises Regulations). It contains:

- a room for medical examination
- a room for rest (*Quiet Room*)
- a washbasin and toilet

The Quiet Room is available for use other than the above, provided it is always ready for the above.

16. In partnership with the Catering Department, the Estate Manager ensures that the kitchen and server areas allow for hygienic preparation of food and the hygienic serving and consumption of food by pupils and staff. Daily cleaning of all surfaces and preparation areas is carried out.

17. All staff must ensure that their classrooms and other parts of the school are maintained in a tidy, clean and hygienic state. Pupils are also reminded of the need to ensure their rooms are tidy.

18. full time cleaners are on-site and can be called at time by contacting the Domestic Department.

19. Kenton College ensures that the sound insulation and acoustics allow for effective teaching and communication. Pupils and staff should be able to hear clearly, understand and concentrate on whatever activity they are involved in, and experience minimal disturbance from unwanted noise. Music Teaching Rooms have sound proof cladding on the walls.

20. Kenton College ensures that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in line with regulations 6 and 8 of the School Premises Regulations.

Adequate light levels are necessary for good visual communication, with a preference for daylight where possible. Each room or other space in the school has lighting appropriate to its normal use as follows

21. Kenton College ensures that there is appropriate flooring in good condition by walking the school site and responding to any defects or near-misses recorded.

22. Kenton College ensures that suitable outdoor space is provided in order to enable:

- Physical education (including the playing of games) to be provided to pupils in accordance with the school's Curriculum Policy
- Pupils to play outside (35 Acres of grounds).
- Pupils in all years have access to a playground and 7 full size pitches.
- Full size Hockey/Astro Pitch
- 25m/8 Lane Swimming Pool
- 3 Tennis Courts
- 2 Play gyms
- Wooded area – including children OAA course

The Estate Manager ensures play equipment is safe and any faults reported or noted from walking the site are immediately actioned. Staff on duties or supervising play must be alert to the safety of play equipment.

23. Kenton College ensures that there is suitable accommodation for our residential staff in which they can live, eat and sleep, and that there are suitable toilet and washing facilities provided for them.

24. Kenton College ensures that there are separate areas for staff to take a break away from pupils. Staff also have sufficient space to see parents confidentially away from pupils in a range of offices and meeting spaces.

25. Kenton College has a strict No Smoking policy, which is rigorously implemented and made clear to all pupils, staff, parents and visitors to the site upon entry and is also made explicit at staff induction and is detailed in the Parents Handbook.