

Kenton College Preparatory School



Premises and Accommodation Policy

Audience	Teachers, Non-teaching staff, Governors
Author	Headteacher Estates Manager HR Manager
Last review	October 2022
Next review	October 2023
Related policies	<ul style="list-style-type: none">• Health and Safety Policy• Fire Risk and Safety Assessment• Safeguarding• Accessibility Plan Policy• Emergency Policy and Procedures• Risk Assessment Policy <p>All of the above policies can be requested from the school.</p>

Introduction & Purpose:

This premises and accommodation policy sets out Kenton College's procedures with regard to Part 5 of ISI 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 oversees the maintenance of the school buildings and, together with the Headteacher and HR Manager, ensures that the accommodation and facilities provided at Kenton College are maintained to ensure the safety and welfare of pupils, staff and visitors.

This policy applies to all sections of the school. 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. It should be read in conjunction with the following documents:

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

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

This document is reviewed annually by SLT.

The Estate Manager ensures the following:

1. The water supply meets the requirements (Reg 9) by organising annual quality checks of the water supplying the school. These checks are recorded in a log book held by the Estate Manager and Housekeeping & Catering Managers who address any findings. The following checks are made:

- That a supply of water for domestic purposes including a supply of filtered drinking water is provided and clearly marked. There are suitable drinking water and handwashing stations readily accessible and strategically positioned at all times when the premises are in use.

- That toilets have an adequate supply of cold water and washbasins and sinks.
- Showers have an adequate supply of hot and cold water
- That the temperature of hot water supplies does not pose a scalding risk at the point of use.
- Annual reservoir tank cleaning and water purity tests are completed by the Estate Manager with advice from the Water Management Authority.
- Water filters are changed termly on all drinking water access points.

2. There is an adequate drainage system for the disposal of waste water and surface water.

3. The Estate Manager regularly checks the structural integrity of the premises (buildings, trees, walkways etc). In the event of any concerns being noted the Estate Manager arranges for a surveyor to assess and then take appropriate action.

4. The school has security arrangements in place for the grounds and buildings detailed in the Emergency Policy and Procedures and the Risk Assessment Policy.

5. The security arrangements for the School are based on a detailed risk assessment, including grounds, fire, buildings and security. This is carried out and reviewed by the Estate Manager who reports to SLT.

6. The Estate Manager and 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
- Movement around the site
- Arrangements for receiving visitors
- Staff/pupil training in security procedures

7. 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 routes to the following access points:

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

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.

8. The Estate Manager 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

the daily jobs and has a weekly meeting with the Headteacher to review security and maintenance updates.

All classrooms at Kenton College are safe for teaching and adhere to any pandemic-related protocols.

9. The School has a Health and Safety Policy which is reviewed annually or as needed. In accordance with this policy the Estate Manager/SLT/School Doctor monitors health and safety.

10. 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 facilities.

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.

11. 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.

12. 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.

13. 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.

14. The medical area (Wellness Centre) 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*) / *Isolation bay as required*.
- a washbasin, toilet, shower

15. In partnership with the Catering and Housekeeping Managers, the Estates Manager ensures that the kitchen and serving 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.

16. All staff must ensure that their classrooms and other parts of the school are kept in a tidy state to allow for cleaning and disinfecting/sanitising.

17. Full time cleaners are on-site and are on call for any assistance as required.

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

19. The Estates Manager ensures that flooring and walkways are in good condition by responding to reported defects or near misses.

20. 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 5 full size pitches.
- Full size Hockey/Astro Pitch
- 25m/8 Lane Swimming Pool
- 3 Tennis Courts
- Cricket Nets and 3 cricket lanes
- Wooded area
- Wooden play structure

21. Kenton College ensures that there is suitable accommodation for our residential staff.

22. 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 Parent Handbook.