

# Premises and Accommodation

## Introduction

This premises and accommodation statement sets out Caterham School's procedures in accordance with the following documents:

- *Advice on Standards for School Premises*, DfE (updated March 2015)
- NMS 4, boarding accommodation, as per the *National Minimum Standards for Boarding Schools* (2022).

This document is reviewed annually by Principal Deputy Head, Estates Bursar and Head of Prep School and or as events or legislation change requires. The next scheduled date for review is September 2024.

- I. The Headmaster, through delegation to the Director of Estates ensures that the water supply meets the requirements as laid out in pages 12 and 13 of *Standards for School Premises* (March 2015) by appointing a recognised contractor, Alternative Cooling Solutions Ltd, to carry out annual checks on water. Monthly checks on water are also carried out by ACS. Records of these checks are kept by the Maintenance Department.

These monthly checks involve checking that the school has:

- a. a wholesome supply of water for domestic purposes including a supply of drinking water that is readily accessible at all times when the premises are in use and are in areas separate from the toilet facilities.
  - b. Cold water supplies that are suitable for drinking are clearly marked;
  - c. 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.
  - d. the temperature of hot water supplies to baths and showers shall not exceed 43°C. The installation of TVCs ensure compliance with legionella procedures.
2. The Headmaster, through delegation to the Director of Estates ensures that 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 staff, supply staff, volunteers and visitors;
    - b. Separate toilet facilities for boys and girls aged 8 years or over provided, except where the toilet facility is provided in a cubicle that can be locked secured from the inside and is intended for the use by one pupil at a time;
    - c. 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;
- d. Toilet facilities for disabled pupils contain one toilet and one hand basin and have a lockable door opening directly onto a circulation space that is not a staircase. Where possible, the number and location of accessible toilets are sufficient to ensure a reasonable travel distance for users;
  - e. Toilet and washing facilities for staff and visitors are separated from those provided for pupils, except where they are designed to be used by those who are disabled;
  - f. Suitable changing accommodation and showers are provided for pupils who receive physical education;
3. The Headmaster, through delegation to the Director of Estates ensures there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by appointing Sysco Systems as a contractor to examine and clean grease traps and underground drainage. Checks are carried out termly by the Grounds and Maintenance departments to ensure that drains are kept clear.
  4. The Headmaster, together with the Director of Estates has ensured each load bearing structure complies with *Standards for School Premises* (March 2015) by requiring building regulations to be met with any new builds and asking staff, through visual inspection annually, 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.
  5. The Headmaster through delegation to the Director of Estates 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 a proximity fob system is in place to restrict unauthorised access.

There is a clear school policy whereby people from outside the school must always sign in. During the day this is at the reception desk in each of the Schools. After hour's access to the boarding houses is by arrangement with the Duty Boarding Staff. Access to boarding accommodation is reserved for the use of those boarders designated to use it and it is protected from access by the public. The main buildings are locked at the end of the school day and there are proximity fob access points for entry to the boarding houses. All boarders' sleeping areas and boarders' living areas are for the exclusive use of boarders. There are CCTV cameras in place around the campus. There are signs indicating the presence of CCTV cameras on the school site and many staff are resident on site and will challenge anyone who is not a signed in visitor. When there is any public use of the school facilities this does not

allow access to the boarders' accommodation. There are always staff and prefects on duty during public events to direct visitors to the facilities that they can use.

The CCTV cameras do not intrude on the boarders' privacy.

6. The school's security arrangements are based on risk assessment and are regularly reviewed by the H&S Trustee and explicitly take into account:
  - a) the location of the school. Lighting has been improved to ensure that pathways around the campus are well lit and unauthorised visitors are unable to roam around unnoticed. During term time 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 in Main School and Prep and Pre-Prep Schools some remote from the main building
  - c) the movements needed around the site (e.g. crossing roads, using public bridleways)
  - d) arrangements for receiving visitors – all visitors are given a security badge to be worn at all times whilst on the premises and 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 H&S Trustee signs off the security arrangements risk assessment

7. The Headmaster through delegation to the Director of Estates/Commercial Manager ensure the premises which are used for a purpose other than conducting the school business, e.g. the Humphreys Theatre, Sports Hall, all weather pitch or any 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 careful management of such requests against the Schools calendar.
8. The Headmaster through delegation to the Director of Estates ensures the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by requiring that staff report any problems as they occur. Annual requests for upgrading are considered at the time of budgeting. Any immediate concerns are brought to the attention of the Maintenance team and dealt with in a time efficient planned way.
9. The Headmaster, through delegation to the Director of Estates 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 Director of Estates. 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 school's SENDA Policy.

10. The Headmaster and Director of Estates ensures access to the school allows all pupils, including those with special needs, to enter and leave the school in safety and comfort by annual review of the SEND policy by the annual review of school traffic arrangements by the Director of Estates.
11. The Headmaster and the Director of Estates can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority
12. The Headmaster, Head of Boarding and Director of Estates ensures that dormitories and classrooms are appropriate in size having regard to the number, age and needs (including any special needs) of pupils, by asking staff to note any shortcomings. Classrooms are designed to accommodate the maximum size class 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.
13. The Director of Estates 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 in Junior School are fitted with stops or bars to prevent accidents, there is a Type 2 survey and Asbestos management plan in place and held by the Director of Estates, as part of procedures for dealing with asbestos. By requiring staff to undertake annual reviews, of Local Management Arrangements, Asbestos Management, Fire Risk Assessment, completion of annual Minor Works Requests and department specific Risk Assessments.
14. The Director of Estates has ensured that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs. The location of these facilities are shown on the Campus Plan.
15. The Trustees have ensured that there are appropriate facilities for pupils who are ill in accordance with Standards for School Premises (March 2015) in that:
  - a) there is a Health Centre for medical examination and treatment in the Senior School available to all pupils in the Pre-Prep, Prep and Main School;
  - b) Accommodation for the short term care of sick and injured pupils;
  - c) the Health Centre rooms contain washbasins
  - d) the Health Centre has male and female WCs

Boarders who are ill are cared for in the HC well away from other boarders. The HC is recently built and contains separate wards for male and female fully furnished. Boarders in the HC have access to a toilet and washing facilities.

16. The Bursar through delegation to Chartwells ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring that Chartwells provide proof of annual risk assessment reviews and provide copies of inspection reports from the EHA. These documents are held by Chartwells with copies held by the Director of Estates.
17. Director of Estates through delegation to the Domestic Services Manager ensures that classrooms and other parts of the school, including boarding areas, are maintained in a tidy, clean and hygienic state by provision of in house cleaners.
18. The Director of Estates ensures that the boarding accommodation 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 Minor Works Request.
19. The Director of Estates ensures that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in accordance with Standards for School Premises (March 2015) 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. (for nursery classes)
  - 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. all dormitories have windows
- g. the boarding house and other boarding areas are adequately lit by natural and artificial light and adequately heated and ventilated.

These requirements are monitored by requiring staff to note any concerns in their annual Minor Works Request and by reporting any immediate concerns on the FIXIT system or, for significant issues, the Director of Estates.

20. The Director of Estates ensures that the school premises and the accommodation and facilities provided are maintained to a standard such that so far as is reasonably practicable, the health, safety and welfare of the students are ensured. Staff are required to report any problems as they arise and note any concerns in their annual Minor Works Request. There is a rolling programme for decoration includes all our boarding areas.
21. The Director of Estates ensures that the acoustic conditions and sound insulation of each room or other space are, wherever practicable, suitable for the nature of activities which normally take place therein.
22. The Director of Estates and Facilities 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, including boarders. This is done by requiring staff to report breakages and items needing maintenance on the FIXIT system so that they can be dealt with promptly, as well as noting any concerns in their annual Minor Works Request. Particular requirements are also detailed by staff on all requisition orders. There are currently no boarders with disabilities, but if there were then their accommodation would be suitably adapted for all their needs.
23. The Director of Estates with the Maintenance Supervisor ensures that there is appropriate flooring in good condition by requiring staff to note any concerns in their annual Minor Works Request and to report any immediate concerns to the Director of Estates or Maintenance Supervisor. Sleeping areas for boarders are carpeted.
24. The Director of Estates ensures that suitable outdoor space is provided in order to enable:
  - a. Physical education (including the playing of games) to be provided in accordance with the school curriculum;
  - b. For pupils to play safely outside

- c. Requiring staff to do annual reviews of risk assessments and to note any concerns in their annual Minor Works Request.
  - d. Staff are also required to report any immediate concerns to the Director of Estates or Head Groundsman.
  - e. Grounds and Maintenance do monthly walkabouts of premises.
  - f. Tree surveys are carried out and there are risk assessments pertaining to the use of outside area and equipment.
25. The Director of Estates ensures that the play areas for early years and Junior School pupils are safe and that there is adequate space to run around freely.
26. 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. The Principal Deputy Head and the Deputy Head (Pastoral and Wellbeing) are members of the Health and Safety Committee.
27. In addition to the above, the following points apply to the provision and use of the boarding accommodation:
- a. it is fully separated by gender and by age group.
  - b. the boarding house heads and their families have accommodation within the boarding house that is separate from the rest of the house.
  - c. 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
  - d. there is enough space around the beds for boarders to get changed comfortably
  - e. 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.
  - f. boarding staff monitor that the bedding supplied by parents is clean, suitable for use and warm enough. In winter parents provide duvets of at least 13.5 tog rating as suggested in the boarding handbook.
  - g. boarders can personalise their own space with posters, artwork and personal items
  - h. requests from boarders to change bed or dorm for good reasons are properly considered.
  - i. 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 such as the art room 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.
  - j. The boarding house has enough WCs for 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.

- k. There are enough washbasins for boarders with soap, hot water and hand drying facilities close to all toilets.
- l. There are enough showers or baths for 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.
- m. there are no significant queues for toilet and washing facilities at peak times.
- n. there is no inappropriate sharing of washing facilities by boarders of different ages and no inappropriate sharing of toilet and washing facilities by boarders of widely different ages or gender.
- o. staff and other adults do not share any of the boarders' toilet, showering or bathing facilities.
- p. boarders make use of other changing facilities for sport, where there are adjacent toilets and washing facilities.
- q. the school has its own laundry in order to ensure that boarders' bedding and clothing can be regularly and frequently laundered. Boarders' clothing is stored in the Matrons room and is issued to the right boarder following laundering.
- r. there are a range and choice of common rooms and other recreational areas such as the, 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.
- s. there is a large range and choice of outdoor areas within the school available for outdoor activities at suitable times. These include the school grounds, tennis courts, rugby and football pitches and an all-weather pitch with floodlights.
- t. there are safe areas, such as the chapel and the library, where boarders can be alone if they so wish. 6<sup>th</sup> form pupils can also use their individual bedrooms
- u. the boarders have full access to the boarding house and facilities outside school time.
- v. 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.
- w. all indoor and outdoor areas used by, or accessible to boarders are free from reasonably avoidable safety hazards.
- x. 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 Director of Estates, Maintenance Manager or Boarding head of House who 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.



- y. 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.
- z. 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 and science labs.

Reviewed Peter Curtis, Director of Estates, Sept 2023

Next review: Sept 2024