



## 8-2 Premises and Accommodation Statement

### Statement Aim

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

Guildford High School 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 Facilities Manager (Iain Hazell) oversees the maintenance of the school buildings and, together with the Headmistress, ensures that the accommodation and facilities provided at Guildford High School are maintained to ensure the safety and welfare of pupils, staff and visitors. The Facilities Manager liaises closely with the Headmistress and the rest of Senior Management Team about the school premises.

This statement applies to all sections of the school, including the EYFS setting. Guildford High School seeks to implement this statement through adherence to the items set out in the rest of this document. Guildford High School is fully committed to ensuring that the application of this document is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This statement has regard to the School Premises Regulations (2012), relevant HSE legislation, United Learning Health & Safety documentation and EYFS Statutory Framework Section 3 – the safeguarding and welfare requirements premises 3.56-3.62.

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

- Health and Safety Policy
- Fire Risk Assessment
- Special Educational Needs Policy
- 3 Year SENDA plan

This document is reviewed annually by the Facilities Manager (Iain Hazell), or as events or legislation change requires. The next scheduled date for review is September 2019.

## Procedure

The Facilities 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 Amphibia who do monthly temperature checks on the main school site and in the Sport Centre. These checks are recorded in a log book held by the Facilities Manager who addresses any findings. The following checks are made:
  - That a wholesome supply of water for domestic purposes including a supply of drinking water is provided. There are suitable drinking water facilities readily accessible at all times when the premises are in use and there are sufficient numbers in a separate area from toilet facilities.
  - That WCs 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
  - 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.
  - Quarterly Legionella tests. Shower heads are also cleaned on a quarterly basis.
2. There is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by maintaining the site, and through 6 monthly sanitisation of the drainage system by external contractor Martin Legget.
3. Guildford High School does not carry out a periodic structural survey to check load bearing structures. However, the Facilities 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 Facilities 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 Security Policy and Procedures and the Security Risk Assessment. All staff are requested to read the policy and are made aware of the procedures and informed of their role in the implementation of the policy, either through meetings or new staff training.
5. The security arrangements for the school are based on a detailed risk assessment, carried out by and reviewed by the Facilities Manager in liaison with the SMT.
6. The Facilities Manager and the SMT review the security arrangements regularly, updating the policy and risk assessment annually and 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 Security Policy and Risk Assessment are kept by the Facilities Manager and are available in the Staff Handbook.

7. The Sports Centre is available to hire at times when school activities may be taking place on the site. Therefore the following procedures are followed by the Sports Centre Manager to ensure that the health, safety and welfare of GHS students are protected, and their education not interrupted by other users:
  - An agreement is drawn up with the hirer which includes safeguarding measures and health and safety measures. Copies of qualifications, DBS checks, Insurance details and risk assessments from the hirer are obtained.
  - The Sports Centre Manager will make any persons present on the site aware of the school's Fire and Security Policies.
8. That 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 specialised roofing contractors and ensuring any defects are addressed. Staff can inform the Facilities Manager of any concerns via the caretaking request system.
9. 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 (Senior, Junior and Morton House)
  - Nightingale Road Entrance and Nightingale House
  - Junior School Playground
  - Sports Centre

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. A risk assessment is made for pupils with disabilities or special educational needs

Disabled access to the School is clearly signposted and maintained. DDA access reports are included in the schools SENDA policy and a risk assessment is in place for staff and pupils with disabilities. Access to the school allows all pupils, including those with special educational needs and disabilities, to enter and leave the premises in safety.

10. That the Facilities Manager can give reasonable assurances that the premises of Guildford High School have not been condemned by the Environmental Health Authority
11. That room survey reviews are carried out annually by staff who should record any defects and return the survey to the Facilities Manager who addresses any defects. Any further classroom issues should either be reported on caretaking requests or ICT/AV requests. The Facilities Manager meets every morning with the Caretakers to prioritise action.

All classrooms at Guildford High School 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, including those in the EYFS setting (which fulfil the necessary floor space requirements), and those with special educational needs or disabilities. The size of the classrooms provide for the teacher being 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.

12. The School has a Health and Safety Policy which is maintained and reviewed. All staff are made aware of the policy and procedures for Health and Safety. In accordance with this policy the Facilities Manager ensures and monitors Health and Safety in the school including:
  - Upstairs window are fitted with restrictors to prevent accidents
  - Lower level glazing meets regulations
  - Asbestos is monitored in line with the Asbestos Plan
  - Legionella checks
  - Portable Appliance Testing is carried out by a qualified person
  - Risk Assessments are made where appropriate and monitored and reviewed
13. Ensures, with regard to Reg. 4 of the *School Premises Regulations*, 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 or in the Sports Centre 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.
14. 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.
- 15.

Location	Sink	Toilet	Disabled	Showers	User details
Main School					
T2	11	11	1		11+
T3	6	6	1		11+
T4	3	3			11+
C4	4	4			11+
C5	3	3			11+
C6	3	2			11+
Medical Room	1	1			11+
Stocks	12	14			11+
2016 Hall (Students)	3	3	1		5+
2016 Hall (Staff/Visitors)	4	4	1		

Location	Sink	Toilet	Disabled	Showers	User details
Junior School					
Reception	3	3			5+
Ground Floor	3	3	1		5+
1 <sup>st</sup> Floor	7	7	1		5+
2 <sup>nd</sup> Floor	3	3	1		5+
Staff	3	3			5+

Location	Sink	Toilet	Disabled	Showers	User details
Morton House					
Ground Floor	3	3	1		
1 <sup>st</sup> Floor	3	3			
Staff	2	2			

Location	Sink	Toilet	Disabled	Showers	User Details
<b>Nightingale Road</b>					
Ground Floor	3	2	0	0	Staff/6 <sup>th</sup> form

Location	Sink	Toilet	Disabled	Showers	User details
<b>Harper House</b>					
Ground Floor	2	2			Staff/5+
First Floor	2	2		1 (Staff Use)	Staff/6 <sup>th</sup> Form

Location	Sink	Toilet	Disabled	Showers	User details
<b>Sports Centre</b>					
Basement	9 (incl disabled)	12 (not incl disabled)	1	20	
Ground Floor	9 (incl disabled)	11 (not incl disabled)	1	18	
First Floor	5 (+kitchen)	5	1	0	
Staff	1	1 (ground floor)	-	1	

16. 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.
17. 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.
18. The medical area at Guildford High School has appropriate facilities for pupils who are ill (Reg. 5 of School Premises Regulations). It contains:
- a room for medical or dental examination
  - a room for rest
  - a washbasin and toilet
19. In partnership with Brookwood catering the Facilities 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. Regular deep cleaning is carried out and Environmental Health visit the premises on an ad hoc basis and their recommendations are recorded and actioned as appropriate by Brookwood catering. The equipment is maintained by external contractors through the school. However, specific risk assessment is carried out by Brookwood including food sampling testing. The Deputy Head (co-curriculum) is made aware of any concerns.
20. In line with the Generic Teacher Responsibility 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. 3 full time cleaners are on-site and can be called at time by mobile from the Front Office. Part-time cleaners ensure that classrooms and corridors are cleaned at the end of each school day. Any defects must be recorded by a member of staff on caretaking or ICT/AV requests.
21. Guildford High School 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. Stocks Hall has acoustic cladding to the walls and ceiling, Music Teaching Rooms have acoustic curtaining to the walls and Music Department carries out risk assessment/noise testing.

22. 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. Any staff with concerns should report the issue or problem on the caretaking request system.

- 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. Lighting is maintained by caretakers and external contractors as appropriate.
- External lighting is provided to ensure safe entry and departure to and from the school premises after dark and to ensure safe pedestrian movement.
- The heating system is maintained by an external contractor and controlled by caretakers as and when necessary. The Facilities Manager makes regular checks to monitor the temperature of rooms around the school to ensure they meet the regulations and records her results and actions any issues, in particular that the surface temperature of any radiator or exposed pipework does not exceed 43°C.
- controllable ventilation shall be at the following rates:
  - 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;
  - 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;
  - in washrooms: at least six air changes an hour.

Adequate measures are taken to prevent condensation and noxious fumes in kitchens, science labs and other rooms by maintaining the ventilation heating systems. In the Science Department these checks are carried out by an external company and overseen by the Senior Lab Technician who records the results. Any concerns are raised with the Facilities Manager. Ventilations systems in the school kitchen is maintained by an external company and overseen by the Catering Manager who records the results and alerts the Facilities Manager of any concerns. Dust extraction in the DT Workshop is maintained by an external company and overseen by the Head of Faculty (Technology) who records the results and alerts the Facilities Manager of any concerns. Each department has its own risk assessment.

23. Ensures that there is a satisfactory standard and adequate maintenance of decoration by following a three year plan of ongoing decoration. Decoration is either contracted out or done in house by the caretakers.

24. Ensures that the furniture and fittings are appropriately designed for the age and needs (including any special educational needs or disabilities) of all pupils registered at the school and this is reviewed as far as budgets allow.
25. Ensures that there is appropriate flooring in good condition by walking the school site and responding to any defects or near-misses recorded.
26. Ensures that suitable outdoor space is provided in order to enable:
  - a) Physical education (including the playing of games) to be provided to pupils in accordance with the school's Curriculum Policy
  - b) Pupils to play outside. Pupils in all years have access to a playground, including a separate playground for those in our EYFS setting. We also have large gardens which are available for all Senior School pupils and for Junior School pupils when supervised by staff.

The Facilities Manager ensures play equipment is safe and annually inspected by an external company 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. Outside play areas are maintained by the caretakers and gardeners. Traffic risk assessments and out-of lesson risk assessments are made and followed by staff on duty.

27. Ensures that there is suitable accommodation for our small number of residential staff in which they can live, eat and sleep, and that there are suitable toilet and washing facilities provided for them.
28. Ensures that there are separate areas for staff to take a break away from pupils (Senior and Junior School staffrooms). Staff also have sufficient space to see parents confidentially away from pupils in a range of offices and meeting spaces.
29. Ensures that Guildford High School's No Smoking policy is rigorously implemented and made clear to all pupils, staff, parents and visitors to the site by displaying signs which conform to statutory legislation in sufficient places around the site.