



Melrose Education  
SCHOOL



Highgate Hill  
House School

## Management of Premises Policy

<b>Reviewed by:</b>	Kerry Taylor, Principal
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<b>Approved by:</b>	Tracey Storey, CEO

## **Aims**

This policy is produced to provide a framework and point of reference for the maintenance and improvement of the school premises, Highgate Hill House School, Whitstone, Holsworthy, EX22 6TJ. It will also outline on a summary basis, the numerous elements of building management, the aims and objective of each element along with reference to further individual policies and procedures.

This policy will also aim to ensure that there is a framework, which will as a consequence ensure the premises are fit for purpose in terms of providing a suitable, safe, secure, and well-maintained environment within which our learners can learn.

## **Standards**

The school aims to meet standards and requirements as prescribed by the Secretary of State as set out in Part 5 of The Education (Independent School Standards) (England) Regulations 2010 (having come into force on 1<sup>st</sup> January 2013).

## **Building Summary and Plan**

The building is of brick construction and is over two floors in the newer part of the building and 3 floors in the older part. It comprises briefly of:

- Reception area.
- Administration office.
- Senior leadership team office.
- 7 classrooms, one with sensory area attached.
- Centrally located dining area with attached kitchen.
- Library.
- Food technology room.
- Art room/workshop.
- Sports hall.

## **Summary of Occupancy Levels**

The school is registered for a capacity of 42 learners within the building.

## **Security and Safeguarding During Operating Hours**

To ensure the safety, safeguarding and monitoring of learners whilst under our care, there are various measures in place. These are as follows:

- There is a secured access system on the external doors which hinders the unauthorised movement of persons within the premises, along with ensuring access is limited only with permission for visitors.
- The site is gated and locked with an intercom for visitors.
- Certain rooms in the building can only be accessed with a key for confidentiality or safety reasons.

All visitors will be recorded within the premises and escorted to their internal destination by staff. Visitors are all given the safeguarding leaflet. Once recorded, visitors are issued with visitor passes clearly giving their identity.

## **Fire Safety**

As per the Regulatory Reform (Fire Safety) Order 2005, the school undertakes risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape. These include ensuring procedures are in place to reduce the likelihood of fire, maintaining fire detection and alarm systems, and familiarising staff and learners with emergency evacuation procedures. These risk assessments are updated if any significant changes to the premises or their use takes place.

Records of risk assessment, risk management and general fire safety maintenance are recorded within the 'Fire Safety' section of the company's health and safety server-based folder. The building has a fully automated door access system which in the event of fire alarm activation will disengage all external doors. The building will meet the standards as set out in the Regulatory Reform (Fire Safety) Order 2005. Reference is also made to document Building Bulletin 100: Design for fire safety in schools. Consultation has been carried out with local authority building control and Devon Fire and Rescue Business Safety Officer.

### **Toilet and Washing Facilities**

The school provides toilet and washing facilities solely for the use of learners. These comprise of:

- Learner unisex – 1x toilet, 1x hand basin with hot and cold water.
- Learner male – 1x toilet, 3x Urinals, 2 x hand basin with hot and cold water.
- Learner female – 2x toilet, 1x hand basin with hot and cold water.
- Shower cubicles and changing area, in the event of need arising following physical exercise.

The school also provides toilet and washing facilities for adult persons which comprise of:

- Adult unisex – 1x toilet, 1x hand basin with hot and cold water.
- Adult unisex – 1x toilet, 1x Urinal, 1x hand basin with hot and cold water.

The school also outsources its sanitary requirements, which includes the provision and regular collection of sanitary waste.

### **Medical Accommodation**

In line with the company's First Aid Policy, facilities are provided which:

- Accommodate the medical examination and treatment of learners.
- The accommodation is in the vicinity of washing facilities.
- The accommodation offers privacy.

The location of the medical room is on the first floor. The room is equipped with washing facilities. Whilst this area does have other uses, where the need arises, priority to its medical use would be given and is always readily available.

### **Acoustics**

The acoustic conditions of teaching areas are considered in relation to the activities being carried out. Within classroom areas, the staff can communicate clearly with learners without voice strain or extensive echo. Other noises such as teaching equipment, outside traffic noise, or noise from adjacent rooms are also taken into consideration and no negative effects are experienced.

### **Lighting**

All internal teaching areas are assessed in relation to having adequate lighting. This should be at levels where rooms are lit to enable occupants can clearly see (without strain) each other's faces which ensures good visual communication and avoids eye strain when reading or carrying out other close work. All classroom areas within the building have external facing windows giving a good source of natural light. They are also all artificially lit which assists in the event of fading natural light. Adequate lighting is also present in terms of ensuring safe entry and exit to the building. All entrances and escape corridors are illuminated from above.

### **Water Supplies**

The school recognises the need for hot water to be provided:

- Water not exceeding 43 degrees Celsius to avoid scalding within areas accessible by learners (e.g., washing facilities). This has been remedied by the installation of thermostatic mixing valves to ensure the temperature is regulated.
- Water exceeding 43 degrees Celsius is available in other areas of the building (e.g., kitchens) and relevant measures are in place to ensure compliance with HSE control of legionella guidance.

The provision of suitable drinking water is also addressed by the provision of readily accessible bottled water from the canteen area of the building. Adequate signage is placed throughout the building advising of its availability. This area will be accessible throughout operating hours.

All other cold-water taps are to be marked with signage advising against its use for drinking. This is particularly important within the washing facilities in the toilets.

The toilets themselves have adequate supplies of water.

### **Outdoor Space**

The school ensures that learners have the opportunity to spend a proportion of their time outside and in natural daylight. The premises has an outdoor area to the rear which is constructed to ensure that the learners are in a safe and secure environment. This provides an area for rest and relaxation during break times.

The building also has an outdoor space consisting of a playground area and a large, gardened area. There is a large, fenced playing field area next to the carpark which is used for PE activities.

The school also offers various offsite activities which include physical activities as part of the provision offered. These are varied in nature and offer stimulating activities to allow our learners to explore physical skills and develop fitness.