SUTTON VALENCE SCHOOL
SINCE 1576

Buildings and Premises Policy

(Prep School and Senior School)

Author: Mr Carlos Nasiry
Policy Review Date: September 2025
Approval date by Governors: November 2025
Review Date: September 2026, earlier if required.

This Policy applies to Sutton Valence School (including as the context requires, the Nursery, the Prep School and Senior School).

Policy Aim

This Building and Premises Policy sets out Sutton Valence School's procedures with regard to Part 5 of ISI Regulatory Requirements which incorporates the Education (School Premises) Regulations 1999.

The Bursar oversees the maintenance of the School buildings and, together with the Estates Bursar, ensures that the accommodation and facilities provided at Sutton Valence School are maintained to ensure the safety and welfare of pupils, staff and visitors. The Bursar liaises closely with the Headmaster and the rest of the Senior Management Team about the School premises.

This statement applies to all sections of the School, including the Prep School site. Sutton Valence School seeks to implement this statement through adherence to the items set out in the rest of the document.

Procedure

The Bursar ensures the requirements of the Education (School Premises) Regulations 1999 are met by ensuring:

1. The water supply meets the requirements (reg 22) by contracting to WCS Group who carry out 4-monthly water testing for bacteria in all School buildings at both the Senior and Prep School, and all residential properties. A monthly maintenance and testing programme is carried out by the Maintenance Departments in both the Senior and Prep School. These checks are recorded in a log-book held by the Estates Bursar at the Senior School and the Maintenance Supervisor at the Prep School. The following checks are made:

    - That a wholesome supply of water for domestic purposes, including a supply of drinking water, is provided. That 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 outlets supplied to baths and showers shall not exceed 43°C; Thermostatic Mixer Valves (TMVs) are fitted.
- Quarterly Legionella tests. Shower heads are also cleaned on a quarterly basis by the cleaning staff.

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

3. Sutton Valence School does not carry out a periodic structural survey to check load bearing structures, but the School carried out a condition survey in August 2012 which included a survey of all roofs, exteriors and interiors of all buildings. The Estates Bursar 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 Estates Bursar will arrange for a surveyor to assess and then take appropriate action.

4. The School has good security arrangements in place for the grounds and buildings with an access-controlled system on all external doors. The entrances to both Senior School and Prep School are covered by bollards and barriers, which have an intercom link to reception. At the Senior School, the Reception building is in the main Quad, which improves security by ensuring that visitors sign in before moving through the site. At the Prep School, Reception is in School House, which is the first building on the site and is easily accessible to visitors. Visitors are then escorted from reception by their host. All staff are made aware that any visitor is to sign in at Reception and must be accompanied at all times. Contractors who work at both Schools on a regular basis are DBS checked, all other contractors are accompanied. The Bursar and the Estates Bursar review the security arrangements regularly and the following are taken into account:

    - The location of the School;
    - The physical layout of the School;
    - The movements needed around the site;
    - Arrangements for receiving visitors and contractors;
    - Staff/pupil training in security.

5. Senior School and Prep School are only available to hire during the holidays and occasional evenings and therefore does not interrupt the education of Sutton Valence School pupils, nor endanger their health, safety and welfare. The Sports and Lettings Administrator is responsible for sending out the lettings agreement to the hirer, which includes safeguarding measures and health and safety measures. Copies of qualifications, DBS, insurance details and risk assessments from the hirer are obtained. The Sports and Lettings Administrator will make any persons present on the site aware of the School's Fire and Security Policies.

6. The School buildings provide good resistance to penetration by rain, snow, wind and moisture from the ground by regular inspection and maintenance to ensure any defects are addressed.

7. In the event of the emergency services being called, there is sufficient access to both Senior School and Prep School for the safe evacuation of all pupils, staff and visitors including those with special educational needs or disabilities, by maintaining a clear route.

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

9. A disabled access audit has been carried out and a risk assessment is in place for staff and pupils with disabilities. Access to both Senior School and Prep School allows all pupils, including those with special educational needs and disabilities, to enter and leave the premises in safety.

10. The Estates Bursar can give assurances that the premises of Senior School and Prep School have not been condemned by the Environmental Health Authority.

11. Room Survey reviews are carried out annually by staff, who record any defects and return the survey to the Estates Bursar who addresses any defects. All classrooms at Senior School and Prep 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. 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 and can be viewed on the School's website and intranet. In accordance with this policy, the Estates Bursar ensures and monitors Health and Safety in the School including:

    - Upstairs windows are fitted with restrictors (limiting opening to 100mm) to prevent any person falling out of them;
    - Asbestos is monitored in line with the Asbestos Plan;
    - Legionella checks are carried out;
    - Risk Assessments are carried out where appropriate, monitored and reviewed.

13. A washroom audit has been carried out to all areas of the Senior School and the Prep School. Sutton Valence School complies with regulations 3 and 4 of the School Premises Regulations for both sites and standard 44 of the Boarding Standards for the Senior School. There are suitable toilet and washing facilities for the sole use of pupils, including facilities for pupils with special educational needs and disabilities. Facilities for disabled pupils may also be used by other pupils, staff 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.

    Sutton Valence School ensures that:

    - Toilet facilities are planned and designed so that handwashing facilities are close by and the rooms containing them are adequately ventilated and lit. They are located in areas around the School that provide easy access for pupils and allow for informal supervision by staff without compromising pupils' privacy;
    - 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;
    - 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 Centre at Sutton Valence School has appropriate facilities for pupils who are ill (Reg. 5 of School Premises Regulations).

    On the ground floor it comprises of:
    - Waiting room;
    - Consulting room;
    - Examination room;
    - Two toilets;
    - One shower;
    - Kitchen.

    On the first floor it comprises of:
    - Two single bedrooms;
    - One double bedroom;
    - Lounge;
    - Bathroom with a bath, basin and toilet.

    At Prep School on the ground floor it comprises of:

    - A room for medical examination;
    - Two single beds;
    - Toilet and washbasin.

15. Catering is provided by in-house staff in both the Senior School and Prep School. The Catering Manager ensures that the kitchens 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. Their recommendations are recorded and actioned as appropriate by the Catering Manager and the Bursar. The equipment is maintained by external contractors.

16. The Senior School employs a team of 16 part-time cleaning staff and the Prep School have a team of cleaning contractors. All areas of the School are maintained in a tidy, clean and hygienic state. Any defects are recorded by the Estates Bursar.

17. Sutton Valence 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. The Music School in the Senior School has acoustic cladding to the walls.

18. Sutton Valence School ensures that the lighting, heating and ventilation in classrooms and other parts of the School are satisfactory in line with regulations 19 and 21 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 to the Estates Bursar.

    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 the Maintenance staff as and when necessary. The temperature of the medical rooms are 20°C - 21°C, 18°C for

classrooms where normal physical activity takes place and 15ºC for classrooms and areas where higher than normal physical activity i.e. washrooms and circulation spaces.

Adequate measures are taken to prevent condensation and noxious fumes in the kitchens, science labs and other rooms by maintaining the ventilation systems. In the Science Department, Design Technology and the Maintenance Workshops these checks are carried out by an external company and overseen by the Estates Bursar. The kitchens in both the Prep School and Senior School, the ventilation systems are also maintained by an external company and overseen by the Catering Manager.

19. There is a programme of works in place to ensure there is a satisfactory standard of decoration in all areas of both the Senior School and Prep School. This is either carried out during holiday periods by external contractors or by maintenance staff.

20. The furniture and fittings are appropriately designed for the age and needs (including any special educational needs or disabilities) of all pupils registered at both the Senior School and the Prep School. This is reviewed as far as budgets allow.

21. There is appropriate flooring in good condition in all buildings. The Estates Bursar walks the School site and responds to any defects or near-misses recorded.

22. In accordance with the Premises Regulations 2012, Sutton Valence School ensures that suitable outdoor space is provided in order to enable:

    - Physical education to be provided to all pupils in accordance with the School's Curriculum Policy;
    - 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 areas, which are available for all Senior School pupils and for Prep School pupils when supervised by staff.
    - The Estates Bursar 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 grounds staff and gardeners. Dog waste bins have been installed on BM to protect pupils and staff from dog waste, whilst playing sport.

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

24. There are separate areas for staff to take a break away from pupils (Senior and Prep School common rooms). Staff also have sufficient space to see parents confidentially away from pupils in a range of offices and meeting spaces.

25. Sutton Valence School's No Smoking Policy is rigorously implemented and made clear to all pupils, staff, parents, contractors and visitors to the site.