



Premises and Accommodation Statement

This premises and accommodation statement sets out Rowan Preparatory School's procedures with regard to standard 5 of ISI Regulatory Requirements which incorporates the Education (Independent School Standards) Regulation 2010. This statement also addresses the EYFS safeguarding and welfare requirements, Premises: 3.56-3.62.

The Business Manager is responsible for ensuring that the buildings in the school comply with relevant regulations, are fit for purpose and that, in terms of design and structure of the accommodation, no areas of the school compromise health or safety. Any faults or problems identified by staff, pupils or visitors are noted in the maintenance job log for action. This is reviewed and actions prioritised at least weekly.

As far as reasonable facilities, equipment and access to premises are suitable for children with disabilities. Actions to improve access in this regard are included on our SENDA Accessibility Plan.

The school insurances are provided by Zurich Insurance as part of the policies in place for the United Learning group of schools, this includes Public Liability Insurance.

This statement is reviewed annually by the Business Manager and as events or legislation change requires. The next scheduled date for review is November 2018.

The Business Manager's accountability includes the following areas of facilities management:-

Buildings Weather Resistance

Complete site maintenance inspections are conducted each holiday (including half terms) to ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground. Any issues identified throughout the term are noted in the maintenance job log which is prioritised weekly for action.

Water Supply

Ensuring appropriate water supply with full checks of the system before the start of each term and sample checks throughout the term of the operational effectiveness and cleanliness of the water system to all cloakrooms, drinking fountains and kitchens to ensure that:

- the school has a wholesome supply of water for domestic purposes including a supply of drinking water
- WCs and urinals have an adequate supply of cold water and washbasins, sinks, baths and showers have an adequate supply of hot and cold water
- the temperature of hot water supplies does not exceed 43°C. Temperature limiters are fitted to all fittings accessible by pupils.
- All cold water outlets suitable for drinking are labelled

On an ongoing basis any faults identified are noted in the maintenance job log for action.

Drainage

Ensuring there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by weekly site walk inspections. On an ongoing basis any issues found by the caretaking team during their work or problems raised by staff are noted in the maintenance job log for action.

Load bearing structures

Any projects to change the building facilities have plans created and reviewed by qualified personnel with due regard for building regulations and planned usage of the facilities. The subsequent work to deliver them is carried out by suitably qualified and experienced trade people.

Security

Ensuring that there are adequate security arrangements in operation in order to provide a secure environment for pupils' education and to protect the premises. The Senior Leadership team regularly review & reassess risk to pupils and staff taking account of the location & layout of the school and to ensure that all reasonable steps are being taken to prevent unauthorised persons entering the premises.

- Both sites of the school are in quiet residential areas and are surrounded by fencing and hedging separating them from neighbouring properties. At Rowan Hill entry to the site is through electronically controlled gates, these are kept closed except at school drop off and pick up time, emergency release keys are stored inside the grounds by the gates. Entry to Rowan Brae is via the front door which is access controlled, the side gates are kept locked with emergency release keys stored inside the grounds by the gates. CCTV is in operation monitoring the front door and gates at both sites.
- Members of staff are on duty at the gate and in the playground at both sites when pupils arrive. Pupils are dismissed at the end of the day to their parents/carer. Any alternative arrangements for pick up must be notified to the school office in writing/email. Pupils are not allowed to leave the premises unsupervised. The few exceptions to this where older girls arrive and leave school on their own must be explicitly notified by parents in writing.
- When pupils are taken either between sites or off site they are accompanied by members of staff with due regard to the ratios required for the age group involved (see Supervision and Education Visits Policy).
- All visitors to the school are required to sign in with office staff and wear Visitor badges, they are briefed about Health & Safety procedures for the site.
- All staff sign in & out of the school sites and are aware of the requirement to challenge strangers on the sites
- Staff are trained in the school's Health & Safety, fire & security procedures at induction and with annual reminders.

The school premises are predominantly used for the school operation, with occasional use by the Friends of Rowan parents association and the Rowan Association alumni. In very occasional circumstances the premises are hired to other local organisations to hold meetings. The use of the buildings by other organisations is only outside of school hours, a risk assessment is carried out for the event and at least one member of school staff remains on site while the event is in progress.

Evacuation

Emergency exit routes from the buildings are signed as fire escape routes and an evacuation plan is in place, with people in the building being alerted by the fire alarm (see Fire Procedures in Fire Safety Policy). All staff are trained in this evacuation procedure as part of their induction. Pupils are also fully briefed on the procedure at the beginning of each academic year. Practice evacuations are held at least once each term.

The Evacuation procedure is reviewed annually as part of the Fire Safety Assessment, and the escape routes are checked weekly as part of the site walk to ensure that they are clear.

When the school has pupils, staff or visitors on site who have special requirements an additional risk assessment is carried out and an associated action plan created. When required, Personal Emergency and Evacuation Plans are drawn up by the site's Deputy Head in consultation with the Business Manager.

Access

External lighting is installed on both sites to ensure people can safely enter and leave the school premises and move around the school sites after dark.

When the school has pupils, staff or visitors on site who have special requirements a risk assessment is carried out and an associated action plan created. Where appropriate this is supported by external specialist expertise. A significant proportion of teaching on both sites occurs on the ground floor which more easily facilitates access for those with special needs. Extra attention is paid to actions required to enable access to those classes and activities normally carried out on the first floor at both sites.

Any building alteration work proposed is assessed to ensure the design caters for access for pupils with special needs including disabilities.

Movement between school sites

Whilst pupils are primarily based at either the Hill or the Brae there are certain activities that are timetabled at other sites. Older Brae girls visit the Hill for Art, IT and some Performing Arts work, pupil from both the Hill and the Brae visit the Sports / Outdoor learning sites at Hinchley Wood & Oaken Lane. Movement between the Brae & the Hill is usually by walking and travel to the Sports sites primarily by school minibus. Specific procedures and risk assessments to ensure safety of the pupils are in place for these transfers.

Classrooms:

- All classrooms are assessed by teaching staff and laid out to facilitate the number of pupils, age group and activities carried out in each room. This includes ensuring that all pupils can be reached by the teacher to provide individual help when required.
In the Rowan EYFS setting the indoor floor space requirements meet regulatory requirements:-
 - 2.5 sq m for two year olds
 - 2.3 sq m for those aged 3 to 5

- Risk assessments are carried out and documented for all teaching spaces in the school, these are reviewed annually. Any actions required are notified to the Business Manager and recorded in the maintenance log and are addressed by the caretaking staff/ specialists as required.

Staff rooms & Meeting rooms

Staff rooms are provided on both sites to enable staff to take breaks away from areas being used by pupils. There are also rooms at both sites away from classrooms that can be used for confidential discussions between staff and parents/ carers.

Washroom Facilities

Ensuring there are sufficient washroom facilities for pupils and staff and that they are maintained in good working order with sufficient supply of hot and cold water. Mixer valves are in place to control water temperatures of washing facilities for pupils and avoid the risk of scalding.

Separate washroom facilities are provided for the sole use of pupils (who are all girls) with additional facilities available for staff and visitors. All toilet facilities also contain hand washing facilities. The rooms are located around the school premises to provide easy access for all pupils, where they can be monitored by staff whilst also providing sufficient privacy for pupils. The facilities have adequate ventilation and lighting and are cleaned daily with consumables replenished.

Rowan Brae – Nursery & Pre Prep (ages 2 to 7)

There are on average 145 pupils at the Brae of whom 50-60 are under 5. The washroom facilities for pupils are located as follows:-

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| Ground floor: | Nursery / Kindergarten – 4 toilets and 4 washbasins |
| | Reception by stairs – 5 toilets and 5 washbasins |
| | Hall/Music Room – 2 toilets and 2 washbasins |
| 1 st Floor: | 2 toilets and 2 washbasins |

Nappy changing facilities including a specialist disposal unit are located in the Nursery /Kindergarten area. Spare clothing, towels, nappies and other necessary items are also kept within this area.

One toilet units in the Reception toilets on the ground floor provides facilities for disabled pupils.

Washing facilities, including a bath and shower attachment, are available in Rowan Brae for washing pupils if necessary.

There are 3 staff facilities, which are also used for visitors, each contains a WC and washbasin. One of these is located on the ground floor, one on the 1st floor and one on the 2nd floor. There is also a cloakroom / changing room on the 1st floor.

Rowan Hill – Prep (ages 7 to 11)

There are up to 200 pupils at the Hill. The washroom facilities for pupils are located as follows and the ratio of washbasins to toilets is considered adequate for current pupil numbers. Additional facilities are planned for construction during 2016 as pupil numbers grow.

Ground floor: 6 toilets and 3 washbasins

3 toilets and 3 washbasins

1st Floor: 2 toilets and 2 washbasins

One of the ground floor and the 1st floor cloakroom contain changing areas for pupils.

A separate disabled toilet is located on the ground floor. This facility may be used by pupils, staff and visitors to the school. This has a lockable door which opens directly onto a corridor.

There are staff and visitor facilities on the ground floor, all are unisex. A visitor facility with a WC and washbasin in the Reception area three staff facilities with a WC and washbasin in each. In addition there are separate toilet and changing facilities for catering staff.

First Aid Facilities

Refer to First Aid Policy for full details of First Aid provision. First Aid rooms are provided for the short term care of sick and injured pupils, these include washing facilities and are situated near toilets. They are also available to be used for medical examination and treatment of pupils if required including therapies required by those with disabilities, specific medical conditions and Special Educational Needs.

Rowan Brae

The First Aid room is situated on the first floor, near to the washroom facilities. This contains a bed, washbasin, with running hot and cold water, and secure storage for any medical supplies.

Rowan Hill

The First Aid room is situated adjacent to the Reception/school office, this contains a bed and secure storage for any medical supplies. There is a door through to a washrooms with a WC and basin with hot and cold running water.

Catering Facilities

Catering is provided through a contract with Chartwells Independent, part of the COMPASS group with onsite teams at Rowan Hill and Rowan Brae. The appointed Catering Manager manages the operation on both sites. Both sites are registered with Elmbridge Local Authority as a “food business” and are inspected at regular intervals by the Environmental Health Officer. Both achieved 5 star ratings (highest level) at the most recent audits.

The kitchen facilities enable hygienic preparation and serving of food and there are detailed checking procedures in place. Meals are consumed in the general purpose Halls on each site, these are timetabled to allow preparation and clear down time by catering staff either side of lunchtime.

Drinking water facilities are provided which are readily accessible by pupils and staff throughout the day, these are separate from the toilet facilities and are clearly marked.

Cleaning

The school employs cleaners as part of the facilities team. All rooms are cleaned and tidied at the end of each school day. As part of the daily washroom cleaning routine hand towel supplies are replenished.

During the holidays all classrooms are cleared and displays removed to facilitate deeper cleaning. Any issues occurring during term time (eg accidental spillage) requiring additional attention are notified to the Business Manager to action as appropriate. Spillages of bodily fluids are dealt with according to the procedures set out in the First Aid Policy.

Sound Insulation and Acoustics

The Business Manager ensures that the school's sound insulation and acoustics allow effective teaching and communication. Group music lessons take place in the Music Room and main Hall at Rowan Hill and Rowan Brae. The Music room at Rowan Hill is sound proofed and individual music lessons of 20 min duration are taught in the music studios which are away from the main building.

Lighting, Heating and Ventilation

All rooms and corridors throughout the school have lighting appropriate to their use. In classrooms this is provided by florescent strip lighting. A programme to upgrade lighting is in progress. Staff inform the caretaking team when any bulb replacement is required. Blinds are in place in the majority of rooms to control daylight as required.

The temperature of radiators throughout the school is controlled from a central thermostat in each building. Heating is supplemented in some rooms to keep them at a comfortable temperature. The aim is to keep the rooms within the school at 18°C. Blankets are provided in medical rooms to provide extra warmth when required. The surface temperature of radiators and pipe work does not exceed 43°C and mixer valves are fitted on all taps to limit the temperature of water.

There is good movement of air throughout the school buildings, several doors are open during the operational day which further aids ventilation around the school. In the kitchens this ventilation is also provided via the use of extractor fans and air conditioning unit to prevent condensation and remove fumes

Decoration

Requirements for small areas of "refresh" decoration are notified to the Business Manager by teaching staff and recorded in the maintenance log for action by the caretaking team.

The full status of both internal and external decoration is reviewed during the termly site inspection carried out by the Head and the Business Manager. Priority areas for inclusion in the regular decorating programme carried out in the school holidays.

Furniture and Fittings

Requirements for furniture and fittings are identified by teaching staff and proposals prepared for their purchase. The proposal is reviewed by the Head and Business Manager to ensure there is suitable justification, that there is due regard for the age and needs (including any special needs) of pupils and that there is budget available. The requirement is then assessed to see if it can be fulfilled by existing equipment in the school and if not where it is to be sourced from.

Any damage to furniture and fittings is notified to the Business Manager and recorded in the maintenance log for action by the caretaking team or specialists if required. Damaged furniture and fittings likely to pose a hazard are removed from use immediately.

Flooring

The corridors and general classrooms have heavy duty carpets. Rowan Brae classrooms also have vinyl wipeable flooring surrounding the sink area within them.

Specialist teaching rooms for Art, DT and Science have vinyl, tiled or safety flooring in them, this is also the case for washrooms and kitchens. The multipurpose halls in both schools have wooden flooring.

All floor areas are cleaned on a daily basis during term time. During holiday periods deeper cleaning takes place using specialist cleaning machines.

Any issues with flooring are reported to the Business Manager and recorded in the maintenance log for action by the caretaking team or specialists if required.

The hall flooring is inspected annually as part of the gymnasium equipment inspection.

No Smoking sites

The school operates a No Smoking policy both inside and outside on the sites.

Insurance

The school is insured under United Learning group insurance policies, these include but are not limited to Public Liability, Buildings & Contents and Vehicles insurance. Copies of current insurance certificates are held in the Bursary with the Public Liability Insurance also on display in the school offices on both sites.

Outdoor facilities

The school provides a variety of outside space for pupils to play safely and also for the provision of Sport and extra activity clubs.

Rowan Brae

There is an outdoor play area at the rear of Rowan Brae, this is surrounded by fencing and is divided into different areas. There are specific areas for the EYFS year groups (Nursery, Kindergarten and Reception) accessed directly from their rooms.

The remainder of the play area is utilised by all year groups. There is a hard surface area which contains a climbing frame on a flexible play surface. This equipment has an annual safety check by a specialist company, and is inspected weekly by the Caretakers and maintained as required. There is also a landscaped area which is grassed and surrounded by a path, this area also contains various specific play areas such as sand and dig pits and various dens. This is inspected and maintained by the caretaking team on a daily basis.

Rowan Hill

There are outdoor play areas at the front and back of the Rowan Hill school buildings, the full site is surrounded by fencing / hedging and the entry gate is accessed controlled. The area to the front of the school is a hard surface and the back of the school contains a wooded area, called the Spinney where the floor surface is covered in bark which is regularly topped up. This contains a tree house which has an annual safety check by the company which built it and is inspected weekly by the caretaking team. The open part of the back contains an adventure trail, this equipment has an annually safety check by a specialist company, and is inspected weekly by the Caretakers and maintained as required.

Use of other shared facilities

Rowan makes use of various facilities at other schools and clubs to enhance the programme of sport provided for pupils. As part of preparing to utilise another facility a risk assessment is carried out for the intended activity, this includes review of the providing organisation's risk assessment for the facility.

Rowan has shared use of Sports Grounds at Oaken Lane, Claygate, and Manor Road South, Hinchley Wood with Surbiton High School, a sister school within the United Church Schools Trust. These facilities are maintained by Surbiton High School with Rowan contributing to the costs. Any issues experienced with these facilities are reported to the Groundsman at the Sports grounds with escalation to the Business Director at Surbiton High.

Other facilities that are hired by Rowan are:-

- Swimming pool at Reeds School, Cobham
- Swimming Pool at Hurst Pool, West Molesey within Elmbridge Borough.

Any queries concerning the Premises and Accommodation at Rowan Preparatory School should be addressed, in the first instance, to the Business Manager. If there is an immediate and serious concern a member of the Senior Leadership Team must be informed as quickly as possible.