



## Lincoln Minster School Premises and Accommodation



Lincoln Minster School  
The best in everyone

### Policy Statement

This Premises and Accommodation statement sets out Lincoln Minster School's procedures with regard to standard 5 of ISI Regulatory Requirements, which incorporates the Education (School Premises) Regulation 1999. This statement also addresses the National Minimum Standards for Boarding Schools (2011), Standard 3.2: Boarders' Health and Wellbeing; Standard 5: Boarding Accommodation, and Standard 8: Provision and Preparation of Food and Drinks.

Lincoln Minster School (LMS) 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, the requirements of Education (School Premises) Regulations 1999 and NMSBS 2011.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Lincoln Minster School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on request from the school offices and should be read in conjunction with the following documents: Health and Safety Policy, Risk Assessments, Fire Policy

This document is reviewed annually by the Principal or as events or legislation change requires

Reviewed: C Rickart, Principal, June 2011

Updated: January 2012

Next review due: June 2012

### Procedure

The Site Manager oversees the maintenance of the site buildings and ensures that the requirements of Education (School Premises) Regulations 1999 are met by ensuring the following:

1. The **water supply** meets the requirements by ensuring that monthly temperature checks are taken by the Site Manager. These checks are recorded in a log book held by the Site 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 met

- 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 the temperature of hot water supplied to baths and showers does not exceed 43° c
  - Quarterly Legionella tests. Shower heads are also cleaned on a quarterly basis
2. The Site Manager regularly checks there is an adequate **drainage** system for hygienic purposes and the disposal of waste water and surface water by regular maintenance of the site.
  3. Lincoln Minster School does not carry out a periodic structural survey to check **load bearing structures**. The Site 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 Site Manager would arrange for a surveyor to assess and then take appropriate action.
  4. The school has **security arrangements** in place for the grounds and buildings detailed in the Security Policy and Procedures and the Security Risk Assessment. All staff read the policy and are made aware of the procedures and informed of their role in the implementation of the policy, either through full staff INSET or new staff training. The Site Manager and the Health and Safety Committee review the security arrangements regularly, updating the policy and risk assessment annually and as deemed necessary. The Security Policy is kept by the Site Manager and is available in the Staff Handbook. Security Consultant Ken Meanwell carries out an annual audit of the school security.
  5. The Business Manager oversees the hiring out of the school's available areas. The Site Manager is consulted and informed.

The school sites and boarding accommodation are **only** available to hire at weekends and during the holidays and therefore this does not interrupt the education of Lincoln Minster School pupils. The following procedure is adhered to with regard to the **main school site**:

- An agreement is drawn up with the hirer which includes safeguarding measures and health and safety measures

The Harper Music School and Sports Hall are available to hire at times when school activities may be taking place on the site. Therefore the following procedures are followed by the Business Manager.

- An agreement is drawn up with the hirer which includes safeguarding measures and health and safety measures. Copies of qualifications, CRB, Insurance details and risk assessments from the hirer are obtained
- The Business Manager will make any persons present on the site aware of the school's Fire and Security Policies.
- Copies of all agreements are kept by the Business Manager in her office.

6. 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 inform the Site Manager of any concerns by making a caretaking request.

- In the event of the emergency services being called there is sufficient **access to the school** by maintaining clear routes to all buildings.

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 procedures. A risk assessment is made for pupils with disabilities or special educational needs. Fire risk assessments are kept in the Site Manager's office.

- The Site Manager ensures that access to the school allows all pupils, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered.
- Disabled access** to the School is clearly signposted and maintained. There is a DDA access report which is included in the school's SENDA plan and a risk assessment is in place for staff and pupils with disabilities.
- The Site Manager can give reasonable assurance that the premises of Lincoln Minster School have not been condemned by the **Environmental Health Authority**.
- Room survey reviews** are carried out annually by staff who record any defects and return the survey to the Site Manager who addresses any defects. Any further classroom issues should either be reported by making a caretaking or ICT/AV request. The Site Manager meets every morning with his team to prioritise action.

All classrooms at Lincoln Minster School are safe for teaching and the timetable takes into account any rooms which have restrictions on numbers or limited access to ensure the safety and welfare of pupils. The allocation of classrooms has due regard to the age and needs of pupils, including any special needs, and in accordance with the regulations for EYFS (which fulfils the necessary floor space requirement). The size of the classrooms provides for the teacher to be able to reach each pupil to provide individual help and guidance.

- The School has a **Health and Safety Policy** which is maintained and reviewed annually. All staff are made aware of the policy and procedures for Health and Safety, with key policies published in the staff handbook and signed for as read by each member of staff. In accordance with this policy the Site Manager ensures and monitors Health and Safety in the school including the following:
  - Upstairs window are fitted with restrictors to prevent accidents
  - Lower level glazing meets regulations
  - Asbestos is monitored in line with the Asbestos Policy
  - Legionella checks
  - Risk Assessments are made where appropriate and monitored and reviewed
- There are sufficient **washrooms** and toilets to meet the regulatory requirements for staff and pupils including those with special needs, taking account of the Education (School Premises) Regulations 1999.

<b>Location :</b> <b>Prior Building</b>	<b>Sink</b>	<b>Toilet</b>	<b>Disabled</b>	<b>Urinals</b>	<b>Showers</b>
Lower Ground Floor	8	8			
Ground Floor	7	5	1	2	
First Floor	13	9		4	1
Second Floor	12	6	1	1	

<b>Location</b> <b>Harper Sports Hall</b>	<b>Sink</b>	<b>Toilet</b>	<b>Disabled</b>	<b>Urinals</b>	<b>Showers</b>
Cleaners Cupboard	1				
Female Changing -Staff	1	1			1
Male Changing- Staff	1	1			1
Female Changing-Pupil	3	4			4
Male Changing-Pupil	3	3		1	4
Disabled Toilet	1		1		

<b>Location :</b> <b>Harper Music School</b>	<b>Sink</b>	<b>Toilet</b>	<b>Disabled</b>	<b>Urinals</b>	<b>Showers</b>
Ground Floor	4	2	1	2	
Upper First Floor	4	4			
First Floor	7	7	1		
Second Floor	1		1		

<b>Location :</b> <b>Watkins Hall</b>	<b>Sink</b>	<b>Toilet</b>	<b>Disabled</b>	<b>Urinals</b>	<b>Showers</b>
Lower Ground Floor	10	6		3	

<b>Location :</b> <b>House / Library / ICT Area</b>	<b>Sink</b>	<b>Toilet</b>	<b>Disabled</b>	<b>Urinals</b>	<b>Showers</b>
Ground Floor	5	4		2	4
First Floor	3	3			1+1 Bath
Second Floor	2	2			1 Bath

<b>Location :</b> <b>Prep School</b>	<b>Sink</b>	<b>Toilet</b>	<b>Disabled</b>	<b>Urinals</b>	<b>Showers</b>
Main school: Boys' changing	3	3		1	
Main school: Girls' changing	6	6			
Main school: Staff	3	3			
8 Eastgate	3	3			
Priory: pupils	5	4			
Priory: staff	1	1			

<b>Location :</b> <b>Pre-Preparatory School</b>	<b>Sink</b>	<b>Toilet</b>	<b>Disabled</b>
Main Hse: Boys	4	2	
Main Hse: Girls	5	4	
Main house: Staff	2	2	
Stable Blk adults	2	2	
Cottage	2	2	

Pupils			
Cottage Staff	1	1	
Hall	1		1
Admin staff	1	1	

Location : EYFS	Sink	Toilet	Disabled	Urinals	Showers
Discoverers	3	3		0	
Explorers	5	5		0	
Reception	3	3		0	
EYFS building (adults)	2	1	1		1

HILLSIDE BOARDING	SINK	TOILET	DISABLED	URINALS	SHOWERS	W BASINS	BATH
Ground floor	1	2	0	0	4	3	0
First floor	2	3	0	0	2	3	0
Second floor	0	1	0	0	1	8	1

LINDUM VIEW	SINKS	TOILET	DISABLED	URINALS	SHOWERS	W BASINS	BATH
Ground floor	1	2	0	0	1	2	0
First Floor	1	2	0	0	2	3	1
Second floor	0	2	0	0	1	2	0

JAMES STREET	SINK	TOILET	DISABLED	URINALS	SHOWERS	W BASIN	BATH
Ground	0	3	0	0	3	2	2
First fl	1	4	0	0	5	13	2
Second	0	0	0	0	0	0	0

EASTGATE HOUSE	SINK	TOILET	DISABLED	URINALS	SHOWERS	W BASINS	BATH
Lower gr fl	4	3	0	0	1	4	0
Ground fl	2	3	1	0	0	7	1
First fl	0	7	0	0	1	11	1
Second fl	0	3	0	0	2	8	0
Third fl	1	1	0	0	0	1	1

14. The medical area at Lincoln Minster School has appropriate facilities for pupils who are ill in accordance with the Education (School Premises) Regulations 1999. It contains:

- A room for medical or dental examination
- A room for rest
- A washbasin and toilet

15. In partnership with Compass catering, and St Mary's catering the Site Manager/Business 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 the Site Manager or Compass catering. The equipment is maintained by external contractors through the school. However, specific risk assessment is carried out by Compass including food sampling testing. The Business Manager is made aware of any concerns.

16. In line with the Generic Teacher Responsibility all staff 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 any time by mobile from either of the School offices. 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 by making a caretaking or ICT/AV request.

17. Lincoln Minster School ensures that the **sound insulation and acoustics** allow for effective teaching and communication. The Recital Hall has acoustic cladding to the walls and ceiling, Music Teaching Rooms have acoustic curtaining to the walls and the Music Department carries out risk assessment/noise testing.

18. The Site Manager ensures that the **lighting, heating and ventilation** in classrooms and other parts of the school are satisfactory in line with regulations. Any staff with concerns report the issue or problem by making a caretaking request.

- 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. And lighting is maintained by site staff and external contractors as appropriate.

- The heating system is maintained by an external contractor and controlled by site team as and when necessary. The Site Manager makes regular checks to monitor the temperature of rooms around the school to ensure they meet the regulations and records his results and actions any issues.
- Controllable ventilation is 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 Site Manager. Ventilation systems in the school kitchens are maintained by an external company and overseen by the Catering Manager who records the results and alerts the Site Manager of any concerns. Each department has its own risk assessment kept as part of departmental documentation.

19. The Site Manager ensures that there is a satisfactory standard and adequate maintenance of **decoration** by walking the site and liaising with the senior leadership team. Decoration is either contracted out or done in house by the site team.
20. Lincoln Minster School ensures that the **furniture and fittings** are appropriately designed for the age and needs (including any special needs) of all pupils registered at the school and this is reviewed as far as budgets allow.
21. The Site Manager ensures that there is appropriate **flooring** in good condition by walking the school site and responding to any defects or near-misses recorded.
22. The Site 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 are alert to the safe use of play equipment. Outside play areas are maintained by the site team. Traffic risk assessments and out-of-lesson risk assessments are in place and followed by staff on duty.

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## Appendix 1: Further information on the Early Years Foundation Stage

### Background

The Lincoln Minster School EYFS is part of the whole school providing education for children from 2 ½ – 18. The school is set on three sites: The Pre-Preparatory School, the Preparatory School and the Senior School. Lincoln Minster School was formed in 1996 through a merger of the Cathedral School for Boys, St Joseph's School for Girls and Stonefield House School. Lincoln Minster Prep School and St Mary's Prep School merge from 1<sup>st</sup> September 2011 to form St Mary's Preparatory School, the Preparatory School of Lincoln Minster School. As part of the United Church Schools Trust (UCST), it has grown and developed to provide an excellent education for 800 pupils across three sites.

The two Prep sites and Senior School sites are all situated in Lincoln's historic Cathedral Quarter, within a stone's throw of the Cathedral, Castle, Bailgate and the appropriately named Steep Hill. Many of our buildings are traditional, stone or brick built, with tremendous character.

### **Early Years Foundation Stage**

The Early Years Foundation Stage is made up of the Nursery Discoverers form, the Nursery Explorers form and 2 Reception forms. Nursery Discoverers and Nursery Explorers use the four ground floor classrooms in the new part of the St Mary's Prep site and Reception use the two form rooms next to the Pre-Prep Head's office. Toilets are located between the Discoverer and Explorer rooms and were completed for September 2011 at the back of the Reception form rooms which are suitable for the age of children using them. All toilet areas have water heaters, soap dispensers and paper towel dispensers which the children can access independently.

The youngest children in Nursery have two large, bright form rooms which are safe and secure and equipped with age related toys and furniture. The Nursery Explorers use two classrooms, with a waterproof flooring to enable safe access to all areas of the EYFS curriculum.

The children have their own pegs in the form rooms. PE kit is also kept on their pegs in school duffle bags.

The EYFS outdoor area can be accessed by doors from each form room and the children use this area both for playtime and during the school day. There are secure gates to enter the EYFS playground from the rest of the playground. These are checked regularly by staff.

### **Boarding**

All Boarding Houses comply with any requirements set out in regulations relating to school premises.

All Boarding Houses have sufficient windows to provide natural light and are also more than adequately lit by ceiling lights and wall lights. All boarding houses are heated by central heating system. All Boarding Houses are cleaned daily from Monday to Friday. There are appropriate numbers of toilets and wash basins that provide appropriate privacy for all boarders.

All boarding houses are suitably furnished and decorated and there is no over crowding. We have male and female boarding houses and staff accommodation in all boarding houses are separated from the boarding accommodation. Bedding is sufficiently warm and is laundered on a regular basis.

If a boarding pupil is unwell and considered to be infectious or, for instance, has a gastric upset that could spread quickly through the boarding community, the House Staff will isolate him/her in the boarding house at night or Medical Centre by day. Parents or guardians will then be informed and required to take the pupil home until fully recovered and no longer infectious.

Boarders are encouraged to personalise an area of their dormitory/bedroom with suitable posters and personal items.

Boarders undertake a supervised period of evening study Monday to Thursday and have the opportunity for private study in their own boarding houses.

All boarding houses have a unique access code, known only to the children of that particular house, and changed annually. No individuals or groups have unsupervised access to the boarding houses while occupied by pupils. All boarding houses have an intruder alarm, which is set every evening by the boarding staff on duty.

Eastgate House has CCTV cameras which do not intrude on boarders' reasonable privacy. Other boarding houses do not use such equipment.