PREMISES AND ACCOMMODATION STATEMENT

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Policy Statement (1)

This premises and accommodation statement sets out AKS's procedures with regard to standard 5 of ISI Regulatory Requirements which incorporates the Education (Independent Schools Standards) Regulation 2010.

The school fulfils its responsibility to ensure that premises and accommodation are fit for purpose and compliant with regulatory requirements. The Director of Finance and Operations can confirm that the premises have not been condemned by the Environmental Health Authority. The school operates a no smoking policy anywhere on the school Estates.

Policy Statement (2)

1) This policy applies to all members of the AKS school community, including those in our EYFS setting.
2) AKS implements this policy through adherence to the procedures set out in the rest of this document.
3) This policy is made available to all interested parties in accordance with our *Provision of Information* policy.
4) The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's *Equal Opportunity* policy document.
5) This policy is reviewed at least annually, or as events or legislation changes require, by the Bursar, the Whole School Leadership Team and the Local Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.

Key Personnel

1) Robert Duncan: Head of Estates and Grounds
2) Annie Millard: Director of Finance and Operations and Health & Safety Co-ordinator
3) David Harrow: Headmaster
4) Amanda Ilhan: Head of Nursery and Preparatory School
5) Vicky Reynolds: Nursery Manager
6) Barbara Syson: Housekeeper

Water Supply

1) The Head of Estates and Grounds ensures that the water supply meets the requirements of the Education (School Premises) Regulations 1999.
2) The water is monitored monthly by an external contractor and records are kept of test results. This ensures that:
    a) The school has a wholesome supply of water for domestic purposes including a supply of drinking water.

b) WCs and urinals 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.
c) The temperature of hot water supplies to baths and showers shall not exceed 43°C.

Drinking Water

The Head of Estates and Grounds ensures that drinking water facilities are available at all times and that cold water supplies that are suitable for drinking are clearly marked. Such facilities are in a separate area from the toilets.

Drainage

1) The Head of Estates and Grounds ensures there is an adequate drainage system for hygienic purposes and the disposal of wastewater and surface water by regular inspection of the drains.
2) The drainage is by means of direct entry into the main sewers, and these are maintained and checked by United Utilities.
3) Any Estates problems are dealt with immediately.

Load Bearing Structures

1) The Head of Estates and Grounds ensures that each load bearing structure complies with the Education (School Premises) Regulations 1999. Certification is held by the Head of Estates and Grounds for all structural work.
2) Where appropriate, guidance is given for the rectification of any structural issues. This ensures that the buildings are capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected.

Security

1) The Head of Estates and Grounds, Director of Finance and Operations, Headmaster, Head of Nursery and Preparatory School ensure that the school has adequate security arrangements for the grounds and buildings, which are based on risk assessments.
2) All reasonable steps are taken to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.
3) Children will only be released into the care of individuals who have been notified to the school by the parent or guardian. Children will not be allowed to leave the premises unsupervised.
4) Physical on-Estates security is provided from 1600 – 2200 daily and from 0830 – 1700 on Saturdays and Sundays
5) The school has a security document within which risk assessments and arrangements are explained.

6) The school is protected by CCTV. Any use of surveillance equipment for security purposes does not intrude unreasonably on student privacy.
7) The Whole School Leadership Team regularly review the school's security arrangements and explicitly take into account the following:
    a. The location of the school;
    b. The physical layout of the school;
    c. The movements needed around the Estates;
    d. Arrangements for receiving visitors;
    e. Staff/student training in security.

Public Use of Premises

1) The Head of Estates and Grounds ensures that premises that are used for purpose other than school life (such as a Sports Hall or grounds that are open to the public) are organised in such a way to ensure that the health, safety and welfare of students are safeguarded and that their education is not interrupted by other users.
2) Before any outside activity takes place risk assessments and insurance documents are provided to the School, which must first be approved by the Head of Estates and Grounds.

School Buildings - Weather

1) The Head of Estates and Grounds ensures that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground. This is achieved by regular inspection and repairs.
2) Any issues highlighted in structural engineering reports are attended to promptly.

Emergency Evacuations

1) The Head of Estates and Grounds and Health & Safety Officer ensure there is sufficient access so that emergency evacuations can be accomplished safely for all students, staff and visitors including those with special needs, by undertaking regular emergency evacuations and by resolving any emerging issues.
2) The Head of Estates and Grounds checks all access and egress points regularly.
3) Students or staff who may require help with evacuations are aided by a staff member.

Access to Premises

1) The Head of Estates and Grounds ensures that access points to the school allow all students, including those with special needs, to enter and leave the school in safety and comfort.

2) The Head of Estates and Grounds regularly checks access points.
3) Where appropriate, the school carries out a risk assessment if any student or member of staff needs further support and makes appropriate arrangements.

Classroom Size

1) The Head of Estates and Grounds ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs). This includes provision for:
    a) the teacher being able to reach each student in a classroom in order to provide individual help and guidance
2) In EYFS settings the following floor space is required for registered provision:
    a) 3.5 sq m for under-twos
    b) 2.5 sq m for two year olds
    c) 2.3 sq m for those aged 3 to 5

Health & Safety (including Asbestos)

1) The Director of Finance and Operations ensures that, in terms of the design and structure of the accommodation, all areas of the school do not compromise health or safety (e.g. upstairs windows being fitted with stops or bars to prevent accidents, procedures for asbestos).
2) All upstairs windows have opening restrictors fitted and all information regarding Health and Safety is kept by the Health & Safety Officer in the Compliance File; this includes an asbestos register.
3) There are also regular visits by health and safety staff from Central Office to check on compliance.
4) The Head of Estates and Grounds ensures that the premises, accommodation and facilities are maintained to a standard that ensures the health, safety and welfare of the students.
5) The school would find other suitable premises or apply for approval of a material change to reduce the registered number of pupils so that premises are compliant.
6) The school operates a no-smoking policy, preventing smoking in a room or outside play area where children are present or are about to be present.

Washrooms

1) The Head of Estates and Grounds ensures that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (School Premises) Regulations 1999 in that
    a) school washrooms have one WC for every 10 students under 5 (for boys, urinals may be provided as an acceptable alternative to WCs

provided that WCs are a reasonable proportion of the total number of sanitary fittings).

b) school washrooms have one WC for every 20 students aged 5 upwards (for boys, urinals may be provided as an acceptable alternative to WCs provided that WCs are a reasonable proportion of the total number of sanitary fittings).
c) for students under the age of five, at least one shower or bath is provided for every 40 students.
d) the number of washbasins should at least equal the number of WCs/urinals (if you school is mostly for under 11s).
e) all single and double sanitary fittings contain one or two washbasins respectively (if your school is mostly for over 11s) [i.e. one WC with one washbasin is fine, as is two WCs with two washbasins, but two WCs in a cloakroom with only one basin is not].
f) the number of washbasins is at least two-thirds that of the WCs/urinals (if your school is mostly for over 11s).
g) separate washrooms for girls and boys are provided for students aged 8 or older, and separate washrooms are provided for staff and students - except that any disabled washrooms may be used by both boys and girls and also staff and visitors (provided the door is capable of being secured from the inside and opens directly on to a circulation space other than stairs).
h) staff washrooms are 'adequate' for the number of staff at the school.
i) changing accommodation, including showers (which are hygienic and which work properly), is provided for students and is accessible from the playing fields or school building where the exercise takes place (for students 11 years old or above doing physical exercise).
j) Adequate privacy is provided between toilets and changing facilities and showers.
k) School washrooms are adequately ventilated and lit
l) School washrooms are located in areas that are easily accessed by students and may be supervised by staff without compromising students' privacy.
m) Where there is unisex provision the privacy of the occupant is ensured by having a full height door.
n) Toilet facilities for disabled students contain one toilet and one wash basin and have a lockable door opening on to a circulation space. The number and location of accessible toilets are sufficient to ensure a reasonable travel distance for users that does not involve changing floor levels.

o) Toilet and washing facilities for staff, which may also be used by visitors, are separate from those provided for students, except where they are designed for the use by those who are disabled.
p) There are sufficient and appropriate toilets for those undergoing gender reassignment.

2) Facilities available in the English/Drama Block are;

Boys and Girls sports changing rooms: 2 showers in each
Boys: 2 toilets, 4 urinals and 6 hand basins
Girls: 6 toilets and 6 hand basins
Staff facilities: 1 shower
Staff toilets:
Female - 2 toilets, 2 hand basins;
Male - 1 toilet, 1 urinal, 1 hand basin.

3) Facilities available in the Senior School are:

6th Form Toilets	Female: 6 toilets and 3 hand basins
	Male: 3 toilets and 2 hand basins
Student Main Toilets	Boys: 4 toilets, 6 hand basins and 6 urinals
	Girls: 6 toilets and 5 hand basins
Maths Corridor	Girls: 6 toilets and 8 hand basins
Admin area	1 Unisex toilet and 1 hand basin
Adjacent to room 59	1 Unisex toilet and 1 hand basin
Art Corridor	Female Staff: 2 toilets and 2 hand basins.
	Male Staff: 1 toilet, 1 urinal and 2 hand basins.
Main Corridor	Male Staff: 2 toilets, 2 urinals and 2 hand basins
	Female Staff: 4 toilets and 3 hand basins
	Disabled & Unisex: 1 toilet and 1 hand basin

4) Facilities available in the Sports Complex are:

Sports Complex

Staff	-	Male Staff: 2 toilets; 2 hand basins and 1 shower
		Female Staff: 2 toilets; 2 hand basins and 1 shower
		Disabled: 1 toilet; 1 hand basin and 1 shower
Pupils	-	Boys Changing: 2 toilets; 2 hand basins and 8 showers

Girls Changing: 2 toilets; 2 hand basins and 8 showers

Staffroom - 2 hand basins

Visitors - 2 toilets; 2 hand basins and 3 showers

Old Changing Rooms 2 toilets; 2 hand basins and 5 showers

5) Pavilion:
   2 toilets and 2 hand basins.

6) Facilities available in Nursery and Prep School Ground floor are:

Baby Room

Nappy changing area with hand washing facilities for staff

Baby Room corridor 2 unisex staff toilets with hand basins

Butterflies

3 unisex toilets

3 hand basins

Bees

2 unisex toilets

2 hand basins

Shower

Nappy changing area

Ladybirds

3 unisex toilets

3 hand basins

Prep corridor

3 unisex staff toilets with hand basins

1 medical room with hand basin

Pre School and KS1

3 girls' toilets and 3 hand basins

3 boys' toilets and 3 hand basins

Years 2 and 3

1 girls' toilet with hand basin

1 boys' toilet with hand basin

Years 4, 5, 6

1 boys' toilet, 3 urinals, 3 hand basins

3 girls' toilets, 3 hand basins

1 unisex staff toilet (disabled)

Kitchens

1 toilet

First Aid

1) The Head of Estates and Grounds ensures that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 1999 in that:
    a) there is a room for medical or dental examination.
    b) the room contains a washbasin.
    c) the room is reasonably near a WC.
2) The school has a dedicated medical room with a washbasin and this is located at the East end of the main corridor. When appropriate the facility can also be used to enable therapy to be offered to students with special educational needs or disabilities.

Catering

1) The Director of Finance and Operations ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
2) The school employs Lexington to carry out its catering requirements and they undertake their own monitoring.
3) However, regular checks are also made by the Director of Finance and Operations on the condition and cleanliness of the kitchen areas.

Cleaning

1) The Housekeeper ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state.
2) All classrooms and other areas are cleaned daily by in-house cleaners and the toilet areas are checked regularly throughout the day.
3) The school ensures there are suitable hygienic changing facilities for changing any children who are in nappies and there is an adequate supply of clean bedding, towels, spare clothes and any other necessary items always available.

Noise

1) The Director of Finance and Operations ensures that the sound insulation and acoustics allow effective teaching and communication by undertaking regular checks to ensure that there is appropriate sound insulation in line with regulatory requirements and, where possible, ambient noise does not travel between teaching areas.

Lighting & Heating

1) The Head of Estates and Grounds ensures that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:
    a) 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.
    b) Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at a height of 0.5 metres above floor level when the external air temperature is -1°C:
        - in medical/sick rooms: 21°C
        - in teaching, private study and examination areas: 18°C
        - in areas for physical education, washing, sleeping or circulation: 15°C.

c) The surface temperature of any radiator or exposed pipe work does not exceed 43°C (for Nursery classes).
d) 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.
e) Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms

2) The Head of Estates and Grounds ensures that external lighting is provided to enable safe entry and exit to the premises and safe pedestrian movement during the hours of darkness.
3) All areas of the School are maintained to correct regulations. Maintenance of lighting and heating is undertaken regularly and is thoroughly checked annually.

Decor

1) The Director of Finance and Operations ensures that there is a satisfactory standard and adequate maintenance of decoration. This is regularly monitored by the Estates Manager.

Furniture & Fittings

1) The Head of Estates and Grounds ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all students registered at the school.
2) The furniture and fittings are checked regularly by the Estates Manger to ensure that they are fit for purpose.

Flooring

1) The Head of Estates and Grounds ensures that there is appropriate flooring in good condition by regularly checking that all flooring is fit for purpose.
2) Any deterioration in the floor coverings is dealt with immediately.

Play Areas

1) The Headmaster, Head of Nursery and Preparatory School and Nursery Manager ensure that there are appropriate arrangements for providing outside space for students to play safely.
2) The school has adequate recreation facilities for all students (including those with disabilities) and the Groundsmen ensures that these are maintained appropriately.

Safety

1) Risk assessments are used for safety on the Estates, including arrangements for crossing roads if necessary and increased supervision in areas accessible to the public.
2) Sleeping children are checked frequently and there is provision for children who wish to play quietly or sleep, where appropriate furniture has been removed.
3) There is a separate baby room for children under the age of two and those children have contact with older children when appropriate.
4) The school ensures an area is provided where staff may talk to parents and/or carers confidentially, as well as an area in group settings for staff to take breaks away from areas being used by children.

Insurance Requirements

1) The Director of Finance and Operations ensures that Public Liability and Employers Liability Insurance certificates are displayed in the Senior School Reception, Prep School Reception, Senior Staff Common Room, Preparatory School Staff Room, Nursery, Sports Hall Reception, Dining Hall and Estates Office. The relevant certificates are obtainable from the DFO office.

Updated	7th July 2026
Reason for changes	Staffing updates
Name of the owner	Robbie Duncan: Head of Estates and Grounds/Annie Millard: Director of Finance and Operations/Amanda Ilhan: Head of the Prep and Nursery
Audience	Staff
Location	Whole School Team and school website
Review date	July 2027