Abbey Gate College

STATEMENT: Premises and Accommodation	
Scope	**Whole College**
Responsibility	**Estates Manager**
Reviewed & Updated	**September 2026**
Governor Approval	**James Goddard**

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Policy Statement (1)

This premises and accommodation statement sets out Abbey Gate College's procedures with regard to regulatory requirements, as referenced in the ISI Framework 23: "Leadership must ensure that the provision and maintenance of premises and accommodation, including suitable accommodation to provide for pupils' medical and therapy needs, fulfils applicable standards to provide a safe physical environment for pupils, and that accommodation meets all applicable standards".

The College fulfils its responsibility to ensure that premises are fit for purpose and compliant: "with reference to Part 5 of the ISSR and to ensure compliance with relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order 2005 and that safe evacuation systems are in place".

The Estates Manager can confirm that the premises have not been condemned by the Environmental Health Authority and meet the standards of the Education (School Premises) Regulations 1999.

Policy Statement (2)

1) This policy applies to all members of the Abbey Gate College school community.
2) Abbey Gate College implements this policy through adherence to the procedures set out inthe 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 *EDI policy* document.
5) This policy is reviewed at least annually, or as events or legislative changes require, by the Estates Manager, the Head, School Leadership, and Governors. The deadline for the next review is no later than 12 monthsafter the most recent review date indicated above.

Key Personnel

1) Dianne Coakley: Estates Manager
2) Andy Austen: Senior Deputy, Health & Safety Assistant (Senior School)
3) Craig Jenkinson: Head
4) Corinna Travis: Head of Infant and Junior School
5) Sarah Tomlins: Health & Safety Assistant (Infant and Junior School)

Water Supply

1) The Estates Manager ensures that the water supply complies with 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) and showers have anadequate supply of hot and cold water.
    c) The temperature of hot water supplies to showers and at all points of use shall not pose a scalding risk to users and will not exceed 43°C.

Drinking Water

The Estates Manager ensures that drinking water facilities are separate from toilet facilities, and available at all times, and that cold water supplies suitable for drinking are clearly marked.

Drainage

1) The Estates Manager 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 onsite problems are dealt with immediately.

Load Bearing Structures

1) The Estates Manager ensures that each load bearing structure complies with the Education (School Premises) Regulations 1999 by organising periodic visits, if and when required bysurveyors who report on the condition of the school.
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 Estates Manager, Senior Deputy, Head of Infant & Junior, and Head ensure that the school has adequate security arrangements for the grounds and buildings.
2) The school has a security document within which risk assessments and arrangements are explained.
3) The school is protected by CCTV. Any use of surveillance equipment for security purposes does not intrude unreasonably on student privacy.
4) The Whole College Leadership Team regularly review the school's security arrangements and explicitly consider the following:
    a. The location of the College
    b. The physical layout of the school's respective sites
    c. The movements needed around the sites
    d. Arrangements for receiving visitors
    e. Staff/student training in security

Public Use of Premises

1) The Estates Manager ensures that premises or grounds that are used for purpose other thanschool life (such as a Sports Hall, AWP 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 otherusers.
2) Before any outside activity takes place, risk assessments and insurance documents are provided to the school, which must first be approved by the Estates Manager.

School Buildings - Weather

1) The Estates Manager 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 surveyors' reports are attended to promptly.

Emergency Evacuations

1) The Estates Manager and Health & Safety Officer ensure there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special needs, by undertaking regular emergency evacuations and by resolving any emerging issues.
2) The Estates Manager ensures all access and egress points are checked regularly.
3) Students or staff who may require help with evacuations are aided as stated in their PEEPS document/by staff

Access to Premises

1) The Estates Manager ensures that access points to the school allow all students, including those with special needs, to enter and leave the school in safety andcomfort.
2) The Estates Manager ensures access points are regularly checked.
3) Where appropriate, the school carries out a risk assessment to see if any student or member of staff needs further support and makes appropriate arrangements.

Classroom Size

1) The Estates Manager 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-old's
    c) 2.3 sq m for those aged 3 to 5

Health & Safety (including Asbestos)

1) The Estates Manager 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 are in place).

2) All upstairs windows have opening restrictors fitted and all information regarding Health and Safety is kept by the Estates Manager in the Compliance File; this includes an asbestos register.
3) The Estates Manager ensures that the premises and facilities are maintained to a standard that ensures the health, safety, and welfare of the students.

Washrooms

1) The Estates Manager 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 ofsanitary fittings).
    b) school washrooms have one WC for every 20 students aged 5 and upwards (for boys, urinals may be provided as an acceptable alternative to WCs provided that WCs are a reasonable proportion ofthe 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 your 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 theWCs/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 staff and visitors (provided the door is capable of being secured from the inside and opens directly on to a circulationspace 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) school washrooms are adequately ventilated and lit.
    k) school washrooms are in areas that are easily accessed bystudents and may be supervised by staff without compromising students’ privacy.

2) Facilities available in the Senior School are:

6th Form Toilets:

Gender Neutral: 2 toilets, 1 hand basins

Main Building Toilets:

Male:	3 toilets, 2 hand basins
Female:	7 toilets, 4 hand basins
Main Building:	Disabled/gender neutral
Male Visitor:	1 toilet, 1 hand basin

Main Building top floor: 1 gender neutral toilet, 1 hand basin

Pavilion

Changing Room 1	1 Gender-neutral toilet, 1 hand basin and 1 shower
Changing Room 2	1 Gender-neutral toilet, 1 hand basin and 1 shower
Changing Room 3	1 Gender-neutral toilet, 1 hand basin and 1 shower
Disabled Changing	1 Gender-neutral toilet, 1 hand basin and 1 shower

Sports Hall changing rooms

Female changing room	4 toilets, 4 hand basins and 1 shower
Male changing room	2 toilets, 2 urinals, 4 hand basins and 1 shower

Sports Hall Foyer

1 Gender-neutral toilet and 1 hand basin
1 Gender-neutral Disabled toilet and 1 hand basin

Art & Media Corridor

2 Gender-neutral disabled toilets and 2 hand basins

Drama/Room 15

1 Male toilet and 1 hand basin
1 Female disabled toilet and 1 hand basin

3) Facilities available in Junior/Infant School are:

Juniors:

Boys	3 toilets, 3 urinals, 3 hand basins.
Girls	4 toilets and 3 hand basins

Juniors' unisex staff/visitor/disables toilet: 1 toilet, 1 hand basin and 1 Belfast sink.

Infants:

2 toilets and 2 hand basins, 1 changing area/1 shower

Foundation:
Unisex toilets, 2 toilets, 1 long Belfast sink with 2 sets of taps

Foundation unisex staff/visitor/disabled toilet: 1 toilet, 1 hand basin and 1 shower.

First Aid

1) The Estates Manager 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 next to or near a WC.
2) The College has dedicated medical rooms with a wash basin, located on the ground floor on the main corridor.
3) The school has 2 dedicated wellbeing rooms, these are appropriate for the purposes of counselling. The facility can also be used to enable therapy to be offered to students, dependent on needs.

Catering

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

Cleaning

1) The Estates Manager 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 the schools in house cleaning team and NIC Local contract evening cleaners, all areas are checked regularly throughout the day.

Noise

1) The Estates Manager 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 Estates Manager 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 meters above floor level when the external air temperature is - 1°C:
        - in medical: 21°C
        - in teaching, private study and examination areas: 18°C
        - in areas for physical education: 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 liters of fresh air per second for each of the maximum number of people the area will accommodate.
   - in teaching, medical rooms, eight liters for each of the usual number of people present when the areas are occupied.

e) Adequate measures can be taken to prevent condensation and noxious fumes in kitchens and other rooms.

2) The Estates Manager ensures that external lighting is provided to enable safe entry and egress 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 and serviced annually.

Decor

1) The Estates Manger ensures that there is a satisfactory standard and adequate maintenance of decoration. This is regularly monitored by the CLT.

Furniture & Fittings

1) The Estates Manager ensures that the furniture and fittings are appropriately designedfor 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 they are fit for purpose.

Flooring

1) The Estates Manager ensures that there is appropriate flooring in good condition with no trip or slip hazards by regularly checking that all the flooring is fit for purpose.
2) Any deterioration in the floor coverings is dealt with immediately.

Play Areas

1) The Estates Manager and the Head of the Infant & Junior School 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 and the Estates Manager ensures that these are maintained appropriately.

Insurance Requirements

1) The Estates Manager ensures that current Public Liability and Employers Liability Insurance certificates are displayed in the Senior School Reception, Junior / Infant School Reception.