



# **Boarding House Standards Policy**

## **For St. James' School**

**Date: August 2011**

**Annual Review**

**Next Review: August 2012**

# **Boarding House Standards Policy for**

## **St. James' School**

St. James' School's Mission in Boarding House Standards:

To provide a living environment that enhances a pupil's life at the School. To ensure that repairs and preventative maintenance activity is undertaken in a timely and professional manner. That all matters relating to the safety of each occupant has the highest of priorities. To ensure that the image of the School is supported by the perceived and actual quality of the Boarding House environment. (Note: References to Houseparents within paragraphs 1 to 11 refer to Houseparents and other staff members in authority in the absence of Houseparents).

### **1. Health and Safety**

1.1 During Term Time the responsibility for the Health and Safety of all occupants primarily rests with the Houseparents. In this they will be supported by the Headteacher and the Bursar in ensuring that every assistance is given in providing the necessary support for formal risk assessments, supplies, equipment, literature, fire drills, and in ensuring that matters relating to Health and Safety are given the highest priority.

1.2 Fire Logs are provided for each house and should be completed as required. All occupants are to be aware of the fire escape routes and they are to be kept clear of obstructions at all times. The integrity of escape routes will be audited regularly by the School Bursar.

1.3 The School's nominated electrician will be available to check all portable electrical appliances brought into Boarding Houses. The School has a statutory obligation to ensure that such equipment is properly tested for electrical safety. Houseparents and the Bursar are responsible for securing any equipment that fails the test.

1.4 The School will provide First Aid boxes. Houseparents are asked to regularly check that the contents of the boxes are maintained to the minimum level as specified by the School's Matron - supplies are available from Matron's office. The School Matron will audit these boxes at the end of each term.

1.5 Firefighting equipment is provided and maintained by the School. This equipment will be regularly checked. Houseparents are asked to inform the Bursar if any items of equipment appear to be damaged or have suffered abuse.

1.6 Emergency lighting and evacuation signage is supplied and maintained by the School. Houseparents are asked to report any faults or damage to the Bursar. The maintenance department will regularly check these items.

1.7 Records detailing tests and maintenance to emergency lighting systems and fittings will be maintained by the maintenance department and by the Houseparents in the Fire Log Books.

1.8 Houseparents are to ensure, as is reasonably practicable that combustible materials are isolated from sources of heat and flame.

1.9 Maintenance and repair works will, if practicable, be undertaken after prior consultation with Houseparents, unless emergency dictates otherwise. The Health and Safety Plan for such works will be the responsibility of the Bursar, working with the Houseparents and the contractor/maintenance team.

1.10 Third Party workmen will be supplied by the Bursar with 'Permit to Work' certificates. Houseparents should not allow any third party workmen on site during term time without sight of this certificate.

1.11 The control and storage of all controlled or notifiable substances within Boarding Houses is vitally important, those under the direct control of the Housekeeper will be managed by the Housekeeper. All such substances must be properly stored, controlled, documented, risk assessed, and reported to the Bursar. Concerns must be brought to the Bursar as soon as is practicable.

1.12 The security of the house is primarily/of the Houseparents during Term Time. Working with the Bursar they are to, as is practicable, ensure that all external locks are properly working and that keys are properly controlled. Windows are to be checked regularly to ensure that hinges, stays and locks are functioning correctly. Security alarms will be maintained by the School. Door codes are to be changed as necessary. All security problems should be reported to the Bursar.

1.13 Any perceived or actual hazard is to be correctly marked and notified to all occupants by the Houseparents and reported to the Bursar.

1.14 A pro-active attitude towards Health and safety is to be encouraged.

1.15 Houseparents, pupils and staff members are not to undertake any maintenance or repair activities that are outside their normal responsibilities or competencies without receiving specific and detailed instructions from a competent person.

## **2. Internal Decoration**

2.1 Houseparents (with the support of pupils) shall only choose colours from a selection supplied by the Bursar. These pastel colours will be offered with a silk or eggshell finish and will be fully washable. Normal brands only will be used.

2.2 The targeted redecoration timetable will normally be:

2.2.1 Common areas every three or six years

2.2.2 Bedrooms every three or six years

2.2.3 Toilet, bath and shower rooms and kitchens every three years.

2.3 Woodwork will normally be white glossed. Natural stains will be maintained if possible. Woodwork will be treated during the general redecoration of the area.

## **3. Floor Coverings**

Internal flooring and coverings will be suitable for their purpose, clean in appearance, free from damage, not hazard making and support the character of the Boarding House.

3.1 Common areas: Colours and patterns chosen will be in keeping with the House style and support the general image.

3.1.1 Carpets will be shampooed at least once every year - ideally after Summer

3.1.2 Carpets will be vacuum cleaned regularly

3.1.3 Damaged carpet should be reported to the Bursar. ~

3.1.4 Stains should be reported to the cleaning staff as soon as is possible for treatment.

3.1.5 Door mats will be supplied for each entrance to a Boarding House to allow for wiping of shoes prior to entry.

3.2 areas when the under floor is not suitable for that purpose.

3.2.1 Vinyl flooring will be cleaned regularly.

3.2.2 Any damage to vinyl flooring should be reported to the Bursar as soon as is possible.

#### **4. Soft Furnishings and Curtains**

4.1 Curtains and coverings will ideally be cleaned at least once a year.

4.2 Curtains will be lined as appropriate.

4.3 Should situations dictate suitable 'Blinds' will be fitted in place of curtains.

#### **5. Light Fittings**

Light fittings will be broadly similar across both Houses. Low wattage fittings should be used if possible.

5.1 It is important that all fittings should deliver the required level of illumination for the purpose intended:

5.1.1 Corridors and passageways - 20 lux minimum

5.1.2 Common areas - 200 lux minimum

5.1.3 Areas utilising computers - 300 lux minimum

5.2 In addition, the following will be applied:

5.2.1 Lighting by natural means, where practicable

5.2.2 The overall illumination level will be consistent, thereby avoiding dark areas or 'hot spots' that can cause visual fatigue.

5.2.3 Combustible materials will be far enough away from light bulbs and fittings to prevent build up of heat and creation of fire risk.

5.2.4 The Maintenance Department will ensure that fluorescent light tubes are correctly disposed of when spent.

#### **6. Heating Systems**

It is important that the Boarding Houses maintain a temperature that is conducive with comfortable, healthy living and yet is not extravagant in energy use.

6.1 Boilers will be controlled by time switches and thermostats

6.2 The target range for heating within the Boarding House is:

6.2.1 Common areas 16C to 20C

6.2.2 Bedrooms 14C to 19C

6.2.3 Television and recreation areas 19 to 21C

6.3 Heating costs are a major constituent of the School's general overhead. It is therefore important that energy is not wasted by leaving doors and windows open during the cold weather or turning thermostats higher than is necessary for a comfortable environment. Hot water is not to be rationed but should not be wasted.

6.4 The Maintenance Department should be informed of all heating faults.

## **7. Bedding**

Mattress

Duvet

Duvet covers (X2)

Pillow/s

Pillow cases

Bed sheet (X2)

The quality of the bedding checked on a regular basis by the Houseparents.

## **8. Portable Electrical Appliances**

The School does not discourage pupils from bringing from electrical equipment for their own private use. It does however insist that all equipment is tested for compliance with current regulations (this is a statutory requirement). Houseparents must ensure that electrical equipment under their direct control is only used appropriately for its purpose by pupils and only after being checked by the Maintenance Department.

All equipment must be tested annually. The Maintenance department will attend in rotation each Boarding House in consultation with the Houseparents, to test equipment not previously checked and undertake annual checks as necessary; tested equipment will be suitably labeled.

Items of equipment which have failed the test must be correctly wrapped and sealed for the ultimate return or repair (small items will be held in the Boarding House, more substantial items will be stored by the Bursary). The School is not responsible for the repair of failed equipment)

## **9. Lounge Furniture**

The School wishes to promote a 'homely' atmosphere throughout the Boarding Houses. It is important that the style of furniture promotes that initiative.

All furniture will meet or exceed current fire prevention standards.

The Houseparents are asked to ensure, as is reasonably practicable, that the furniture is safe for use and supports the image of the Boarding House. Unsafe furniture should be removed from use and reported to the Bursary.

## **10. Recreational and Common Equipment**

The School will provide one of the following to each Boarding House:

10.1 Television

10.2 DVD Player

10.3 Microwave Oven

10.4 Refrigerator

10.5 Electric Kettle

10.6 Toaster

Normal maintenance and replacement of these items will be the responsibility of the School.

Damage caused by misuse or malicious action will be repaired or replaced by the School and the costs borne by the School or, if appropriate, charged directly to the responsible pupil/parent/guardian.

## **11. Bathrooms/Showers/Toilets**

There will be sufficient appliances to meet or exceed current regulations.

Shower areas will offer the level of privacy for users, which is accepted as fair and reasonable.

All users will be able to change, wash and dry in privacy under the control of the pupil.

Toilets will be clean and well ventilated. Sufficient supplies of toilet paper will be always available and sanitary units as necessary. Cubicle construction should offer the privacy of a locked door.

S.M.Isaac (Mrs)

Headteacher