



## Toilet, Washroom and Medical Facilities Policy

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Reviewed:

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### Statement of Intent

St Mary's Catholic High School has a duty to provide appropriate toilet, washing, changing and medical facilities for pupils and ensure they are maintained and kept safe for use at all times. It is essential that all facilities are maintained to a standard that, so far as is reasonably practicable, ensures the health, safety and welfare of all pupils.

The policy will enable the school to:

- Safeguard and protect the welfare of pupils and staff.
- Ensure pupils and staff can maintain hygienic standards.
- Provide dignity, decency and privacy where required for pupils.

### Legal framework

This policy has due regard to all relevant legislation, including, but not limited to, the following:

- The School Premises (England) Regulations 2012
- Education Act 2002
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Equality Act 2010

This policy will also have due regard to the following statutory and non-statutory guidance:

- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- ESFA (2015) 'Advice on standards for school premises'

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Health and Safety Policy
- First Aid Policy
- Intimate Care Policy
- School Cleaning Policy
- Fire Safety Policy
- School Security Policy
- Child Protection and Safeguarding Policy
- Accessibility Plan
- Accessibility Policy
- Supporting Pupils with Medical Conditions Policy

## **Roles and responsibilities**

The governing body is responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the school's facilities.
- Ensuring the school's facilities are accessible and suitable for pupils, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

The headteacher is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the site manager and governing body as appropriate.
- Ensuring that all facilities are accessible to, and meet the needs of, pupils with SEND.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. cleaning staff and the site manager.
- Reviewing this policy in liaison with the site manager.
- Coordinating and supervising maintenance and repair work, including securing any external contractors where necessary.

The business manager is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the headteacher.
- Identifying and undertaking any maintenance and repair work.
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the governing body.
- Ensuring that hygiene is maintained at the school's facilities, including that the appropriate drainage is in place.

The DSL is responsible for:

- Ensuring that there are appropriate safeguarding measures in place at all times when school facilities are in use.

The SENCO is responsible for:

- Providing advice and guidance to the headteacher and site manager regarding the needs of pupils with SEND to ensure all planning of toilet and facilities takes their needs into account.
- Ensuring that adequate support for pupils with SEND is provided to help them access all toilet and washing facilities.

Staff are responsible for:

- Ensuring any facilities, e.g. changing rooms, are used appropriately and left in a good condition after they lead a session necessitating their use.
- Ensuring pupils are aware of and adhere to the school's Behaviour Policy when using facilities.
- Reporting any issues or damage identified in a facility to the site manager or headteacher as appropriate.

## **Toilet and washing facilities**

The governing body, headteacher and business manager will ensure that the school meets its requirements for providing and maintaining toilet and washing facilities. Suitable toilet and washing facilities will be provided for the sole use of pupils.

The school offers a mixture of single-sex toilet facilities for male and female pupils and unisex toilet facilities that are suitable for use by all pupils. Unisex facilities will contain individual cubicles that can be secured from the inside and that are intended

for use by one pupil at a time. The school will ensure the privacy of the occupants of these facilities, e.g. by checking that there is adequate enclosure and a full height door.

Suitable toilet facilities will be provided for pupils who are disabled, in line with the [Pupils with SEND](#) section of this policy. Although these facilities may be used by pupils and staff who are not disabled, these pupils and staff will avoid using the disabled toilet provision wherever possible to ensure that accessible facilities are always available for disabled pupils.

There will be a ratio of at least one toilet per 30 pupils.

Toilet and washing facilities will be planned to ensure that:

- Hand washing facilities are provided within the vicinity of every toilet.
- Facilities are properly lit and ventilated.
- Facilities are located in areas that provide easy access for pupils and allow for supervision by members of staff without compromising the privacy of pupils.
- All individuals have adequate privacy when using the toilet facilities.

The school will ensure that, wherever possible, individuals are never an unreasonable travel distance away from toilet and washing facilities and that there are adequate toilet facilities on each floor and in each area of the school.

Shower facilities will be available for all pupils for use after PE or other forms of physical exercise. Where possible, shower areas will be separate from toilets to provide adequate privacy. Shower facilities will be separated on the basis of sex.

Shower water mixer valves will be regulated by one control key inaccessible to pupils to reduce the risk of scalding. To avoid scalding, the temperature of hot water in showers will not exceed 43°C. The site manager will regularly inspect shower areas when not in use to identify defects, e.g. broken wall tiles, which will be replaced or repaired as soon as possible.

No more than one pupil will be permitted to use individual washing facilities at any one time. The school will ensure that all pupils are able to access the washing facilities that correspond with their gender identity.

## **Medical facilities**

The headteacher will ensure that there are appropriate facilities in place to cater for the medical needs of pupils, including:

- A room for medical examination and treatment.
- Accommodation for the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility.

Pupils with complex needs will be provided with additional medical accommodation which caters to their needs.

Arrangements to support pupils with medical conditions will be implemented in line with the Supporting Pupils with Medical Conditions Policy.

## **Changing rooms**

The headteacher will ensure changing rooms are designed to provide dignity, decency and privacy when required for all pupils.

Suitable changing rooms will be provided for all pupils aged 11 and over who partake in PE.

Where PE is taken off site, the headteacher will ensure access to suitable changing rooms and showers is available.

Changing rooms provided off site will not be used at the same time as members of the public unless a thorough risk assessment has been conducted.

Changing rooms provided off site that are shared with pupils from another school will be risk assessed – where possible, this will be done in collaboration with the other relevant school or schools.

Changing rooms will be separated on the basis of sex; however, the school will ensure that there are unisex toilets and changing facilities available on-site that are accessible for all members of the school, should they wish to use them.

The business manager will check the changing rooms on a monthly basis to ensure that all pupils have adequate space to change and store their belongings, and will work with the headteacher to ensure that all hazards or risks to the health and safety of pupils are mitigated as far as possible.

## **Water supply and drainage**

The site manager will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- The school has a clean supply of water for domestic purposes, including an adequate supply of drinking water.
- Suitable drinking water facilities are provided that are readily accessible at all times and are in a separate area from the toilet facilities.
- Cold water supplies that are not suitable for drinking are clearly labelled as such.
- Toilet facilities have an adequate supply of cold water.
- Washbasins, sinks and showers have an adequate supply of hot and cold water.
- The temperature of hot water at the point of use does not pose a scalding risk.

The site manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

## **Lighting**

The lighting in all facilities provided will be suitable and have regard to the nature of activities which normally take place therein.

Lighting controls will be easy to use and accessible to pupils where appropriate.

Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.

## **Pupils with SEND**

The headteacher will work with the SENCO to ensure that the needs of pupils with SEND with regard to toilet, washing and medical facilities are taken into account in the school's Accessibility Plan, and that the facilities in the school adhere to this plan in practice.

The school will take account of the principles outlined in its Accessibility Policy when managing and maintaining the school's facilities. All staff have due regard for the school's Special Educational Needs and Disabilities (SEND) Policy at all times.

All pupils with SEND will have adequate access to disabled toilet and washing facilities where necessary.

Disabled toilets will have a toilet, washbasin and, where possible, a shower or wash-down fitting. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

Disabled shower facilities will be fitted with accessibility aids, including a rail and supports to aid pupils with standing.

Disabled toilet and shower facilities will be equipped with a cord which allows pupils using the facilities to call for help if they become ill or injured, or if they are unable to use the facilities without assistance.

Pupils with SEND who have additional support needs with regards to using the toilet, washing or changing will be supported in line with the school's Intimate Care Policy and Special Educational Needs and Disabilities (SEND) Policy where required.

## **Cleaning**

The site supervisor will be responsible for managing cleaning staff and will ensure that the school's facilities are maintained in a tidy, clean and hygienic state by monitoring standards, including the implementation of a cleaning schedule.

The School Cleaning Policy will be adhered to at all times.

## **Safeguarding**

The DSL will ensure adequate safeguarding measures are in place at all times when pupils are using school facilities, in line with the school's Child Protection and Safeguarding Policy.

Staff will always change or shower privately and never in the same space as pupils. Adequate and sensitive arrangements will be made to take into account the needs of pupils who share certain protected characteristics, including pupils with SEND and pupils whose religions, beliefs, cultural backgrounds or gender identities pose potential risks to them being able to use toilet or washing facilities in a way that is safe, appropriate for their circumstances and does not cause them any preventable emotional distress.

Supervision of facilities, e.g. changing rooms, to ensure the safety of pupils will be balanced against the need for privacy. When a staff member needs to enter facilities where a level of privacy is expected, e.g. changing rooms, with pupils present, the staff member will give prior warning of their presence.

Where possible, male staff will supervise male pupils and female staff will supervise female pupils.

Pupils will be made aware of the behaviour expected of them when unsupervised.

Any concerns expressed by a pupil about the behaviour of a member of staff in a facility will be listened to and appropriate enquiries conducted by the headteacher and the DSL.