

Toilet Washroom & Medical Facilities Policy

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Toilet and washing facilities
4. Medical facilities
5. Changing rooms
6. Water supply and drainage
7. Lighting
8. Students with SEND
9. Cleaning
10. Safeguarding



Toilet Washroom & Medical Facilities Policy

Statement of intent

Uxbridge High School has a duty to provide appropriate toilet, washing, changing and medical facilities for students and ensure they are always maintained and kept safe for use. 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 students.

The policy will enable the school to:

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

1. 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 (2022) '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 for Learning Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Accessibility Plan
- Supporting Students with Medical Conditions Policy

2. Roles and responsibilities

The board of trustees 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 students, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

The principal is responsible for:

- Ensuring the safety of the school's staff and students.
- Reporting any issues with the premises to the site manager and board of trustees as appropriate.



- Ensuring that all facilities are accessible to, and meet the needs of, students 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 site manager is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the principal.
- 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 board of trustees.
- 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 always appropriate safeguarding measures in place when school facilities are in use.

The SENCO is responsible for:

- Providing advice and guidance to the principal and site manager regarding the needs of students with SEND to ensure all planning of toilet and facilities takes their needs into account.
- Ensuring that adequate support for students 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 students 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 principal as appropriate.

3. Toilet and washing facilities

The board of trustees, principal and site 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 students.

The school offers a mixture of single-sex toilet facilities for male and female students and unisex toilet facilities that are suitable for use by all students. Unisex facilities will contain individual cubicles that can be secured from the inside and that are intended for use by one student 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 students who are disabled, in line with the Students with SEND section of this policy. Although these facilities may be used by students and staff who are not disabled, these students and staff will avoid using the disabled toilet provision wherever possible to ensure that accessible facilities are always available for disabled students.



There will be a ratio of at least one toilet per 20 students.

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 in areas that provide easy access for students and allow for supervision by members of staff without compromising the privacy of students.
- 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.

Toilets will be locked during lesson time, there is an on-call system that allows students with toilet passes to be prioritised. Teacher's will also press on call if students require the use of the bathroom facilities in an emergency. The school uses Class Charts to monitor toilet and medical call outs to ensure that they support the safety and welfare of all students.

Shower facilities will be available for all students 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 based on sex.

Shower water mixer valves will be regulated by one control key inaccessible to students 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 student will be permitted to use individual washing facilities at any one time.

4. Medical facilities

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

- A room for medical examination and treatment.
- Accommodation for the short-term care of sick and injured students, which includes a washing facility and is near to a toilet facility.
- Students with complex needs will be provided with additional medical accommodation which caters to their needs.
- Arrangements to support students with medical conditions will be implemented in line with the Supporting Students with Medical Conditions Policy.

5. Changing rooms

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

Suitable changing rooms will be provided for all students who partake in PE. Where PE is taken off site, the principal 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 students 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 based on 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 site manager will check the changing rooms monthly to ensure that all students have adequate space to change and store their belongings and will work with the principal to ensure that all hazards or risks to the health and safety of students are mitigated as far as possible.

6. 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 always readily accessible 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 wastewater and surface water – external drainage specialists will be called in should problems arise.

7. 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 students where appropriate.

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

8. Students with SEND and Medical Needs

The principal will work with the SENCO to ensure that the needs of students 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 students 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 students with standing.

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

Students 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.

Medical Needs

Students with medical needs which require more frequent use of the toilet will be provided with a toilet pass by the welfare team. Parents will be expected to provide medical evidence if their child requires a toilet pass.

9. Cleaning

The site manager 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.

10. Safeguarding

The DSL will ensure adequate safeguarding measures are always in place when students 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 students.

Adequate and sensitive arrangements will be made to take into account the needs of students who share certain protected characteristics, including students with SEND and students 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 students 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 students present, the staff member will give warning of their presence.

If male or female staff are supervising the changing rooms of the opposite sex, they will allow time for the students to change and ensure they give adequate notice of their intention to enter the changing room.

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

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