Suitability Assessment - Primary

School:	Stoneywood Primary
Assessor:	Margaret Ferguson
Date of assessment:	3rd September 2012

Guidance for completing assessment worksheets

1. Enter the name of the school in the cell above - this will then automatically add the school name to all the worksheets. You should also enter the name of the person who carried out the assessment and the date on which it was completed.

2. The sheets must be completed in accordance with the Guidance provided in the Scottish Government publication The Suitability Core Fact. This is available to download from the Scottish Government website - www.scotland.gov.uk/schoolestate. Further hard copies are available from the school estate team: e-mail schoolestate@scotland.gsi.gov.uk, or call 0131 244 0877.

3. The definition of each of the ratings is as follows:

A: Good – Performing well and operating efficiently (the school buildings and grounds support the delivery of services to children and communities)

B: Satisfactory – Performing well but with minor problems (the school buildings and grounds generally support the delivery of services to children and communities)

C: Poor – Showing major problems and/or not operating optimally (the school buildings and grounds impede the delivery of activities that are needed for children and communities in the school)

D: Bad – Does not support the delivery of services to children and communities (the school buildings and grounds seriously impede the delivery of activities that are needed for children and communities in the school)

4. Weightings have been applied to each of the Areas to reflect the relative importance of these e.g. in all schools the Weighting for Learning and Teaching is 50%. All calculations are carried out automatically upon completion of the relevant section.

5. Illustrations are provided on each worksheet for categories “A” and “C”. Each of the illustrations, in respective order, relates specifically to the factors which are listed beneath.

6. Once the ratings for each of the factors for each of the areas have been entered into the worksheets, they are automatically collated in the final two worksheets - one which presents the results by factors, and one which presents the results in an Overall Ratings Matrix.

7. While all of the information gathered will be of interest and value to Local Authorities in terms of efficient Schools Estate Management Planning, only the overall Suitability Rating for each school will be passed on to the Scottish Government as part of the annual collection of school estate statistics.

Suitability Assessment - Primary schools

School: **Stoneywood Primary**

Area: **Learning and Teaching Spaces** *(e.g. classrooms, areas for group work/private study, internal and external P.E. / games areas)*

Weighting: **50%**

Method: ***Assess the fitness for purpose of the area by assigning a rating from A to D to each factor, taking account of the illustrations below. The ratings will be aggregated automatically by the electronic spreadsheet to give an overall suitability assessment for the area.***

Illustrations:

Category A:
Spaces are suitable for all functions/activities that are conducted within them.
Spaces are conveniently located within the building for access to other areas and for disabled access.
Spaces are comfortable for users and conditions are conducive to learning and teaching.
Spaces are safe and reasonably risk-free, with secure areas as required.
Spaces are fitted out appropriately for activities conducted within them.
Category C:
Many spaces are unsuitable for some of the functions/activities that are conducted within them on a regular basis.
Spaces are often located at an inconvenient distance from each other and there is not disabled access to all curriculum areas. Some areas are off-campus.
Many spaces are uncomfortable for users, with conditions which may inhibit or distract from learning and teaching.
There are significant unsafe aspects to some areas, and security is incomplete.
Many spaces lack some necessary fittings for activities conducted within them.

Factor:

Functionality *e.g. shape, size, flexibility, changing facilities, lighting*	D	1
Accessibility *e.g. ease of access for all, disabled changing facilities & equipment, on/off campus, travel time*	D	1
Environmental Conditions *e.g. temperature, acoustics, ventilation, natural light, controllability, playing surfaces*	C	2
Safety & Security *e.g. windows, fire doors, heat source, surfaces, perimiter security*	D	1
Fixed Furniture & Fittings *e.g. IT infrastructure, storage, display boards, power points, all-weather facilities*	C	2
Overall Rating: *5-7 = D, 8-12 = C, 13-17 = B, 18-20 = A*	**D**	**7**

Comments:

Please comment on any issues of particular concern including any aspect which you have rated as "D" .
There are no changing facilities so the children have to change in toilets or classes for the younger children. There is no disability access, although a ramp can be set up, if and when required. The windows are all single glazed and in poor repair. When aircraft passes over the school the noise is sometimes deafening and teaching and talking has to stop. The heating system is oil fired and very inneficient and expensive to run. It is constantly breaking down. The security system in the early stages buildings does not work. This has created a security issue for children attending nursery.

Suitability Assessment - Primary schools

School: **Stoneywood Primary**

Area: **Internal Social Spaces** *(e.g pupil social areas, dining, common rooms, staffrooms)*

Weight: **15%**

Method: ***Assess the fitness for purpose of the area by assigning a rating from A to D to each factor, taking account of the illustrations below. The ratings will be aggregated automatically by the electronic spreadsheet to give an overall suitability assessment for the area.***

Illustrations:

Category A:
There are a good range of internal social spaces allowing all to engage in individual or group activities, in out-of-class time.
Social spaces are available throughout the school and the allocation of these takes account of age, stage and disability issues
Internal social spaces are maintained at an appropriate temperature, are well ventilated and benefit from natural light
Social spaces are safe and reasonably risk-free, with secure areas as required.
Fixed furnishings and equipment help facilitate socialising and relaxation
Category C:
Internal Social Spaces exist but are limited in number and range
Internal Social Spaces are concentrated in one area of the school and tend to be crowded at break times. Disabled access is possible but difficult.
Internal social spaces would benefit from better temperature control, better ventilation and more natural light.
While generally safe and reasonably risk-free,some social areas are secluded.
The internal social areas have little appropriate fixed furniture and equipment.

Factor:

Functionality *e.g. shape, size and range, lighting*	C	2
Accessibility *e.g. ease of access for all, age/stage appropriate space*	D	1
Environmental Conditions *e.g. temperature, acoustics, ventilation, natural light, controllability*	D	1
Safety & Security *e.g. observed areas, age/stage separation, windows, fire doors, CCTV*	B	3
Fixed Furniture & Fittings *e.g. Fixed equipment/ fittings for leisure activities/ private study, rubbish bins.*	C	2
Overall Rating: *5-7 = D, 8-12 = C, 13-17 = B, 18-20 = A*	**C**	**9**

Comments:

Please comment on any issues of particular concern including any aspect which you have rated as "D" .
Access for disabled people is poor. The dining room is part of the hall and is partitioned off by wooden shutters which have to be opened and shut on a daily basis. These are difficult to shift and in poor repair. The ventilation throughout the school is poor when it is hot and the heating is inadequate when it is cold. The door is not secure in the nursery block.

Suitability Assessment - Primary schools

School: **Stoneywood Primary**

Area: **Internal Facilities** (*e.g. reception/ administration/ office/ meeting/ circulation space, resource/ staff bases, library, toilets)*

Weight: **15%**

Method: ***Assess the fitness for purpose of the area by assigning a rating from A to D to each factor, taking account of the illustrations below. The ratings will be aggregated automatically by the electronic spreadsheet to give an overall suitability assessment for the area.***

Illustrations:

Category A:
Reception area,administrative and office accommodation are appropriate. Toilets are user friendly, offering dignity and privacy.
The location of these facilities within the building offers easy access to all including those with disabilities.
Internal facilities are maintained at an appropriate temperature and are well ventilated. Noisy equipment e.g photocopiers are housed separately
Areas are safe and reasonably risk-free.
Fittings in all areas are of good quality
Category C:
The number of toilets, while adequate, is not ideal. The number of offices, while adequate, is not ideal.
Office/administrative space is often unavailable. Toilets are in blocks and not on each level nor adjacent to each teaching area.
These facilities would benefit from better temperature control, better ventilation. A significant number have no natural light.
The design of the toilet blocks creates some insecurity among the users.
Fixed furniture and fittings are dated and would benefit from upgrading

Factor:

Functionality *e.g. number, shape, size,range, privacy, lighting*	C	2
Accessibility *e.g. Ease of access for all*	D	1
Environmental Conditions *e.g. temperature, acoustics, ventilation, natural light, controllability*	D	1
Safety & Security *e.g. secure access control,observed areas, age/stage separation, CCTV*	D	1
Fixed Furniture & Fittings *e.g. reception window/desk, sanitary ware, fixed office equipment*	C	2
Overall Rating: *5-7 = D, 8-12 = C, 13-17 = B, 18-20 = A*	**D**	**7**

Comments:	**Please comment on any issues of particular concern including any aspect which you have rated as 'D' .**
	Toilets are old fashioned, grubby and smelly. Children are discouraged from using them. Staff toilets are antiquated and smelly and there is no basin for washing hands in one of the staff toilets. The decoration is poor and there are constant problems with the plumbling and both the pupils and staff find the toilets uninviting. The boys toilets in particular smell despite the best efforts of the cleaners and they are very cold in the winter. The girl's toilets do not have very good natural light. There is no disabled access in any of the toilets. Floors are in a state of disrepair. The reception area is very small and does not allow for the display of information. There is no CCTV.

Suitability Assessment - Primary schools

School: **Stoneywood Primary**

Area: **External Social Spaces** (*e.g. play, covered, seated areas)*

Weight: **10%**

Method: ***Assess the fitness for purpose of the area by assigning a rating from A to D to each factor, taking account of the illustrations below. The ratings will be aggregated automatically by the electronic spreadsheet to give an overall suitability assessment for the area.***

Illustrations:

Category A:
There are a good range of open and covered external social spaces allowing all to engage in individual or group games/activities, in out-of-class time.
These spaces are adjacent to the school and offer easy access to all. There is adequate room for appropriate age/stage separation
The location of these facilities is not compromised by particular external environmental factors.
These spaces are secure and easily observed.
Appropriate fixed furniture and equipment is provided. Toilet access is adjacent.
Category C:
External Social Spaces exist but are limited in number and range
External Social Spaces are concentrated in one are of the school and tend to be crowded at break times. Disabled access is possible but not convenient.
The adjacency of e.g. a main road, railway, flight path affects this area.
While generally safe and reasonably risk-free,the perimeter fencing is not entirely secure. Some areas are not easily observed.
The external social areas have limited fixed furniture or equipment. Toilet access is at a distance.

Factor:

Functionality *e.g. size, shape, number*	B	3
Accessibility *e.g. ease of access for all, space age/stage appropriate*	B	3
Environmental Conditions *e.g. reference to any external factors affecting the area*	B	3
Safety & Security *e.g. surfaces, perimeter fencing, ease of observation, CCTV*	C	2
Fixed Furniture & Fittings *e.g. benches, play equipment, toilets, rubbish bins*	C	2
Overall Rating: *5-7 = D, 8-12 = C, 13-17 = B, 18-20 = A*	**B**	**13**

Comments:

Please comment on any issues of particular concern including any aspect which you have rated as "D" .

Suitability Assessment - Primary schools

School: **Stoneywood Primary**

Area: **External Facilities** *(e.g. car parks, bike sheds, drop-off areas, storage facilities)*

Weight: **10%**

Method: ***Assess the fitness for purpose of the area by assigning a rating from A to D to each factor, taking account of the illustrations below. The ratings will be aggregated automatically by the electronic spreadsheet to give an overall suitability assessment for the area.***

Illustrations:

Category A:
Areas are suitable for all functions/activities that are conducted within them.
Areas are easily accessed by all users.
The location of these facilities is not compromised by particular external environmental factors.
Spaces are safe and reasonably risk-free, there is an effective traffic management system and there is appropriate perimeter fencing.
Spaces are fitted out appropriately for activities conducted within them.
Category C:
Some areas are unsuitable for some of the functions/activities that are conducted within them on a regular basis.
Some areas are located at an inconvenient distance from each other. Some facilities are off campus.
The adjacency of e.g. a main road, railway, flight path affects this area.
While generally safe and reasonably risk-free,the perimeter fencing is not entirely secure.
Spaces are lacking in equipment

Factor:

Functionality *e.g. size, layout, lighting*	B	3
Accessibility *e.g. ease of access for all*	B	3
Environmental Conditions *e.g. reference to any external factors affecting the area*	B	3
Safety & Security *e.g. surfaces, perimeter fencing, ease of observation, security lighting, CCTV*	D	1
Fixed Furniture & Fittings *e.g. signage, marked parking bays, bike racks, bin stores*	D	1
Overall Rating: *5-7 = D, 8-12 = C, 13-17 = B, 18-20 = A*	**C**	**11**

Comments:

Please comment on any issues of particular concern including any aspect which you have rated as 'D' .
No CCTV. Recent vandalism may have been avoided. The outside stores are damp and cannot be used for storing some eqipment. The gate leading from the car park into the playground is unsafe to open and close.

Suitability Assessment - collated factors

This sheet is for authority use, to allow the identification of themes across the school.

School: **Stoneywood Primary**

Overall Suitability rating: C

Functionality

	Rating	Number	Weighting	Total	
Learning & Teaching Spaces	D	1	0.50	0.50	
Internal Social Spaces	C	2	0.15	0.30	
Internal Facilities	C	2	0.15	0.30	
External Social Spaces	B	3	0.10	0.30	
External Facilities	B	3	0.10	0.30	
Overall Rating:				**1.70**	**C**

Accessibility

	Rating	Number	Weighting	Total	
Learning & Teaching Spaces	D	1	0.50	0.50	
Internal Social Spaces	D	1	0.15	0.15	
Internal Facilities	D	1	0.15	0.15	
External Social Spaces	B	3	0.10	0.30	
External Facilities	B	3	0.10	0.30	
Overall Rating:				**1.40**	**D**

Environmental Conditions

	Rating	Number	Weighting	Total	
Learning & Teaching Spaces	C	2	0.50	1.00	
Internal Social Spaces	D	1	0.15	0.15	
Internal Facilities	D	1	0.15	0.15	
External Social Spaces	B	3	0.10	0.30	
External Facilities	B	3	0.10	0.30	
Overall Rating:				**1.90**	**C**

Safety & Security

	Rating	Number	Weighting	Total	
Learning & Teaching Spaces	D	1	0.50	0.50	
Internal Social Spaces	B	3	0.15	0.45	
Internal Facilities	D	1	0.15	0.15	
External Social Spaces	C	2	0.10	0.20	
External Facilities	D	1	0.10	0.10	
Overall Rating:				**1.40**	**D**

Fixed Furniture & Fittings

	Rating	Number	Weighting	Total	
Learning & Teaching Spaces	C	2	0.50	1.00	
Internal Social Spaces	C	2	0.15	0.30	
Internal Facilities	C	2	0.15	0.30	
External Social Spaces	C	2	0.10	0.20	
External Facilities	D	1	0.10	0.10	
Overall Rating:				**1.90**	**C**

Suitability Assessment - Overall Rating Matrix

This sheet is intended to allow authorities to look at the significance of factors across the whole school, and therefore to make troubleshooting more straightforward.

School: **Stoneywood Primary**

Weighting	50%	15%	15%	10%	10%	
Score out of 20	7	9	7	13	11	8.3

	General Learning & Teaching	Internal Social Areas	Internal Facilities	External Social Areas	External Facilities	Total:
Functionality	D	C	C	B	B	C
Accessibility	D	D	D	B	B	D
Environmental Conditions	C	D	D	B	B	C
Safety & Security	D	B	D	C	D	D
Fixed Furniture & Fittings	C	C	C	C	D	C
Total:	D	C	D	B	C	**C**

Range		Rating
5.0	7.5	D
7.5	12.5	C
12.5	17.5	B
17.5	20.0	A

Overall Suitability Rating = C