

Suitability Assessment-Primary

School:	Monifieth High School
Assessor:	XXXX – XXXX – XXXX - XXXX
Date of assessment:	27-Jan-2017

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 ground 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 service 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 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 Weightings for Learning and Training 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 represents the results by factors, and one which presents the results in an Overall Rating Matrix.
7. While all of the information gathered will be of interest and value to Local Authorities in terms of efficient School 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: Monifieth High School

Area: **General Learning and Teaching Spaces** (e.g non-practical classrooms, areas for group work/private study)

Weighting: 25%

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 the 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	C	2
Accessibility e.g. ease of access for all, disabled charging facilities & equipment, on/off campus, travel time	B	3
Environmental Conditions e.g. temperature, acoustics, ventilation, natural light, controllability, playing surfaces	C	2
Safety & Security e.g. windows, fire doors, heat source, surfaces, perimeter security	B	3
Fixed Furniture & Fittings e.g. IT infrastructure, storage, display boards, power points, all-weather facilities	B	3
Overall Ratings: 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"
<p>The ASN department is located within the extended section of the school and, without walking through the P.E department, can only access via an external door. This means that anyone within the main building has to exit the building in order to access this area. Although this area is bright and provides a pleasant space for ASN pupils, staff believe this area is too small and is lacking a sufficient number of quiet areas that can be sectioned off. Many of the general learning and teaching spaces are insufficient in size, lack in natural light and have no available activity areas/breakout spaces. This limits flexibility within the classrooms and impedes on the schools ability to fully support teaching and learning. Although spaces within the school is limited, the school has been creative with how each of these areas is used. The school has concentrated its investment on creating better internal facilities, therefore outdoor learning is very limited. Although the school is lacking in outdoor learning, there is space within the grounds for this to be improved. Ventilation is an issue within these spaces, making the atmosphere increasingly stuffy. Many classrooms are lacking in natural light due to small windows. Temperature control is an issue within these areas.</p>

Suitability Assessment-Primary Schools

School: Monifieth High School

Area: **Practical Learning and Teaching Spaces** (e.g Art, drama, home economics, music, science, technical, P.E (internal and external, including courts, pitches, running tracks)

Weighting: 25%

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. Location facilities all normal Learning & Teaching activities.
Spaces are comfortable for users and conditions are conducive to learning and teaching.
Spaces are safe and reasonably risk-free, with the 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; issues of availability can restrict the curriculum.
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.
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	C	2
Accessibility e.g. ease of access for all, disabled charging facilities & equipment, on/off campus, travel time	B	3
Environmental Conditions e.g. temperature, acoustics, ventilation, natural light, controllability, playing surfaces	C	2
Safety & Security e.g. windows, fire doors, heat source, surfaces, perimeter security	B	3
Fixed Furniture & Fittings e.g. IT infrastructure, storage, display boards, power points, all-weather facilities	C	2
Overall Ratings: 5-7= D, 8-12=C, 13-17=B, 18-20=A	C	12

Comments:

<p>Please comment on any issues of particular concern including any aspect which you have rated as "D"</p> <p>Many of the practical learning and teaching spaces are insufficient in size, lack in natural light and have no available activity areas/breakout spaces. This limits flexibility within the classrooms and impedes on the schools ability to fully support teachers and learners. This is particularly problematic within the art department as these learning and teaching spaces are small, lack in storage space and have limited available space to display/showcase pupils work. The music department does not have sufficient space within the classrooms and practice rooms. This limits inclusion as access and manoeuvrability can be challenging for wheelchair users. Space between the benches within the science rooms are too small. This makes it difficult for wheelchair users to use the facilities. Although the school has extensive grounds for outdoor sporting activities, the internal facilities are too small for the number of pupils within Monifieth High School. Visibility within the games hall is also an issue due to inefficient artificial lighting and no natural light entering this space. Despite the schools extensive external grounds, there are no outdoor all weather pitches. This means pupils are bussed to other facilities to ensure a full sports programme is provided. The outdoor blazed hockey pitch is currently unused due to it needing resurfaced. The vast majority of these areas are safe and reasonably risk free, however, there are some health and safety implications. The lack of ventilation within technical department means pupils and staff are more susceptible to inhaling hazardous substances. Although the fire doors are still accessible within the technical department, the placement of some of the work benches limits access to fire doors. The surface of the all weather hockey pitch is inadequate and is too dangerous for sporting activities to be carried out on. Temperature control is an issue within these areas.</p>
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Suitability Assessment-Primary Schools

School: Monifieth High School

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

Weighting: 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 reasonable 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	B	3
Environmental Conditions e.g. temperature, acoustics, ventilation, natural light, controllability	C	2
Safety & Security e.g. observed areas, age/stage separation, windows, fire doors, CCTV	C	2
Fixed Furniture & Fittings e.g. Fixed equipment/fittings for leisure activities/ private study, rubbish bins	C	2
Overall Ratings: 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"
Internal social spaces are limited in size and range and do not support the needs of the pupils. Although the 6 th years have a designated common room, this area is small, cramped and is only capable of accommodating a limited number of pupils. The dining hall is severely insufficient in size and does not support multiple users. Although the assembly provides additional space for dining, the high volume of pupils renders these facilities too small. The lack of space means pupils resort to sitting on the assembly floor to eat their lunch. Although measures have been taken to ensure safety within these areas, the lack of space within the dining hall and assembly could compromise safety in the event of a fire e.g. evacuating these space, need of being improved. This is a major concern for the head teacher. Fixed Furniture and Fittings are lacking due to limited internal social spaces. There is limited fixed equipment for leisure activities/private study.

Suitability Assessment-Primary Schools

School: Monifieth High School

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

Weighting: 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 the 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. shape, size, range, privacy, lighting	C	2
Accessibility e.g. Ease of access for all	B	3
Environmental Conditions e.g. temperature, acoustics, ventilation, natural light, controllability	C	2
Safety & Security e.g. secure access control, observed areas, age/stage separation, CCTV	B	3
Fixed Furniture & Fittings e.g. reception window/desk, sanitary ware, fixed office equipment	B	3
Overall Ratings: 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"
<p>Staff and pupil toilets are lacking in numbers and are inappropriately placed. There is only one staff toilet area (one male and one female) serving all staff. This has implications in terms of the distance and the time it takes for staff to access these facilities. Most staff bases are small and lack sufficient natural light due to them being converted storage areas. Circulation space are narrow. This means traveling between reception and the offices can be challenging depending on the volume of people. The location of the library is not suitably place due to it being adjacent to the dining hall and the main access route to the school reception and office area. This is an issue for pupils and staff within the library in terms of noise pollution. There are two disable toilets, however, an inappropriate distance needs to be travelled in order to access these. Although all these areas are safe and reasonably risk free, the external door beside the janitor's area is left unlocked during the day to allow for deliveries etc. Measures should be taken to address this. Although there are designated meeting rooms, many of these are inappropriately placed and lack sufficient sound proofing. The staffroom serves as the only access rout to the deputy heads office. Temperature control is an issue within these areas.</p>

Suitability Assessment-Primary Schools

School: Monifieth High School

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

Weighting: 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 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 the facilities is not compromised by particular external environmental
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 area 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. shape, size, number	C	2
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	B	3
Fixed Furniture & Fittings e.g. benches, play equipment, toilets, rubbish bins	C	2
Overall Ratings: 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"
<p>These areas exist but are limited in size and range. The school has no covered areas and is limited in the way of outdoor seating. Although the facilities for outdoor learning are limited, the extensive grounds means there is available space for this to be improved. Many of the grassed areas go unused during the wetter months due to drainage implications. This issue could be addressed with the provision of all-weather pitches that can be used all year round by the school and the community. This would also eliminate the need for the school to bus pupils to all weather facilities out with the school. These spaces are safe and reasonably risk free with appropriate security fencing and lockable gates. The security of the school could be improved with the installation of more CCTV cameras. Fixed Furniture and Fittings – The external social areas have limited fixed furniture and equipment. Use of the external grounds is impeded due to drainage issues. The provision of all – weather pitches should be considered to allow for a full sports programme through the entire year.</p>

Suitability Assessment-Primary Schools

School: Monifieth High School

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

Weighting: 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 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 equipment

Factor:

Functionality e.g. size, layout, lighting	C	2
Accessibility e.g. Ease of access for all	B	3
Environmental Conditions e.g. reference to any external factors affecting the area	C	2
Safety & Security e.g. surfaces, perimeter fencing, ease of observation, CCTV	B	3
Fixed Furniture & Fittings e.g. signage, marked parking bays, bike racks, bin stores	B	3
Overall Ratings: 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"
The car park does not provide a sufficient number of spaces for staff and can become heavily congested due to no turning circle. This area can become difficult to access due to lack of manoeuvrability space and no turning circle. Neighbours are affected by the volume of staff/visitors parking on the residential streets. Safety is an issue within car park due to lack of manoeuvrability space. Pupils leaving the school via the Technical and Science department need to walk through the school car park in order to exit the school grounds. The security of the school could be improved with the installation of more CCTV cameras. Although there is limited storage, there is available space for the provision of additional storage.

Suitability Assessment - collated factors

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

School: **Monifieth High School**

Overall Suitability rating:

C

Functionality	Rating	Number	Weighting	Total	
General Learning & Teaching Spaces	C	2	0.25	0.50	
Learning & Teaching Spaces	C	2	0.25	0.50	
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	C	2	0.10	0.20	
Overall rating:				2.00	C

Accessibility	Rating	Number	Weighting	Total	
General Learning & Teaching Spaces	B	3	0.25	0.75	
Learning & Teaching Spaces	B	3	0.25	0.75	
Internal Social Spaces	B	3	0.15	0.45	
Internal Facilities	B	3	0.15	0.45	
External Social Spaces	B	3	0.10	0.30	
External Facilities	B	3	0.10	0.30	
Overall rating:				3.00	B

Environmental Conditions	Rating	Number	Weighting	Total	
General Learning & Teaching Spaces	C	2	0.25	0.50	
Learning & Teaching Spaces	C	2	0.25	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	C	2	0.10	0.20	
Overall rating:				2.10	C

Safety & Security	Rating	Number	Weighting	Total	
General Learning & Teaching Spaces	B	3	0.25	0.75	
Learning & Teaching Spaces	B	3	0.25	0.75	
Internal Social Spaces	C	2	0.15	0.30	
Internal Facilities	B	3	0.15	0.45	
External Social Spaces	B	3	0.10	0.30	
External Facilities	B	3	0.10	0.30	
Overall rating:				2.85	B

Fixed Furniture & Fittings	Rating	Number	Weighting	Total	
General Learning & Teaching Spaces	B	3	0.25	0.75	
Learning & Teaching Spaces	C	2	0.25	0.50	
Internal Social Spaces	C	2	0.15	0.30	
Internal Facilities	B	3	0.15	0.45	
External Social Spaces	C	2	0.10	0.20	
External Facilities	B	3	0.10	0.30	
Overall rating:			2.50		B

Range	Rating
1 – 1.4	D
1.5 – 2.4	C
2.5 – 3.4	B
3.5 - 4	A

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 Monifieth High School

Weighting 25% 25% 15% 15% 10% 10%

Score out of 20 13 12 11 13 13 13 12.5

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

Overall Suitability Rating = **C**

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