

# RIVERSDALE PRIMARY SCHOOL

# Ventilation Policy

Date:

Review Date:

Signed: \_\_\_\_\_ (Governor)

Signed: \_\_\_\_\_ (Headteacher)



The overarching approach for Riversdale will be to have windows open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times and also at the end of each school day) and partially open when classrooms are in use.

Windows do not need to be open as wide in windy/colder weather in order to achieve the same level of airflow into the classroom. This will assist in managing comfort levels in classrooms during periods of colder weather.

It is important that windows and air vents can be accessed and opened. A survey is undertaken of each room's windows each term to make sure windows can be opened easily.

Rooms will be well ventilated before occupancy each day. This is achieved by ensuring that at the end of the school day each evening, the windows in each room are opened (as wide as is practical and safe, while also considering security issues) for at least 15 minutes to ventilate the room fully. The ideal time for this is for staff to open the windows at dismissal time and then when they re-enter the classroom after the last child has left the premises to close them again.

Windows will also be open at break times and at lunchtimes for at least 15 minutes where possible. Each room will allocate the person responsible for opening and closing the windows.

In colder weather windows will, weather conditions permitting, be partially opened to keep the room fresh and prevent stuffiness and condensation etc. This is in addition to and complements the end-of-day ventilation described above.

Achieving fresh air by having a number of windows partially opened as required rather than one window fully open can help to maximise the use of window driven natural ventilation distribution across the room without causing discomfort.

In colder weather any local chilling effect can be offset by partially opening the windows nearest to and above the radiators.

It is important to make sure that air movement is not blocked by furniture or window blinds and curtains.

Consideration is given to local circumstances that may require having additional windows open at particular times, such as after break time activities.

Senior leaders will also take into consideration reliable, common sense indicators that there is adequate fresh air in a room. Such indicators include that a room is not stuffy and/or that condensation is not forming on the window glass.

Riversdale staff will ensure that all permanent ventilation openings in rooms are fully open and not blocked by wall hangings etc. These openings are normally either a circular or rectangular ventilation grill on the external classroom wall or linear slot type ventilators built into the window frames. All of these will be kept open all the time. If they have been taped and sealed for decorating purposes then the tape/sealing will be removed.

Internal doors into rooms must be kept open to assist with increasing air movement and ventilation rate. It is important to note that fire doors are not to be kept open unless fitted with approved automatic closers so that they function as fire doors in the event of an alarm or fire.

Consideration will be given to having activities such as singing or playing wind instruments or physical exercise that may generate high levels of respiratory aerosols take place outdoors. If PE is indoors due to the outdoor weather, then the hall must be ventilated both during and after the session.

CO monitors will be used to check the air quality in the rooms during the day. If a room is flagged as poor air quality then the room will be vacated until good air quality can be restored. For rooms that are difficult to ventilate Hepa units will be utilised. Staff must make sure these are turned off at the end of the school day.