St Mary's School
CAMBRIDGE

Access to Risky Areas Policy

This policy is the responsibility of the Health & Safety Manager

Last review: March 26

Next review: March 27

This Policy is intended to meet the needs of all our pupils from the Early Years (EYFS) to the Sixth Form, including our Boarders, members of staff and volunteers.

Introduction

The school occupies city-centre sites, and, of necessity, the students enjoy access to the buildings at all times during the teaching day. The Health and Safety of the students at St Mary's School is a priority at all times, the purpose of this policy is to identify those areas of the school that present a risk to pupils and indicate in broad terms action that should be taken to control that risk.

Pupil Access to Designated Areas

The school uses a Red, Amber, Green designation method to determine which rooms and areas are accessible to pupils and which are only accessible under the supervision of a member of staff. Restrictions are in place as appropriate throughout the school sites to prevent pupils physically accessing these areas. The effectiveness of these measures relies on staff vigilance, ensuring that doors close and lock as appropriate and that any unauthorised access by pupils is challenged and reported promptly.

Red areas:

Due to the risk posed to pupil the following red areas are designated 'Out of Bounds' to all pupils:

All Sites	Roof areas and lofts Cellars Cupboards used to store cleaning equipment Boiler/calorifier rooms or cupboards Electrical cupboards and fuse boards Kitchens and their refuse areas Staffrooms Behind Reception desks Any other area marked as prohibited to unauthorised personnel
Senior School	Laboratory prep rooms Works Department workshop and storage sheds Gardeners storage shedPaston House rear staircase leading from PE Office
Art Centre	Storage rooms Textiles studio
Sixth Form Centre	Nil
Mary Ward House	Service/goods Lift Outdoor storage sheds Basement (less the laundry)
Junior School	Lower ground floor kitchen corridor, adjoining rooms and Kiln Room Greenhouse and storage sheds

Amber areas:

Pupil access to some areas in the school is restricted to when a member of staff is present. Pupils should wait outside the area until the member of staff taking the lesson or activity allows them in. This applies to:

All Sites	Staff offices Meeting rooms
Senior School	Science laboratories Textiles rooms ICT rooms Food room Stage area English book cupboard Gymnasium Nurses' office Staircase at the back of the New Block Sleeping accommodation (second and third floors)
Art Centre	Art Centre Dark Room

Sixth Form Centre & Garden	All Junior/Senior school pupils unless they have been invited there for a specific event
Mary Ward House	Nurses' office
Junior School	Medical room
Long Road Sports Facility	The entire area is only accessible under the supervision of a member of staff

Green areas:

All other parts of the school during the normal school day are accessible to pupils. Separate arrangements exist for after-school clubs and events, where access to the entire building being used will be restricted to what is required.

Lesson Transfer:

Movement between lessons can involve students leaving the school premises to access the Sixth Form Centre or Art Centre. Pupils are regularly made aware of dangers from traffic and members of the public and are encouraged to travel in groups of two or more whenever practical. While in the Paston Yard minibus area pupils should stay on the path within the bollarded area unless they are embarking or disembarking from a vehicle.

Grounds

The school grounds present low risk being mainly laid to grass and asphalt. However, students should be discouraged from congregating or playing near the pond on the Chapel lawn or the brook in the Sixth Form Centre Garden.

Pupils at the Junior School are allowed to use *The Spinney* wooden area at break times when supervised by staff. They are not allowed to climb trees. Pupils at the Junior School are not allowed to play in the front drive. At the end of the school day when parents are picking them up, they will be supervised by their class teacher.

Fire Escapes

Fire escapes are for emergency evacuation of the school building. Pupils should not use the emergency fire escapes at other times. Upper external doors opening on to fire escapes are alarmed to discourage inappropriate use.

Patrol Duty

The members of staff on patrol duty should be particularly vigilant about pupils accessing Red or Amber areas of the sites.