



## **Pupil access to risky areas of School buildings and grounds.**

Adopted	September 2014
Reviewed	March 2021
Next review	March 2022
Owners	DHP/Head of Prep

<b>DATE OF REVIEW</b>	<b>AUTHOR</b>	<b>PAGE / PARA</b>	<b>SYNOPSIS OF AMENDMENT</b>
5 November 2018	Bursar	5	Contact details updated.
12 March 2019	Bursar	4	Delete "Estates Manager", add "College and Prep Site managers and Head Groundsman".
12 March 2019	Bursar	4	Delete reference to A386 road crossing.
14 November 2019	Head of Prep	4	Added 'sheds' in sentence: <ul style="list-style-type: none"> <li>▪ Pupils do not have access to the grounds and maintenance sheds, catering and caretaking areas of the school.</li> </ul>
14 November 2019	Head of Prep	5	Deleted 'Bursar' line Added 'Principal' line
21 February 2020	Head of Prep	4	Deleted 'Bursar' line Added 'Principal Deputy Head' line
21 February 2020	Head of Prep	5	Added 'Deputy Head of Prep'
20 March 2021	DHP	4	School Health and Safety committee meets Termly Hazards to be reported to the H + S officer

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## 1. Introduction

The aim of this Policy is to state the school's procedures for controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of school buildings and grounds.

Naturally, on a large site such as this there are bound to be areas within the buildings or the grounds that are considered to present risks to the safety of pupils who may accidentally or deliberately stray into them.

Therefore the school makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them. Areas temporarily out of bounds are fenced or cordoned off and appropriate warning notices are placed to describe the danger.

All staff have a duty of care and are to report any potential hazards; the Principal Deputy Head, The College and Prep Site Managers, the Head Groundsman and Health and Safety officer especially, will conduct regular checks and carry out risk assessments for all areas of the school, which are reviewed annually, or in the event of any change, incident or accident. The School Health and Safety Committee meeting termly.

Pupils are briefed formally, usually at the start of academic courses and years, about safety measures in classrooms as appropriate (e.g. Science, Design, Art, and Design). In addition, pupil access to other areas, used primarily on the co-curriculum side, such as the Gym, Swimming Pools, is controlled by clear timings and by appropriate staffing deployment and signage.

Pupils are informed or reminded regularly by Boarding House and teaching staff of the dangers of entering risky areas of the school. They are made aware that to enter such an area deliberately is regarded as a disciplinary offence that will be dealt with in an appropriate manner. This is reinforced in the school's Code of Conduct, which details areas which are 'out of bounds', namely:

- Pupils do not have unsupervised access to potentially dangerous areas, such as the gymnasium, swimming pool, the science laboratories, the design technology rooms, the CCF Shooting Range & Armoury. Doors to these areas are kept locked at all times when not in use.
- All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.
- Pupils are not allowed to use gymnastic, athletic, adventure course or climbing equipment without supervision.
- Pupils do not have access to the grounds and maintenance sheds, catering and caretaking areas of the school.
- The riverbank is out of bounds except for planned and supervised activities.
- No tools, equipment or machinery are left unsupervised or in an inappropriate area on the school grounds. Any potential hazard must be immediately reported to the Health and Safety Officer Manager or the Head Groundsman as appropriate and the Health and Safety Officer and action taken to remove the risk, secure it or declare the area out of bounds.

## 2. Security

The school grounds are partially monitored by CCTV. The duty security patrol the school site in the evening and makes sure it is secure. All doors that provide access to the main school buildings and/or classrooms areas are locked. House staff ensure their houses are properly secured, and are equipped with intruder alarms.

The safety, well-being and security of all children and young people at Mount Kelly is the responsibility of all members of staff, teaching, non-teaching, administrative and support staff. Any concerns regarding a child/young person's safety must be reported immediately. Issues can be reported to:

<b>Staff</b>	<b>Name</b>	<b>Tel extension</b>
Principal	Mr Guy Ayling	124
Head of Prep	Mr Dominic Floyd	202
Principal Deputy Head	Mr Adam Reid	156
Deputy Head Pastoral	Mr Drew Bott	128
Health and Safety Officer	Mr Christopher Watts	176
Deputy Head Prep	Mr Matty Thavenot	239
Reception (During school hours 0800 – 1800)	College	100
	Prep	201