



St Mary's School CAMBRIDGE

Access to Risky Areas Policy

This policy is the responsibility of the Deputy Head (Pastoral and Boarding).

Last review: September 2022

Next review: Autumn term 2023

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

St Mary's School Cambridge occupies a city-centre site, 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 Cambridge is a priority at all times and the purpose of this policy is to identify those areas of the school that present a risk to students and indicate in broad terms actions that should be taken to minimise that risk.

Out of Bounds

The following areas are designated 'Out of Bounds' to all students:

All Sites	Roof areas Cellars Cupboards used to store cleaning or heating equipment Kitchens Staffrooms Behind Reception Desks Any other area marked as prohibited to unauthorised personnel.
Senior School	Laboratory prep rooms Works Department workshop and storage sheds Boiler house.
Mary Ward House	Loft Service Lift Basement (less the laundry).
Junior School	Kiln Room and corridor Greenhouse.

In the unlikely event that a student needs to access one of these areas they should be accompanied by a member of staff authorised to be in that area. Prior permission to accompany a student to these areas must be sought from the Head, the Bursar or Head of Boarding as necessary.

Restricted Areas

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

- Classrooms after 4pm in the Junior School.
- Classrooms after 4.15pm in the Senior School.
- Science laboratories.
- Textiles rooms.
- ICT rooms.
- Food room.
- Stage area.
- English book cupboard.
- *Number 2 Brookside* unless they are a Sixth Former or have been invited there for a specific event.
- Gymnasiums.
- Nurses' office.
- Housemistress' accommodation.
- Staircase at the back of the New Block.

Number 47 (Sixth Form Art/Photography students may work here with permission and under remote supervision. Access to the Dark Room should be by prior arrangement with the Photography teachers)

Lesson Transfer

Movement between lessons can involve students leaving the school premises to access *Number 2 Brookside* or *Number 47 Bateman St.* Students 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 *Paston Yard* students should stay on the path within the bollarded area.

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 garden at *Number 2 Brookside*.

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. Students 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. Students should not use the fire escapes at other times. 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 students accessing risky areas of the buildings and grounds.
