



## READING BLUE COAT SCHOOL

### PUPIL ACCESS TO RISKY AREAS OF THE SCHOOL POLICY

This policy should be read in conjunction with:

- Health & Safety Policy
- Supervision of Pupils Policy
- Missing Pupils Policy

### Objectives

It is the School's intention to maintain a healthy and safe environment in which learning can flourish and to ensure as far as is reasonably practicable the wellbeing of all pupils who attend the School.

Reading Blue Coat School covers 46 acres. Some areas or locations carry risks additional to those encountered in a purely academic environment. For clarity these areas include, but are not restricted to those listed in the table below. Against which, the School has listed the measures used to control access to the areas against each item.

### Policy Outline

It is important that staff are aware of the whereabouts of all pupils during the school day, as well as who is responsible for their supervision. This is described in the referenced policies; especially covered on the following:

<b>Risk Area</b>	<b>Control Measures</b>
<ul style="list-style-type: none"><li>• Maintenance and Grounds Workshop and Yard</li></ul>	Out of Bounds (OOB) to pupils.
<ul style="list-style-type: none"><li>• Woods.</li></ul>	Out of Bounds to pupil as promulgated in rules for pupils.
<ul style="list-style-type: none"><li>• The new Waste Storage Facility.</li></ul>	Fenced and to be kept locked when built in 2017.

• Cleaning Cupboards.	To be kept locked
• Boiler and Plant Rooms.	To be kept locked
• Lofts and Roof.	Access denied by lock or the immovability of ladders. Redundant Fire Escape Ladders removed in 2016.
• Temporary Contractors compounds and locations within the School Campus where Maintenance or Construction work is being carried out.	Securely fenced in accordance with the Contractors Method Statement.
• Academic Laboratories	OOB to pupils and kept locked
• Academic Workshops	OOB to pupils and kept locked
• Car Park	The Traffic Plan aims to gradually separate pedestrian from vehicular traffic. To this end the Drop Off lane was added to the site in 2016.
• Vehicles	No keys must ever be left in vehicles
• Swimming Pool	To be kept locked

- The daily register is completed in the morning and afternoon registration.
- Supervisory responsibilities are set out in the School's 'Supervision of Pupils Policy'.
- Absences are followed up immediately, with the 'Missing Pupils Policy' put into action.
- At lunch and break time, the responsible supervision is in accordance with the 'Supervision of Pupils Policy'.

For the purposes of this policy, areas or buildings such as those outlined in the previous paragraph are referred to as 'risk areas' (RAs).

## Risk Areas

Any damage to out-buildings and garages that would allow easy access must be reported and repaired as soon as possible. Any buildings found unlocked must be secured.

No tools, equipment or machinery are to be left unsupervised or in an inappropriate area on the site.

Any risk or danger must be reported immediately to a member of staff and action taken to remove the risk, secure it, or fence the risk area will be taken as a priority.

If a RA is used for pupils during the school day such as an academic, co-curricular or pastoral activities, it is the responsibility of the member of staff in charge to explain to pupils what guidance/rules they must follow to ensure both their safety and the safety of others. Once the activity is finished it is the responsibility of that member of staff to account for the whereabouts for all the pupils involved and to secure the area, if appropriate.

Staff must make every effort to lock rooms and buildings when not in use.