

## REVIEW OF 'RISKY AREAS' RISK ASSESSMENT POLICY

Owner: Bursar

### Aim of the Policy

The aim of this policy is to describe the controls provided by Cophorne Prep School to reduce the risk to pupils who may accidentally or deliberately stray into areas that may present a risk.

### The Hierarchy of Controls

The first objective is to prevent access to the area which may present a risk. This is usually by:

- Physically securing the area (e.g. by locking the access)
- Restricting access to competent persons.
- This will be supported by:
- Providing instructions to staff and pupils in respect of their part in controlling risks on site (e.g. in the Pupil Rules document.)
- Active and passive supervision (e.g. staff supervision of external areas during break times.)

Where this is not possible, instruction and information is provided, for example:

- Where temporary works are being carried out, the area would be taped or barriered off with pictorial or written signage.

Pupils are informed and reminded by 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 serious. There are areas of the school site which are 'out of bounds' without staff supervision. These areas include:

Potentially 'Risky' Area:	Controls	Level of Risk Following Implementation of Controls.
Beyond the limit of the school grounds e.g. pupils going in to the woods or across the Lane to the field.	Pupils are not allowed to leave site without staff supervision. Pupils are escorted to the field and woods	Low
Tennis Courts	Pupils are not permitted to use the tennis courts without supervision.	Low
Climbing Tower	A padlock is used for the door to the area. Staff are given instructions to keep this area locked unless a member of staff is present.	Low

Potentially 'Risky' Area:	Controls	Level of Risk Following Implementation of Controls.
Pond Project Area	A padlock is used for the door to the area. Staff are given instructions to keep this area locked unless a member of staff is present.	Low
The Boiler Room.	Access is via a locked door only.	Low
The roofs to the building (e.g. the flat roof to the main building.)	Any windows allowing access to roofs are kept secure by restricted openers	Low
The Chapel.	Staff are given instructions to keep this room locked unless a member of staff is present. Keys are kept in a secure location and only authorised persons may use them.	Low
Chapel Tower.	Staff are given instructions to keep these areas locked unless a member of staff is present. Keys are kept in a secure location and only authorised persons may use them.	Low
Cleaners cupboards.	Staff are given instructions to keep these cupboards locked when not in use. Keys and codes are kept in a secure location and only authorised persons may use them.	Low
Caretakers Office / Workshop	Staff are given instructions to keep these areas locked unless a member of staff is present. Keys are kept in a secure location and only authorised persons may use them.	Low
The School premises before and after normal school hours.	Staff, pupils and parents are given information in respect of the school's supervision policy.	Low

This Policy will be updated if circumstances at the School change and, also as part of the Health and Safety review programme.

CREATED: SPRING 2018  
NEXT REVIEW: SPRING 2019