



# ST. ANDREW'S COLLEGE Cambridge

## PUPIL ACCESS TO RISKY AREAS

<b>Issue No.: 01</b>	<b>Document Number:</b>
<b>Issue Date: November 2013</b>	<b>Originator: HC</b>
<b>Version: 05</b>	<b>Responsibility: Director</b>
<b>Reason for version change: Annual update</b>	<b>Dated: 14.7.16</b>
<b>Authorised by: HC</b> <b>Date: 14.7.16</b>	<b>Signature:</b> <i>Hanna Claydon</i>

### 1.0 Aim

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

### 2.0 Procedures

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

2.2 College buildings (Regent Street and Station Road) are locked at night, preventing access.

### 3.0 Unsupervised access by pupils

3.1 We ensure that pupils do not have unsupervised access to science laboratories or storage areas for chemicals. Doors to these are kept locked at all times when not in use.

3.2 Pupils do not have access to the Maintenance areas of the college.

#### **4.0 Boarding specific access**

4.1 During the College day boarders are out of the boarding house and integrated into the College day. However, students are allowed to return to halls during the day time if they have gaps in their timetable. All boarders are expected to return to the halls by designated times given by their house managers and which are set out in the College rules.

4.2 In the halls of residence the areas that are out of bounds to students are as follows:

- The kitchen
- The house manager's accommodation
- In St Barnabas students are also not allowed in the, laundry room, outside buildings, attic, electricity cupboard, boiler room cupboards, under-stair cupboard.

#### **4.1 Traffic management**

The College has a traffic management system at its Station Road site. The college rules state that students should adhere to instructions shown on site signs.

**Review: July 2016**

**Next review: July 2017**