



Cheltenham Bournside School and Sixth Form Centre

CONTROLLED ACCESS

BOURNSIDE EXIT TOWARDS MERESTONES ROAD

RISK ASSESSMENT JUNE 2010

Background

A footpath exits and enters the North East corner of the Bournside school site. This path is not a public right of way and is Gloucestershire County Council owned. The path does not link directly with a joint access road close by between the Bournside and Bettridge school sites. Therefore some 30-40m of Bournside site (as a Foundation School owned by Bournside's Governors) exits between the gate at the end of the footpath and the access road.

The Bournside site is not open to Bournside parents and parents are regularly informed and reminded. Entrances are well signed and any visitor to Bournside is required to visit the main reception. There are signing in systems and a clear written protocol for welcoming and hosting all visitors via planned visits to the Bournside site. A risk assessment is carried out as part of this protocol on each visitor/group of visitors.

A number of parents of a neighbouring school (St James – Merestones Road) live significantly closer to this school if they are given controlled access and permission to cross the relevant short section of Bournside school site in order to collect and drop their children off at school. Apart from significant inconvenience to these parents if they do not have this access there are attendant road safety issues through the increase in road traffic for a longer school journey in an already crowded situation.

Action

- 1) Bournside path open 08.15 to 09.00 and 14.50 to 15.30 on a school day, primarily for access and egress of Bournside staff and students.
- 2) Nearby other access points to remain locked throughout the school day, with appropriate release mechanisms to support safe evacuation procedure where required.
- 3) A small number of St James' parents to be granted restricted and conditional access. A permission agreement (appendix 1) will be signed annually by parents (and may identify grandparents/childminders) to enable their restricted access. The agreement will require confirmation of identity and parent address by St James School.
- 4) Restricted access may also be granted to staff of Bettridge and Belmont schools through written annual agreement between each of these schools and Bournside.
- 5) The use of the pathway will be subject to reviews and spot-checks of the identity of non Bournside staff/student users.

Risk Mitigation

There are two main associated risks

- 1) Unaccompanied access to and contact with Bournside students by unchecked adults
- 2) Road traffic accidents in neighbouring roads.

Risk 1) Mitigation

- Closure of path during majority of the working day prevents unwelcome access to the school site as a whole.
- CCTV coverage/surveillance exists in this area of the school site enabling monitoring and follow up. This is off putting to unwelcome visitors.
- Review and spot-checking will discourage unwelcome visitors.
- An organised and regulated presence of adults who operated within the expectations of a permission agreement enhances the safety of young people using the path through an additional presence of responsibly behaved adults.
- Notices posted at either end of the path act a clear explanation of controlled access and a deterrent to unwelcome visitors.
- All adults with a permission agreement will be recorded on Bournside's visitor register. This will annually updated to prevent long standing casual and assumed use.
- The structure of a regulated and controlled access strengthens the school's position in removing unwelcome intruders.
- A staff duty presence exists in this area both before and after school deterring unwelcome visitors.

Risk 2) Mitigation

- Enabling pedestrian controlled access for some parents prevents them from exacerbating already significant risk to students and adults in neighbouring roads – notably Warden Hill Road.
- Enabling pedestrian controlled access for some parents prevents them from increasing the road traffic and parking hazards outside St James's school.

Allan Foulds
Headteacher
June 2010

This Risk Assessment is subject to review in Summer 2011.