Hampton Court House

Access to Risky Areas Policy

Last Updated: September 2026

Next Review: September 2027

Reviewed by PGP

The aim of this Policy is to state the school's procedures for controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of Hampton Court House School's, buildings, and grounds. Rather than formalising our education of these risky areas and pupil access, for the most part the flow of pupils around the school site and off- site is based on common sense and trust. There are times when a formal proactive or reactive instruction is required, but common sense prevails on many occasions.

Introduction

The Principal and staff of Hampton Court House School are fully committed to ensuring the safety and welfare of all pupils at the school. On our complex sites there are bound to be areas within the buildings or the grounds that are considered to present risks to the safety of pupils who may accidentally or deliberately stray into them.

Procedures

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

Much of the School grounds around the central buildings are lit from dusk to dawn and every effort is made to assess that the level of lighting is suitable.

Pupils are informed or reminded regularly by all 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 and that in doing so will result in an appropriate consequence to reinforce the seriousness of their behaviour.

The entrances to school sites are protected by CCTV and the Site operational team patrols the school site ensuring the safety of the premises and grounds during the school day. All school staff should leave the school buildings and site 7pm. If staff wish to stay later, they must be aware of the lone working policy and notify the SVP or the Principal. A security risk assessment for the school site and areas deemed as potential risks is regularly updated. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science and the design technology rooms. Children are told they may not enter without supervision and where possible, doors to these areas are kept always locked when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities. Pupils are not allowed to use gymnastic, climbing equipment or athletic equipment without supervision.

The areas identified as potentially hazardous are:

No.	Location	Description of potential hazard	Mitigation	Comments
1	Rear road to back of site	Moving vehicles	5 mph speed limit on site, those seen to breach this are subject to disciplinary proceeding or ban of vehicle from site	
2	Site "maze"	The historic maze is no longer accessible as it has become overgrown with vegetation. Rabbits have caused numerous trip hazards	The area has "do not enter" signage displayed, all play times are supervised, and access is prohibited by the staff member supervising	

3	Rear log pile and green waste pile	There is a log pile and green waste pile at the rear of the site. The logs are used for the working fires on site	The log pile is kept to a low height to remove the risk of a crushing injury. Harris fencing has been placed to block student access to the area. No tools are left in this area. The green waste is now stored in a green waste skip which must also be kept suitably Harris Fenced.	
4	Rear gates	Access through the gates out of “open hours” or pedestrian vs vehicle	The gates are always manned by a security guard when they are open and only one gate is opened to minimise vehicular access to the site. The access and egress of them is closely managed and 5 mph speed limit adhered to	
5	Uneven ground	Across the site there are areas of uneven ground due to the tree roots or broken tarmac surfaces	Students are encouraged to walk in these areas by teachers, potholes and rabbit holes are filled where in a high foot traffic area	
6	Maintenance storage areas and boiler room	There are stores and a boiler room on site. These contain potentially harmful substances and plant	These areas are kept always locked and signage displayed	
7	Pond	The pond is situated in the middle of the site and is surrounded by a lawn	There are life buoys situated around the pond, it is fenced off to around 4 feet high. There is signage stating, “deep water”, and playtimes are always supervised	
8	Trees	The site is a conversation area and has numerous species of trees on site	The site carries out an 18 month tree survey which highlights the works required in a priority list, also play times are supervised and tree climbing is not tolerated	
9	CCTV blind spots	We have CCTV cameras on site. There are areas that are “blind”. The high foot traffic areas have been covered has these assume the highest potential risk.	The blind spots are mostly wide open spaces where the students are supervised. There is a plan ongoing to improve and expand the CCTV system (subject to budget approval)	
10	Viewing gallery	The main hall has a viewing gallery. The balustrade height does not comply with modern building reg’s, but this is not retrospective. To change this would affect the grade II listing	Students are observed and supervised when in the main building. The area of the viewing gallery is used mainly as a teacher’s workstation area. This area is closely supervised during busy periods	

11	Kitchen	The kitchen on the lower ground floor has knives and food being cooked at high temperatures	The kitchen staff are always present in the kitchen. When they are not in the kitchen the kitchen is locked	
12	Car Park	Moving vehicles	5 mph speed limit on site, those seen to breach this are subject to disciplinary proceeding or ban of vehicle from site	
12	Cleaning and chemical storage	We have cleaning and science chemical storage across site	These have signage displayed indicating staff only and chemical risks. They are also locked	
13	Access to roof spaces	On the top floor of the main building the roof in places could be accessed but there is bars in place	Bars have been fixed to stop any roof access	


West Gate
East Gate
1
2
3
4
5
Patio, lawn and Ice house round to grotto
Patio, rear of lawn round to grotto
Front Lawn and Play area (Primary)
MUGA
Back Field
Boundary
Out of Bounds
Hazardous Area