



BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

POLICY TO CONTROL PUPIL ACCESS TO RISKY AREAS

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2025.

Reviewed: September 2025

Next Review: September 2026

1. Aim

To establish clear procedures for restricting pupil access to hazardous areas within the school premises, thereby minimising risks to their safety and well-being.

2. Scope

This policy applies to all pupils, including boarders. For boarders, additional supervision is provided outside academic hours, and specific risk controls are reinforced through evening routines and residential staff briefings.

3. Roles and Responsibilities

The Headmaster, Senior Leadership Team, and all staff share responsibility for ensuring the safety and welfare of all pupils. This includes the identification and control of potentially hazardous areas. Examples of such areas include, but are not limited to:

- Car parks, Science laboratories, Design & Technology rooms, Areas undergoing construction, Scaffolding, Cleaning cupboards, Plant rooms, Roofs, Kitchens and laundry areas, Isolated buildings or temporary contractor zones

The Designated Safeguarding Lead (DSL) is consulted when risk assessments identify access-related hazards that may have safeguarding implications, including those relating to vulnerable pupils.

4. Procedures

4.1. Comprehensive Risk Assessments

Conduct regular and thorough risk assessments of all areas within the school. Document findings and control measures in the central risk register. Review after significant changes (e.g., building works, changes in pupil needs).

4.2. Restricted Access Measures

Lock or physically secure hazardous areas (e.g., science labs, plant rooms). Display clear warning signage (“Out of Bounds”, “Staff Only”) at entrances. Use fencing, barriers, or staff supervision where locking is not feasible.

4.3. Supervision and Staff Training

Ensure staff are adequately trained to supervise pupils, especially in or near risky areas. Training includes health and safety protocols, emergency procedures, and access restrictions. All training is recorded on the school’s central training log. Refresher training is delivered annually, and following incidents or environmental changes.

4.4. Pupil Education and Awareness

Regular briefings and age-appropriate safety workshops are delivered to raise pupil awareness. Pupils are shown maps highlighting out-of-bounds areas. A culture of safety is promoted – pupils are encouraged to report concerns or hazards.

4.5. Monitoring and Review

Premises are inspected regularly as part of routine safety audits. Access control measures are tested and reviewed each term. This policy is reviewed annually or following any significant incident or change in regulations.

5. Link to Broader Risk and Safeguarding Framework

This policy forms part of the School’s overarching Risk Assessment Policy and works in tandem with the Health and Safety Policy and Safeguarding and Child Protection Policy, ensuring a consistent and whole-school approach to pupil safety and welfare.

6. Appendix A: Restricted Areas and Control Measures

Area	Hazard Description	Control Measures	Supervisory Notes
Beyond School grounds	Unsupervised access, traffic, strangers	Boundaries marked; aerial map on display	Highlighted in briefings
Dark Evening Bounds	Poor visibility, falls, supervision difficulty	Defined boundaries; reinforced in evening briefings	Residential staff monitor compliance
Main catering facilities	Sharp tools, hot surfaces	Staffed; marked “Out of Bounds at All Times”	Entry prohibited
Laundry	Hot machinery, chemicals	Entry only with adult supervision	Boarding staff supervise
Basements	Slips/trips, isolation	Kept locked unless supervised	Staff key-controlled access
Roofs	Serious fall risk	Access restricted; ladder storage controlled	Contractors supervised

Plant Rooms (e.g., Sports Centre)	Machinery, electrical hazards	Locked at all times; warning notices displayed	Access by authorised personnel only
Empty buildings (e.g., Apple Store)	Isolation, maintenance risks	Clearly marked "Out of Bounds at All Times"	Inspections conducted regularly
Temporary contractor areas	Tools, uneven surfaces, vehicles	Fenced or cordoned off; signage and supervision in place	Site-specific controls monitored by Bursar
Kitchen	Hot equipment, slips	Pupils prohibited from entering	Reinforced in daily routines

7. Policy Review

This policy will be reviewed annually by the Senior Leadership Team in consultation with the DSL, Estates Team, and Boarding Staff. Any updates to legislation, school layout, or safety incidents will prompt an earlier review if necessary.

8. Legal and Regulatory Framework

This policy aligns with the following key regulations and standards:

Independent School Standards Regulations (ISSRs):

- Part 3, Paragraph 16(a) – Requirement for a written risk assessment policy.
- Part 3, Paragraph 16(b) – Duty to take appropriate action to reduce identified risks.

National Minimum Standards for Boarding Schools (NMS):

- Standard 6 – Health and Safety: risk assessments, hazard control, pupil education, and staff competence.

Additional Guidance:

- DfE Guidance on Health and Safety in Schools – Emphasises robust, proactive hazard management.