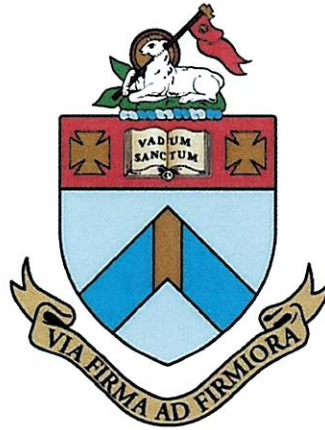


Halliford  
School  
SHEPPERTON

# Health and Safety Manual

## Section A Part 2 of 3

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2	Asbestos Management Plan	Sept 24	Sept 25
3	Fire Safety Policy	Sept 24	Sept 25
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Halliford  
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# Asbestos Management Policy

## September 2024

# Asbestos Management Plan

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## Introduction

### 1.1 Compliance

This document is the procedure for the Management of Asbestos within properties for which Halliford School is the duty-holder.

Compliance with the Asbestos Management Plan is applicable to all employees, contractors and sub-contractors, and any other persons involved with any works affecting the fabric of any buildings for which the School is the duty-holder.

The School is committed to complying with the guidance provided in the HSE publication L143 "Managing and Working with Asbestos: Control of Asbestos Regulations 2012. Approved Code of Practice and Guidance".

### 1.2 Legislation

Regulation 4 of The Control of Asbestos Regulations 2012 sets out a legal duty to manage asbestos. This Management Plan has been completed in accordance with Regulation 4 and as such will set out:

- Those parts of the premises where asbestos is present; and
- The measures to be taken for managing the risk within an action plan.

### 1.3 Review

This Management Plan will be reviewed and revised at regular intervals, and if:

- There is reason to believe that it is no longer valid; or
- There are significant changes made to any of the premises to which it relates.

## Background

### 2.1 Types of Asbestos

Asbestos is a naturally occurring mineral. There are three main types of asbestos – chrysotile, amosite and crocidolite, commonly known as ‘white’, ‘brown’ and ‘blue’ respectively. Historically asbestos was extensively used because of its thermal insulation, fireproofing and other physical and chemical properties.

### 2.2 Hazards of asbestos dust

Asbestos only poses a risk to health if asbestos fibres are released into the air. When disturbed, asbestos containing materials can release small fibres into the air; these fibres are often invisible to the naked eye. Breathing in these fibres can lead to asbestos-related diseases. These are mainly: scarring of the lung tissue (asbestosis), cancer of the chest and lung linings (mesothelioma), lung cancer and gastrointestinal cancer. The risk of lung cancer is increased in smokers.

Medical evidence indicates that symptoms can appear in the region of 15-60 years following significant exposure.

### 2.3 Use of asbestos in buildings

The use of any asbestos containing material (ACM) in construction is now banned, but it is estimated that many thousands of tonnes were used in buildings in the past (particularly if a building was built or refurbished between 1950 and 1980). Much of this asbestos is still present and is not always easily identified by appearance.

Asbestos cement contains 10-15% asbestos fibres bound in Portland cement (or similar product).

The most common uses of asbestos were:

- sprayed asbestos & loose packing (e.g. fire breaks in ceilings)
- lagging (e.g. thermal insulation for pipes & boilers)
- insulating boards
- ceiling tiles;
- vinyl floor tiles;
- textured decorative coatings on walls and ceilings (e.g. artex);
- asbestos cement roofs, gutters, downpipes and flues; and
- asbestos ropes and cloth.

The use of asbestos in buildings in the UK was prohibited in 1999. It can therefore be presumed that any building constructed from the year 2000 onwards does not contain asbestos.

## Responsibilities

### 3.1 Head/Headmaster

The Headmaster has overall responsibility to ensure that the requirements of Health and Safety legislation and the School's Health and Safety Policy are complied with. The Headmaster will ensure that responsibility for Health and Safety is properly assigned and accepted at all levels within the School and that adequate resources are made available for the effective implementation of Health and Safety arrangements.

### 3.2 Bursar

The Bursar is responsible for the operational and practical management of this Asbestos Management Plan. This will include:

- Responsibility for the procedures, practices and overall strategic management of Asbestos Containing Materials (ACMs) within the premises, including this Management Plan;
- Reviewing the responsibilities of all other persons named within this plan and ensuring that those responsibilities are communicated to them;
- Ensuring that staff under their direct control have sufficient resources and training to adequately fulfil their roles as defined in this Asbestos Management Plan;
- The appointment of suitably competent contractors to carry out work on asbestos-containing materials (ACMs); and
- Conducting incident investigation and reporting relating to asbestos.

### 3.3 Premise Manager

The Premise Manager is responsible for the day-to-day implementation of this Asbestos Management Plan. This will include:

- Ensuring that all relevant employees, contractors and sub-contractors are made aware of the location of ACMs;
- Managing the permit to work system and ensuring compliance with the procedures detailed within the permit;
- Ensuring that the Premises Team carry out the required monitoring of the condition of ACM's as outlined in the Action Plan; and
- Overseeing the implementation of applicable control measures (e.g. labelling, encapsulation, etc).

### 3.4 All Staff

Members of staff must not carry out any work, or employ external contractors to carry out work, that would result in disturbance of the fabric of the building without prior notification and consent from the Facilities Manager.

IT staff must not carry out any work or employ external contractors to carry out any work that would result in disturbance to the fabric of the building (including laying or pulling cables through any voids) without prior notification and consent from the Premise Manager.

### **3.5 Contractors and Sub-Contractors**

Prior to the commencement of any work that may disturb the fabric of a building the Facilities Manager will provide a copy of the Asbestos Register for the relevant part of the school premises to the Contractor(s) and/ or Sub-Contractor(s).

The Contractor Witness of Asbestos Register pro forma (appendix 1) must be signed by the Contractor to acknowledge the locations of all identified ACMs and take appropriate measures to avoid contact or disturbance of the same.

Any suspect materials uncovered should be reported to the Premise Manager.

## Information, Instruction and Training

### **4.1 Bursar and Premise Manager**

The Bursar and Premises Manager will be provided with the necessary training to fulfil their responsibilities under this Management Plan. As a minimum, this will be online training.

### **4.2 Contractors and Sub-Contractors**

It is not the intention of the School to provide any asbestos training to contractors or sub-contractors. Rather, it should be ensured as part of the pre-appointment contractor checks that they have received all appropriate training and, if applicable, hold qualifications relevant to the nature of their work.



## Survey History

### 5.1 Completed Asbestos Surveys

The below table outlines the Asbestos Management Surveys completed on behalf of the School:

Building Name/Premises Address	Type of Survey (e.g. Type 1, 2, 3, management survey, or refurb/demolition survey)	Carried out by (e.g. name of surveying company)	Date(s) of Survey
Halliford School Russell Road Shepperton	Specific Area Survey	Asbestos Consultancy Management Ltd	02/04/03
Halliford School Russell Road Shepperton	Full Survey Type 3, 2 Destructive and non-destructive surveys	UKAS Testing  SP Shutler Associates LTD	Report No 30734 May 2004
Halliford School Russell Road Shepperton TW17 9HX	Refurbishment Survey on Main school House	Abastra Ltd 42 Hornsby Square Basildon, Essex	14 <sup>th</sup> June 2021
Halliford School Russell Road Shepperton TW17 9HX	Specific Area Survey – Cottage	Abastra Ltd 42 Hornsby Square Basildon, Essex	Sept 2021

## Asbestos Register and Risk Assessment

### 6.1 Asbestos Register

The School maintains a register of known ACMs for each applicable building/premises. The registers are compiled from asbestos surveys carried out and produced by specialist asbestos consultants. The registers list, in tabular form, the type and location of all identified ACM.

### 6.2 Location of Asbestos Registers

Hard copies of the Asbestos Registers are held by the Bursar.

### 6.3 Risk Assessments

Two algorithms have been used to assess the level of risk associated with each area of ACM:

- The *Material Assessment* is an assessment of the type and condition of each ACM, and their ability to release fibres if disturbed.
- The *Priority Assessment* considers the likelihood of the ACM actually being disturbed and the likely exposure to those using the premises.

The material assessment scores have been taken from the asbestos surveys that have been carried out. The priority assessment scores have been determined using the HSE priority scoring tool [available at: <http://www.hse.gov.uk/asbestos/assets/docs/materials-priority-scoring.pdf>]. Both scores assigned to each ACM are noted on the Asbestos Register.

If any work is to be carried out that is liable to increase the risk of ACMs being disturbed and/ or increase the potential for exposure then, before starting work, a full risk assessment must be completed in order to identify the level of risk and any additional controls required.

### 6.4 Updating Asbestos Registers and Risk Assessments

It is the responsibility of the Bursar to ensure that checks are completed on the condition of identified ACMs and to receive details of any changes in condition. In the event that there are changes or the likelihood of disturbance/ potential of exposure the Premise Manager, in consultation with the Bursar, will update the relevant Asbestos Register and Risk Assessment accordingly.

## Asbestos Management Procedures

### 7.1 Use of Contractors and Consultants

The School will employ specialist consultants/ contractors for the provision of advice and completion of work in relation to ACMs as necessary. Prior to appointment the following details must be supplied to, and approved by the School:

- (i) Evidence of Public Liability, Employers' Liability and Professional Indemnity insurance;
- (ii) Accreditation, qualifications and training records of personnel to be employed on the contract;
- (iii) References from organisations that have used their services previously;
- (iv) Details of any legal action taken against them by the Health and Safety Executive (or any enforcing authority); and
- (v) Health and safety policy and risk assessments & method statements for the works to be completed.
- (vi) A copy of HSE Asbestos Licence, in addition to the above details (where relevant).

Where appropriate, the School will engage an accredited organisation to carry out air testing and site clearance certification for reoccupation.

### 7.2 Refurbishment, Maintenance and Minor Works

When a proposed refurbishment will entail the demolition or exposure of parts of the structure or fabric that could not have been seen during the Asbestos Management Survey, the Bursar must arrange for a pre-project Refurbishment or Demolition survey (as required) to be carried out.

It must be ensured that the findings and recommendations of the survey are made known to the Contractor prior to the works taking place. This does not apply when it is the Principal Contractors responsibility to conduct the survey as part of their contract.

Before any work is carried out which may, or will, affect the fabric of the building the Premise Manager must consult the relevant Asbestos Register. If an ACM is present and may be disturbed during the course of the work a written risk assessment must be completed in accordance with the relevant regulations/guidance outlining the control measures to be implemented to prevent exposure and a permit to work must be obtained. This process must be followed for any non-licensable / non-notifiable work being carried out internally, as well as for work carried out by contractors.

### 7.3 Permit to Work (Contractors)

The School operates a Permit to Work System (see appendix 2) for any work on ACMs, or if there is a risk that ACMs may be disturbed during the course of any works. The Premise Manager will issue permits as required and ensure that the requirements of the Permit are complied with.

Prior to issuing a Permit the Facilities Manager will ensure that:

- (i) The Contractors method statements have been received/ reviewed, or agreement made on using approved methods, such as the HSE task sheets, at: <http://www.hse.gov.uk/asbestos/essentials/>;
- (ii) Confirmation is received that the relevant enforcing authority have been notified (if required);
- (iii) A suitable and sufficient risk assessment has been carried out and recorded;
- (iv) The Contractor has completed the 'Contractor Witness of Asbestos Register' form (appendix 1);
- (v) Emergency arrangements are documented and agreed to include:
  - The person completing the work requiring medical attention
  - Evacuation of the building (related or unrelated to the work)
  - Loss of containment, or other uncontrolled asbestos related incident

- (vi) Evidence of the Contractors insurance has been seen; and
- (vii) Evidence of the Contractors asbestos license has been seen (if applicable).

A Permit to Work must be obtained before any work can begin if the work is on ACMs, or if there is a risk that ACMs may be disturbed during the course of work. This process must be followed for any non-licensable / non-notifiable work being carried out internally, as well as for work carried out by contractors.

#### **7.4 Removal and Disposal of Asbestos**

The removal and disposal of asbestos will only be undertaken by licensed contractors. For licensed removal work, the Contractor will be required to notify the HSE at least 14 days in advance of the work commencing. A copy of this license application should be held in the job/ project file with a copy of the Asbestos Permit to Work and any other relevant documentation.

Where a contractor disposes of ACMs on behalf of the School all appropriate documentation will be forwarded to the School in order for it to be confirmed that all legal requirements have been complied with, and copies of all documents will be retained on file.

Any contractor removing asbestos from a property for which the School is responsible for must ensure that it is double bagged, wiped down to remove any surface contamination and labelled accordingly.

#### **7.5 Accidental Disturbance or Discovery of ACMs**

If during the course of any work ACMs are accidentally disturbed or it is suspected that previously unknown ACMs are discovered the work must be stopped immediately. The room/ area must be evacuated and warning signs put up to ensure that nobody enters.

The Premise Manager will be notified and they will co-ordinate with the Head of Facilities Management to take appropriate action. Guidance is available from the HSE at: <http://www.hse.gov.uk/pubns/guidance/em1.pdf>

If it is the case that known ACMs have been accidentally disturbed a specialist consultant should be appointed to assess the damage and recommend the course of action to take.

If it is suspected that previously unknown ACMs have been discovered a specialist consultant will be appointed to identify and, if necessary, analyse the material. If it is confirmed that the material contains asbestos the advice of the consultant should be followed to address the risk.

Following the disturbance or discovery of any ACMs it must be ensured that the relevant Asbestos Register, Risk Assessment and this Management Plan are updated accordingly.

If the release or escape of fibres into the air were of a sufficient quantity to potentially cause damage to health, then the Bursar will complete a notification to the enforcing authority as per the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

## Communication

### 8.1 Communication to Contractors

Prior to the commencement of any work which may disturb the fabric of a building the Premise Manager will provide a copy of the relevant Asbestos Register to the Contractor, who will sign to confirm receipt. If no ACMs will be disturbed by the work no further action is required.

If ACM's may be disturbed by the work a written risk assessment and permit to work must be completed and approved by the Premise Manager prior to work commencing.

If the work is on ACMs, or involves the removal and disposal of ACMs the procedures outlined in Section 6 of this Management Plan will be followed.

If any ACMs are accidentally disturbed or it is suspected that new ACMs have been discovered the Contractor should notify the Premise Manager without delay, who will liaise with the Bursar to determine the appropriate action to take.

## Asbestos Action Plan

### 9.1 Action Plan

The Asbestos Action Plan (appendix 3) sets out the actions required to manage the ACMs that have been identified by Asbestos Management Surveys.

Included within the plan is the required completion date and person responsible for actions. Once an action has been completed the plan should be updated with the actual completion date.

The Action Plan is a working document and should be updated as and when changes occur (e.g. if there is a change in the condition of known ACMs, or if new ACMs are discovered).

**Appendix 1**

**Contractor Witness of Asbestos Register**

An Asbestos Register will be made available to you, which details the location of all known Asbestos Containing Materials (ACM).

It is mandatory that all contractors view a copy of the Register prior to commencing any work of an invasive nature.

**Contractors Witness Statement**

I confirm that I have viewed the Asbestos Register for (name of building/premises) \_\_\_\_\_ and am aware of the location of all ACM, as detailed within the Register.

I confirm that I, or any employee of the company I represent, will not do any work which will disturb the ACM identified in the Asbestos Register.

<b>Signed:</b>		<b>Date:</b>	
<b>Print Name:</b>			
<b>Company Name:</b>			
<b>Description of Contracted Work:</b>			

## Appendix 2

### Permit to Work: Asbestos

**Instructions for Use:** This asbestos permit should be completed by an Authorised Permit Issuer prior to any work operations taking place that could involve working with or potentially disturbing Asbestos or Asbestos Containing Materials (ACM's). It should be used in conjunction with a suitable and sufficient risk assessment and safe system of work/ method statement.

**Competent Person carrying out the work:** Once authorised, you must complete the Start Time and hang this permit in a highly visible position near the work location. When the work is completed, you must complete the Finish Time and return this permit to the Authorised Permit Issuer.

**In an emergency please contact** \_\_\_\_\_ **(Name) on** \_\_\_\_\_  
**(Tel. No.)**

**Authorised Permit Issuer:** Initially inspect the work area and complete the Workplace Precautions Checklist (Section B of this form). Keep a copy of the permit and issue the original to the Competent Person carrying out the work. Make a final inspection after the work has been completed.

Section A – Details of the Work Involving Asbestos to be Undertaken			
Location of the works			
Description of the works to be undertaken			
Company/contractor carrying out the work			
Competent Person supervising the works on behalf of the company/contractor named above			
I confirm that the above information has been made known to the Competent Person in charge of the work and that all precautions as detailed in Section B have been implemented where appropriate. I consider that the location stated above is safe for the competent person(s) to commence work operations.			
Print Name (Authorised Permit Issuer)		Sign Name	
Date		Time	
Permit Starts (Date & Time)		Permit Expires (Date & Time)* <i>* Not more than one shift.</i>	



<b>Section B – Workplace Precautions Checklist (tick to confirm)</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have suitable and sufficient risk assessments/method statements been carried out? (Please attach)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If answered No, please explain:				
Has the area Asbestos Register been provided to all relevant contractors?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the work activity involve any process that could disturb any Asbestos Containing Materials (ACM)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Licensed asbestos work, the Enforcing Authority must be informed in writing at least 14 days prior to commencement of works (via completion of an FOD ASB 5 form). Has the Enforcing Authority been informed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Notifiable Non-Licensed asbestos work, the Enforcing Authority must be informed prior to the work commencing (via completion of an ASB>NNLW1 form). Has the Local Authority been informed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For all types of asbestos work (i.e. Licensed, Notifiable Non-Licensed and Non-Licensed), has the contractor provided evidence that their staff have received suitable training?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For licenced asbestos work, has it been confirmed via the HSE website that the Contractor holds the appropriate license?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the area where the work is to be completed been cleared of all non-essential personnel?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency procedures in place to mitigate any unintended/ uncontrolled disturbances of ACMs?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable precautions in place for the safe disposal, and interim storage, of asbestos containing materials?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further Precautions Required: (Please Specify)				
Other Remaining Hazards Identified: (Please Specify)				
<b>Print Name (Authorised Permit Issuer)</b>		<b>Sign Name</b>		
<b>Date</b>		<b>Time</b>		

**Section C – Acceptance and Receipt by Competent Person**

I confirm receipt of this work involving asbestos permit and understand the precautions described above. Neither I nor the person(s) under my control/supervision will work on any other activity or location other than those specified in Section A.

<b>Print Name (Competent Person)</b>		<b>Sign Name</b>	
<b>Date</b>		<b>Start Time</b>	

**Section D – Extension (to be completed by the Authorised Permit Issuer)**

I give permission for this permit to be extended as described below:

<b>Time Extension (start)</b>		<b>Time Extension (end – no more than one shift)</b>	
<b>Print Name</b>		<b>Sign Name</b>	

**Section E – Completion of Work Involving Asbestos**

I confirm that the work described in Section A is complete. The area has been inspected and all tools, equipment and personnel have been withdrawn.

<b>Print Name (Competent Person)</b>		<b>Sign Name</b>	
<b>Date</b>		<b>Finish Time</b>	

**Section F – Clearance/ Cancellation**

I confirm that the work area and adjacent areas have been inspected after the work was completed and were found to be safe. I confirm that the location has been left in a safe condition and that all tools and equipment have been removed. This permit is now cancelled and all additional works will require a new permit to be issued. **The asbestos register must now be updated if any changes have been made to ACMs.**

<b>Print Name (Authorised Permit Issuer)</b>		<b>Sign Name</b>	
<b>Date</b>		<b>Time Cancelled</b>	

## Asbestos Management Plan

Reviewed - September 2024

### HALLIFORD SCHOOL RUSSELL ROAD, SHEPPERTON, MIDDLESEX

Following removal of work in August 21 by Abastra

Recommendation 3 - manage

Where	LOCATION	MATERIAL	PAGE NO	Actions	By when	By whom
30734A/47	Main block, ground floor, corridor area 021	Fire Door (see plan). Panel to door. Amosite M. Asbestos Insulating Board	55	Removed	Summer 21	Building Contractor
30734A/55	Main block, First Floor, Headmaster's Secretary	Door to office 109. Panel to internal door side, Amosite M. Asbestos Insulating Board	63	Removed	Pre Sept 16	Building Contractor
30734A/58	Main Block, Ground Floor Stairwell in area 018	Stairs. Nosing to steps. Chrysotile L. Asbestos Resin Material	66	Check and monitor	Annually Nov 23	Asbestos Surveyor
30734A/59	Main Block, First Floor, Roof Void	Adjacent un-insulated floor. Debris to Floor. Chrysotile M. Asbestos insulation	67	Check and monitor	Annually Nov 23	Asbestos Surveyor
Abastra Survey Data Results of remaining asbestos August 21						
Dated 01/06/21 Sample No 5	Conference Room, insulation board panel behind radiator	Asbestos insulating board	21/35	Label and Manage	Annually Nov 23	Asbestos Surveyor
Dated 01/06/21 Presumed	Pipework	Thermal insulation	22/35	Label and Manage	Annually Nov 23	Asbestos Surveyor

### Asbestos Communication Plan

- 1 Stickers - ensure the insulating board has a sticker added once refurbishment work has taken place in Summer 2022
- 2 Maintenance Staff -ensure all new staff are informed about location of asbestos in the school
- 3 warn contractors about main house pipework



Halliford  
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# Fire Safety Policy

## September 2024

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## **Mission Statement**

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first-class sporting, cultural and co-curricular opportunities.

## **Scope**

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

## **Objectives**

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

## **Guidance**

The School has in place procedures for:

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.

The Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises, showing places of high risk and the precautions put in place by the School. Copies of these maps are brought to the attention of all employees and others who may be affected by:

- posting a copy of the fire map on notice boards;
- bringing the fire map to the attention of all employees, contractors and visitors, etc. during all training and site induction sessions;

## **Fire Risk Assessment**

All of the School premises will be subject to a fire risk assessment. This is conducted annually by an external consultant - Hettle Andrews Risk Services (in 2022).

The fire risk assessment will be reviewed and/or updated every year or in the event of significant changes to the buildings or their usage.

A copy of the fire risk assessment report will be available on site (from the Bursar) and employees' attention brought to any hazards found in the assessment.

Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

Regular assessments will be made by staff, including Premises Manager and his deputy, to ensure that the walkways are kept clear of obstruction and tripping hazards.

## **Fire Detection**

Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons (Chubb). Additional fire detection was added to the Main House in Summer 2021.

## **Fire Alarm**

Each of the School premises has an adequate means of raising the alarm in the event of fire.

The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Bursar/Premises Manager. The alarm will be activated using a different activator point each week, where this is practicable.

The fire alarm system will be serviced quarterly by a competent contractor Jacksons Fire and Security.

The main fire panel was replaced and upgraded in Summer 2021 by Chubb. A new fire panel was added to the Woodward Building in 2021 and a new panel in the theatre / catering in September 2024.

Records of these tests are maintained by the Premises Manager and the servicing certificate is held in the Health and Safety Certificates folder.



## Fire Fighting Equipment

The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.

Fire extinguishers, and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher system (Chubb).

## Emergency Lighting

Emergency lighting must be installed in the School where lighting would continue to be required in the event of a mains power failure, e.g., stairs, passageways and emergency exits.

Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor (R&D Hitch).

Records of testing and servicing of emergency lights will be maintained by the Bursar/Premises Manager and held in the Health and Safety Certificates folder.

## Signage

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits. These signs are illuminated [describe locations where this applies eg basement, assembly rooms intended to be darkened]. Delete this last sentence if not applicable.

Signs are also displayed:

- to identify the location of the assembly point;
- to describe the type and function of fire extinguishers
- to describe the correct operation of exit door hardware [i.e. 'push bar to open']
- to show the correct operation of gas shut off valves
- to show 'fire action' required
- to identify fire doors which must be kept shut or kept clear
- to indicate on each lift landing 'in the event of fire do not use lift'

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. As part of our routine weekly checks the Premise Manager visibly checks that safety signs are in place and clearly visible.

Structural fire separation is provided by protected routes surrounded by fire resistant walls, ceilings, and fire doors/ curtains, providing at least 30 minutes' fire protection. Where building alterations take place, which could result in damage to the fire protection, we ensure that the project includes measures to provide temporary protection during the work and to reinstate fire protection to the required level.

There are various types of fire doors on site. With the exception of the PC Centre all doors fire doors are kept closed at all times and are free from obstruction. In the PC Centre there are self-closing devices on the 1<sup>st</sup> Floor.

On a weekly basis the Premise Manager checks that all escape routes are clear, that exit doors are functioning correctly and that fire doors are either kept shut, kept clear or locked shut as required.

The condition of each fire door including the presence and condition of door closers, intumescent and smoke seals is checked termly by the Premise Manager.

The results of escape route and fire door checks are recorded and held in our fire log book which is kept in the emergency grab bag.

## Emergency Procedures

- Staff will be provided with written procedures and these will be saved onto the staff shared drive. These will include what to do in the event of a fire.
- Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. These notices will be found next to the light switch of each classroom.
- There must be adequate means of escape for all occupants of the School premises. These means of escape will be clearly signed with pictograms.
- Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. Visitors will be catered for by the Bursar/Premises Manager when notified.
- Contractors and Visitors will sign in at Reception upon arrival and will receive a Visitors Badge. They will receive a briefing from Reception staff to make sure they are aware of the evacuation procedures and assembly points in the event of an evacuation. They will also be given a copy of the Visitor Booklet which informs them what to do in an emergency.
- For events with large numbers of attendees, such as Open Days, concerts and parents evenings an announcement will be made at the beginning of the event regarding evacuation arrangements.
- Teaching staff are responsible for escorting their students safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the School Administrator/School Receptionist. It is the responsibility of the Headmaster/Bursar to ensure that this roll call information is passed to the Fire and Emergency service as soon as they arrive.

## Summoning the Fire Brigade

The School Reception is manned between 8.00am and 5.00pm during weekdays in term-time and between 9.00am and 4.00pm during half terms and holidays apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the School buildings is located outside the School staff room.

Reception is always given advance warning of fire evacuation practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once. The Premises Manager or his deputy are on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. They have standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Reception is staffed, (unless warned of a planned fire practice).

Fire drills will be held every term at the School.

## Fire Training

Staff will be informed in relation to:

- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes;
- the location of the assembly point, and;
- action to take in the event of a bomb alert.
- All staff as part of their induction programme undertake the iHasco Fire Training which they are expected to renew every 3 year
- Premise Manager, Assistant Caretaker, Assistant Bursar and Bursar all undertake the iHasco Fire Marshall training which they are expected to renew every 3 years.

Students will be informed of exits and escape routes, and the location of the assembly point at the start of every school year in assembly and once again termly by their Tutor.

## Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Bursar, Premises Manager and Heads of Department will:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials, hazardous substances etc.
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by; areas inspected are DT Workshop, Science Labs and IT Suites / Server Room
- Maintain awareness through regular training and refresher training of the preventative steps that need to be taken;
- Include fire prevention and evacuation procedures during the induction process with all new starters; and
- Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

## Fire Records

Training records are kept in the H&S file and regularly updated by the HR Assistant.

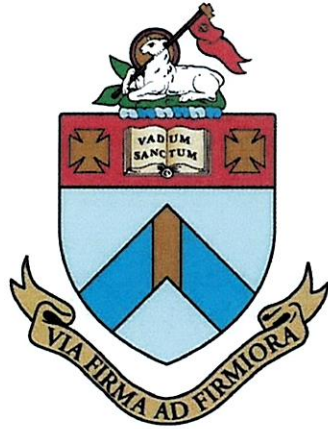
Fire Evacuation Procedures (practises and unplanned evacuations) are kept in the Emergency Grab Bag

Maintenance of systems and equipment certificates are kept in the file in the Bursar's office.

## Legal Requirement & Education Standards

### References

- A. Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, March 2009 version. ([www.isi.net](http://www.isi.net)).
- B. Part II of the Regulatory Reform (Fire Safety Order) 2005, ([www.opsi.gov.uk](http://www.opsi.gov.uk))
- C. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note ([www.ecclesiastical.com](http://www.ecclesiastical.com))
- D. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd ([www.owendavidsafety.net](http://www.owendavidsafety.net))
- E. "Fire Safety: Managing School Facilities" DCSF Guidance, ([www.gov.uk/dfes](http://www.gov.uk/dfes))
- F. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications ([www.communities.gov.uk](http://www.communities.gov.uk))
- G. Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)



Halliford  
School  
SHEPPERTON

# Fire Evacuation Policy and Procedure

## September 2024

## How will people know there is a fire?

Halliford School has a fire detection and alarm system. It consists of a main fire alarm panel located on the Ground Floor of the Main House. This panel indicates which zone the alarm had been activated in. There are 6 separate maintained alarms systems in the school all of which interface with each other when the alarm is activated.

1. Main House
2. Theatre and Cottage
3. Sports Hall
4. Baker Building
5. PC Centre
6. Woodward Building

### Appendix 1 – Device Zones and Locations

## What should people do in the event of a fire?

If you discover a fire you should activate the fire alarm by pressing the nearest manual call point (break glass) to initiate an evacuation. The alarm will be activated for all fires no matter how small.

### Calling the Fire Service

All outbreaks of fire or any suspected fire, however small should be reported immediately to the Fire Service.

Responsibility of calling the Fire Service 1) Bursar 2) Headmaster 3) Premises 4) Assistant Bursar

### Evacuation

The school operates an all-out and roll call procedure and therefore everyone must report to a designated individual – Refer to Table 1

On hearing the fire alarm, students must be instructed to leave the building in a single file and in a calm, orderly manner. Do not take anything with you or allow the students to take anything.

The teacher in charge of the class must indicate the exit route to be used and everyone must be directed to the Assembly Point.

Close windows and doors when leaving to prevent fire spreading

If you have a less abled student / injured student in your class, you should assist them downstairs and to the nearest fire exit.

No running is permitted to avoid panic

On staircases everyone must descend in a single file. Overtaking of classes or individuals must not be permitted

Lifts must not be used.

Anyone who is not in class must immediately go to the Assembly Point and join their Tutor Group.

Quickly make a visual inspection of areas along their evacuation route and shout "FIRE" into toilets or other enclosed spaces.

Do not delay your escape but try to pick up any stragglers on route to the assembly point.

Students who are with Matron will be directed to the Assembly Point and join their Tutor Group. Emergency medical equipment including back up inhalers and epi-pens will be taken out of the building by Matron.

No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, OR, in the case of a fire evacuation practise by the Headmaster / Bursar

Visitors in Reception will be directed to the Assembly Point by Reception Staff

Reception Staff will immediately print off the sign in lists from InVentry. All Reception staff have the Evac App on their desktops. The Assistant Bursar also prints this as backup. These printed lists are then attached to the clipboards on the trolley ready to be collected.

Reception Staff take all registers outside and the Fire Evacuation trolley. All staff with a role in the evacuation must wear a yellow high visibility jacket. These are provided in offices or from Reception Staff.

Any visitors or contractors in the Main House will be directed to the Assembly Point by Administrative Staff. Direct everyone to the assembly point as quickly as possible.

An Emergency Grab Bag is located by the back door of the Main House and must be collect by the Assistant Bursar when leaving the school. This Grab Bag contains contact details for all students / staff and all staff must be informed about its location.

The Bursar / Assistant Bursar will note the location of the alarm from the panel at the bottom of the stairwell.

### In the event of the sounder interface not being operational

In the unlikely event of the sounder interface not working between buildings the Bursar / Assistant Bursar / Premise Manager / Assistant Caretaker will go to the affected building to set off a manual call point. This would only be used as a temporary measure and issues with the fire alarm are recorded following the weekly fire test.

### Assembly Points

Assembly point 1 – School Field

This assembly point must be used by all on site. This applies all year round.

Everyone on site should know where the assembly point is and how to get there and alternative routes if the key escape routes are not available.

Students must line up next to their year group and house name located on the ground.



If the fire is found to be in the Woodward, Sports Hall or PC Centre everyone will be directed to

Assembly Point 2 – at the far end of the School Field.

## Roll Call

The Headmaster / Bursar will have overall responsibility to ensure that a roll call is conducted in the event of evacuation on the premises. At the end of the roll call they will make the decision whether to enter the building or remain outside.

Students must line up in their Tutor Groups immediately on arrival at the Assembly Point. Standing at an allocated place marked on the wooden fence.

Tutors can do a quick head count as soon as they reach the assembly point and obtain their register from the trolley which is brought out by Reception staff.

**A count must be made to ascertain that no students remains inside the school.**

Deputy Head Pastoral & Deputy Head Academic will assist Tutors by keeping students calm and quiet. They will also provide cover for register return and in their absence are supported by Head of House.

Each tutor must collect their register from the trolley and then report to the following to confirm all in attendance. This must be done in a prompt but calm manner.

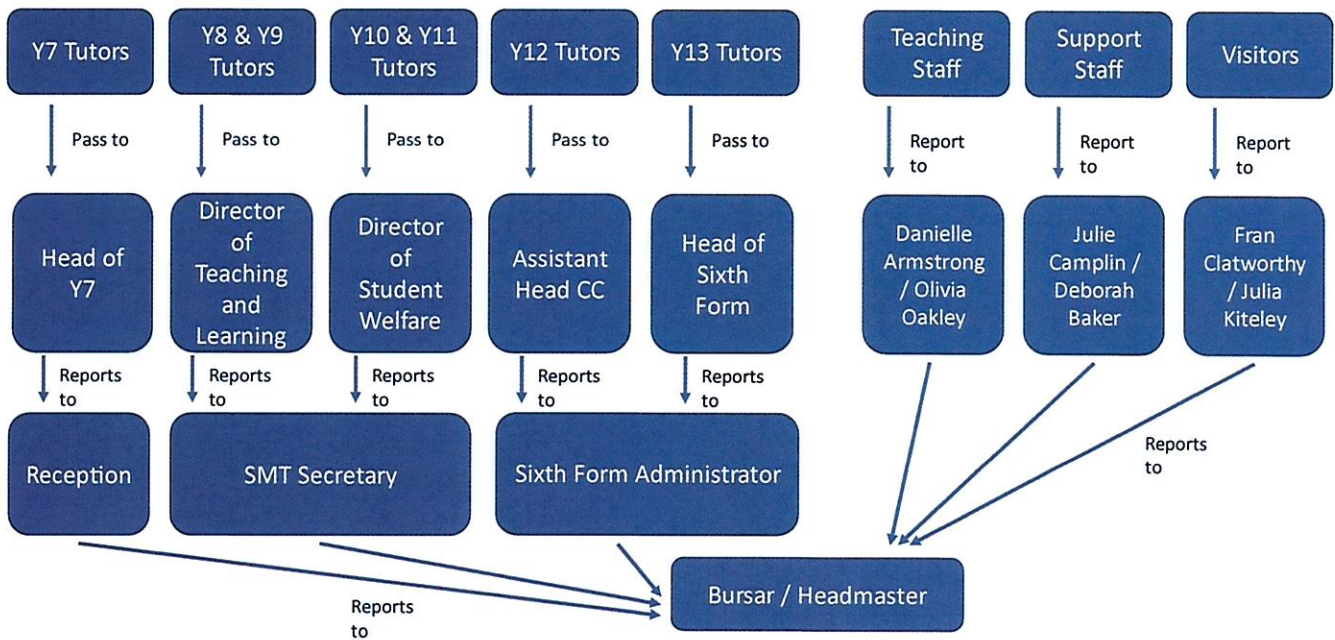
## Responsibility of the Senior Management Team.

Headmaster	Overall responsibly for the evacuation.
Bursar	Overall responsibly for the evacuation.
DH Academic	Assist Tutors by keeping students calm and quiet – Y7-Y9 Cover for Director of T&L if absent
DH Pastoral	Assist Tutors by keeping students calm and quiet – Y10 – Y13 Cover for Director of SW if absent
Assistant Head	Collect registers from L6 Form Tutors and report to Reception. Cover for Head of Sixth if absent
Head of Sixth	Collect registers from U6 Form Tutors and report to Reception. Cover for Assistant Head if absent
Director of T&L	Collect registers from Y8 & Y9 Tutors and report to SMT Secretary
Director of SW	Collect registers from Y10 & Y11 Tutors and report to SMT Secretary

<b>Roll Call (those in red will be wearing high viz jackets)</b>			
	<b>Register collection</b>	<b>Completed Registers passed to</b>	<b>End point</b>
<b>Y7 Tutors</b>	Collect your registers from the fire trolley. If all your students are accounted for return your register.	Head of Year 7 and in their absence Head of Greville	Reports to the <b>Receptionist</b>
<b>Y8 &amp; Y9 Tutors</b>	Collect your registers from the fire trolley. If all your students are accounted for return your register.	Director of T&L and in their absence DHA	Reports to <b>SMT Secretary / Exams Officer</b>
<b>Y10 &amp; Y11 Tutors</b>	Collect your registers from the fire trolley. If all your students are accounted for return your register.	Director of Student Welfare and in their absence DHP	Reports to <b>SMT Secretary / Exams Officer</b>
<b>L6 Tutors</b>	Collect your registers from the fire trolley. If all your students are accounted for return your register.	Assistant Head and in their absence Head of Sixth	Reports to the <b>Sixth Form Administrator</b>
<b>U6 Tutors</b>	Collect your registers from the fire trolley. If all your students are accounted for return your register.	Head of Sixth Form and in their absence Assistant Head.	Reports to the <b>Sixth Form Administrator</b>
<p>If you have students missing report these to the School Receptionist who will have the signing out book and absent student register.</p> <p>Receptionist and SMT Secretaries must confirm all accounted for to Headmaster / Bursar to complete the roll call.</p>			

<b>Remaining Academic Staff who ARE NOT Tutors or assigned a specific role.</b>	Must report to <b>HM PA (Danielle Armstrong)</b>	Reports used and printed off from Inventory by Reception 1_ Currently signed in Teaching Staff 2_ Currently signed in Tutors	<b>Confirm all in accounted for to Headmaster / Bursar</b>
<b>Visitors</b>	Must report to the <b>Registrar or Admissions Assistant (Fran Clatworthy / Julia Kiteley)</b>	Reports used and printed off from Inventory by Reception 1_ Currently signed in DBS 2_ Current Visitors	<b>Confirm all in accounted for to Headmaster / Bursar</b>
<b>Support Staff</b>	Must report to the Accounts Assistant ( <b>Julie Camplin or Deborah Baker</b> )	Reports used and printed off from Inventory by Reception 1_ Currently signed in Support Staff & Kitchen Staff.	<b>Confirm all in accounted for to Headmaster / Bursar</b>
<b>The Assistant Bursar will provide cover to all roles if individuals are absent.</b>			

**REGISTER RETURN**  
Registers taken out to Evacuation Location



Once all registers have been returned and **checked each responsible person (shown in RED) must report to the Bursar and/or Headmaster** that everyone is accounted for or to inform him/her of the number of persons missing. If all accounted for and the evacuation was a test the Bursar / Premises will silence the alarm and dismiss all students and staff.

Premise Team will open the gate on Wadham Close once they have verified their attendance to the Bursar / Headmaster. They will then proceed to the Front Gates to prevent any cars / vehicles accessing the school.

### Meeting the Fire Service

The Fire Service access the school via the gate on Wadham Close if appropriate.

The Headmaster / Bursar who is in charge of the roll call must identify themselves to the Fire Service on their arrival.

They must inform the Fire Service -

- 1) All students, staff, visitors and contractors have been accounted for
- 2) If anyone is missing, how many, what is their usual location and where were they last seen?
- 3) Where the fire is and what is on fire if known?
- 4) Where hazardous substances are stored on site?

### Record Keeping

All planned and unplanned fire evacuation practise must be recorded in the Fire Evacuation Book.

Planned fire evacuations will be timed by the Bursar and any comments / concerns will be fed back to staff immediately following the practise.

## **Classroom Emergency Evacuation Notice**

### **Action to take in the event of a Fire**

Raise the alarm by breaking glass at a call point

Leave the building by the nearest exit

### **When the alarm sounds**

Lead the class to the **nearest** emergency exit. No one should talk or run.

Make your way to the Assembly point on the School field

Students line up behind the tutor group marking on the ground.

Do not take anything with you, and do not allow the students to take anything.

Close windows and doors when leaving to prevent fire spreading.

Do not use the lift.

If you have a less abled student / injured student in your class, you should assist them downstairs and to the nearest fire exit.

### **At the Assembly Point**

Obtain your register for your class from the School Receptionist and take it as soon as you reach the Assembly Point. Return completed registers promptly stating if all complete and accounted for.

Report any students missing immediately to the School Receptionist.

On no account should anyone return to any building.

Remain at the assembly point with your students until the all clear is given.

## **Kitchen Emergency Evacuation Notice**

### **Action to take in the event of a Fire**

Raise the alarm by breaking glass at a call point

Leave the building by the nearest exit

Consider fighting the fire, but only when it is safe to do so

### **When the alarm sounds**

Make your way to the nearest emergency exit. No one should talk or run.

Make your way to the Assembly point on the School field

Do not take anything with you.

Close windows and doors when leaving to prevent fire spreading.

Do not use the lift.

### **At the Assembly Point**

Report immediately to the designated individual

DESIGNATED INDIVIDUAL ***JULIE CAMPLIN***

Report anyone missing immediately

On no account should anyone return to any building.

Remain at the assembly point until the all clear is given.

## **Main House Emergency Evacuation Notice**

### **Action to take in the event of a Fire**

Raise the alarm by breaking glass at a call point

Leave the building by the nearest exit

Consider fighting the fire, but only when it is safe to do so

### **When the alarm sounds**

Make your way to the nearest emergency exit. No one should talk or run.

Make your way to the Assembly point on the School field

Do not take anything with you.

Close windows and doors when leaving to prevent fire spreading.

Do not use the lift.

### **At the Assembly Point**

Report immediately to the designated individual

DESIGNATED INDIVIDUAL ***JULIE CAMPLIN***

Report anyone missing immediately

On no account should anyone return to any building.

Remain at the assembly point until the all clear is given.