Halliford School
SHEPPERTON

Fire Safety Policy

and

Fire Risk Assessment Summary

September 2026

Approved by the Governing Body September 2026

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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 evacuation procedures on notice boards;
- bringing the fire evacuation procedure 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 every 2 years by an external consultant – Pearson Webb Consulting (in June 2026).

The fire risk assessment will be reviewed and/or updated every 2 years 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 (Jackson Fire and Security). 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 (Jackson 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. A new panel and hardwired system has been installed in Sport and PJ Centre in August 2025 along with a new wireless fire alarm system in the Design & Technology Workshops.

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.

Testing is completed throughout the school on a quarterly basis and a full 3 hour discharge test is completed annually. Both are completed 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.

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 Premises 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 1st Floor.

On a weekly basis the Premises 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 Premises 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 midday 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 years
- Premises Manager, Assistant Caretaker, Bursar and the 2 Assistant Bursars all undertake the iHasco Fire Marshall training which they are expected to renew every year.

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

Fire Risk Assessment Summary June 2026

A full review of Halliford School Fire Risk Assessments was carried out in June 2026 and this is completed every 2 years. The most recent inspection included all buildings on the site. The assessment of fire risk is intended to assist the school in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005.

The Fire Risk Assessment was carried out by Adam Webb, director, Pearson Webb Consulting Ltd. Adam is a member of MIFSM – Institute of Fire Safety Managers, NEBOSH Certificate in Fire Safety & Risk Management and a Certified Member of the Institute of Occupational Safety and Health.

There are 6 separate Fire Risk Assessments which have an evaluation of fire risk rating as follows:

Main Georgian House (Jun 2026) – the fire risk rating has been described a TOLERABLE with 9 actions required and all of which have been rectified.

Tolerable is broadly summarised as follows:

"no major additional controls required, however, there might be a need for improvements that involve minor or limited cost."

Cottage, Theatre and Dining Hall (Oct 25) - the fire risk rating has been described as MODERATE with 12 actions required. One action was rectified immediately and as a result the fire risk rating returned to TOLERABLE. 8 actions have been rectified and 4 will be actioned in October HT.

Baker (June 26) - the fire risk rating has been described a TOLERABLE with 1 action required which have been rectified.

Sport & Peter Jones (Jun 26) - the fire risk rating has been described a TOLERABLE with 4 actions, 1 is due to be rectified in October HT.

PC Centre and DT (Jun 26) - the fire risk rating has been described a TOLERABLE with 5 actions required, 2 actions to be rectified in October HT.

Woodward (Jun 26) - the fire risk rating has been described a TOLERABLE with 2 actions required, 1 actions to be rectified in October HT.

All other items in the action plan were identified as recommendations and many of these have also been addressed.

The School also underwent a full 2 day external H&S Audit by Pearson Webb Consulting in February 2024 which also included Risk Assessment Training.

These Fire Risk Assessments should be reviewed every 2 years of the review date, subject to any major changes to the structure and fabric of the building or major personnel changes occurring. This is planned for April 2028. Full copies are kept with the Bursar and available on request.