



Halliford
School
SHEPPERTON

Health and Safety Manual

Section A

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Halliford
School
SHEPPERTON

Asbestos Management Policy

September 2026

Asbestos Management Policy

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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- There is reason to believe that it is no longer valid; or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 th June 2021
Halliford School Russell Road Shepperton TW17 9HX	Specific Area Survey – Cottage	Abastra Ltd 42 Hornsby Square Basildon, Essex	Sept 2021
Halliford School Russell Road Shepperton TW17 9HX	Refurbishment Survey on DT Workshop and Stores	Abastra Ltd 42 Hornsby Square Basildon, Essex	19/2/25

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.

Signed:		Date:	
Print Name:			
Company Name:			
Description of Contracted Work:			

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>	

Section B – Workplace Precautions Checklist (tick to confirm)		Yes	No	N/A
Have suitable and sufficient risk assessments/method statements been carried out? (Please attach)		☐	☐	☐
If answered No, please explain:				
Has the area Asbestos Register been provided to all relevant contractors?		☐	☐	☐
Does the work activity involve any process that could disturb any Asbestos Containing Materials (ACM)?		☐	☐	☐
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?		☐	☐	☐
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?		☐	☐	☐
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?		☐	☐	☐
For licenced asbestos work, has it been confirmed via the HSE website that the Contractor holds the appropriate license?		☐	☐	☐
Has the area where the work is to be completed been cleared of all non-essential personnel?		☐	☐	☐
Are emergency procedures in place to mitigate any unintended/ uncontrolled disturbances of ACMs?		☐	☐	☐
Are suitable precautions in place for the safe disposal, and interim storage, of asbestos containing materials?		☐	☐	☐
Further Precautions Required: (Please Specify)				
Other Remaining Hazards Identified: (Please Specify)				
Print Name (Authorised Permit Issuer)		Sign Name		
Date		Time		

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.

Print Name (Competent Person)		Sign Name	
Date		Start Time	

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

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

Time Extension (start)		Time Extension (end – no more than one shift)	
Print Name		Sign Name	

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.

Print Name (Competent Person)		Sign Name	
Date		Finish Time	

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.**

Print Name (Authorised Permit Issuer)		Sign Name	
Date		Time Cancelled	

Asbestos Register

Reviewed - September 2026

**HALLIFORD SCHOOL
RUSSELL ROAD, SHEPPERTON, MIDDLESEX**

Following removal of work in August 21 by Abastra

Recommendation 3 - manage

SAMPLE NO	LOCATION	MATERIAL	PAGE NO	RECOMMENDATIONS	MANAGEMENT PLAN
30734A/47	Main block, ground floor, corridor area 021	Fire Door (see plan). Panel to door. Amosite M. Asbestos Insulating Board	55	3	
30734A/55	Main block, First Floor, Headmaster's Secretary	Door to office 109. Panel to internal door side, Amosite M. Asbestos Insulating Board	63	3	
30734A/58	Main Block, Ground Floor Stairwell in area 018	Stairs. Nosing to steps. Chrysotile L. Asbestos Resin Material	66	3	
30734A/59	Main Block, First Floor, Roof Void	Adjacent un-insulated floor. Debris to Floor. Chrysotile M. Asbestos insulation	67	3	
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	Risk Coding - Low
Dated 01/06/21 Presumed	Pipework	Thermal insulation	22/35	Label and Manage	Risk Coding - Low



Halliford
School
SHEPPERTON

Fire Evacuation Policy and Procedure

September 2026

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 7 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
7. DT Workshop & Stores

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 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.

When the science department are undertaking a microbiology practical (twice per year), separate procedures will be followed as per their departmental documentation.

In the LRC, as a member of staff is always available, they will sweep the area particularly the 2 study booths.

Close windows and doors when leaving to prevent fire spreading

If you have a less able 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.

There are 2 Break Glass Key Boxes located on Baker Building 1st Floor to be used in the event of a fire when the science laboratories are locked.

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.

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

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 taken outside.

Registrar, Marketing Manager and Admissions Assistant take the Fire Evacuation trolley outside.

All staff with a role in the evacuation must wear a yellow high visibility jacket. These are provided in offices or from Reception Staff.

An Emergency Grab Bag is located by the Bursary Office in the Main House and must be collected 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. It also contains a back up inhaler and adrenaline device, first aid kit, torch, whistle and silver blankets.

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

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

The Science Technicians will confirm their attendance as quickly as possible and, once permission has been given to re-enter the buildings, they will return to science before students to secure the labs.

If the radiation is out then the Head of Physics must be first to enter the building once permission has been given and no-one else should enter the building until he advises that it is safe to do so.

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 tutor group place marked on the wooden fence.

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

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 Fire Evacuation Trolley. Tutors then report to the designated individuals (refer to table 1) to confirm all in attendance. This must be done in a prompt but calm manner.

Deputy Head Pastoral & Deputy Head Academic will assist Tutors by keeping students calm and quiet.

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

Staff gather on the Basketball Court and report to a designated individual – Refer to Table 1

The Headmaster / Bursar will have overall responsibility to ensure that a roll call is conducted in the event of evacuation.

Once all registers have been returned and checked, **each responsible person (shown in RED) must confirm to the Bursar / Headmaster** that everyone is accounted for or inform them 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.

The Headmaster / Bursar will make the decision whether to enter the building or remain outside

Premise Team will open the gate on Wadham Close once they have verified their attendance to the Bursar / Headmaster.

DT Technician will proceed to the Front Gates once they have verified their attendance to the Accounts Assistant to prevent any cars / vehicles / people accessing the school.

Responsibility of the Senior Management Team.

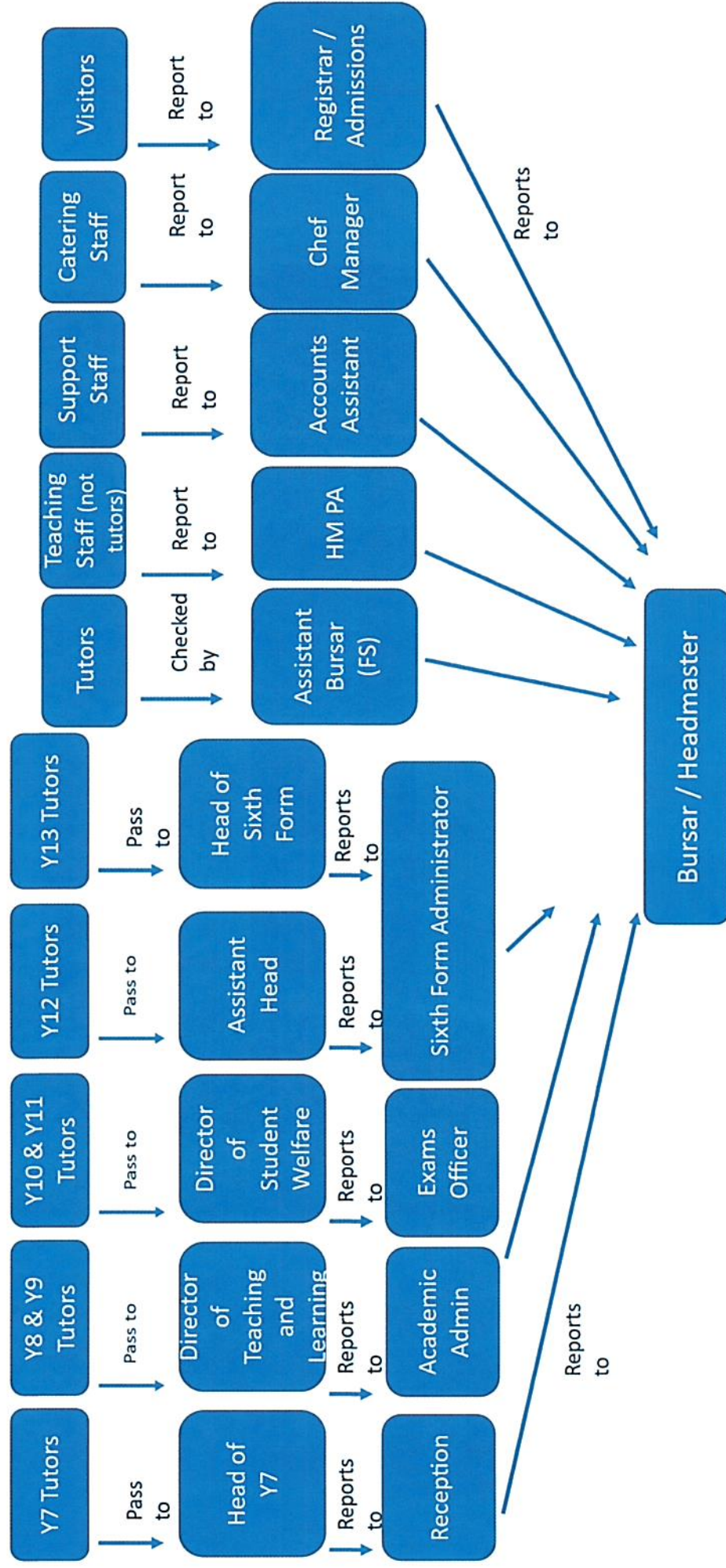
Headmaster	Overall responsibly for the evacuation. Covered by Deputy Head Academic / Deputy Head Pastoral if absent
Bursar	Overall responsibly for the evacuation. Covered by Assistant Bursar if absent
DH Academic	Assist Tutors by keeping students calm and quiet – Y7 - Y9 Covered by Director of T&L if absent
DH Pastoral	Assist Tutors by keeping students calm and quiet – Y10 – Y13 Covered by for Director of SW if absent
Assistant Head	Collect registers from L6 Form Tutors and report to Sixth Form Administrator. Covered by Head of Sixth Form if absent
Head of Sixth Form	Collect registers from U6 Form Tutors and report to Sixth Form Administrator. Covered by Assistant Head if absent
Director of T&L	Collect registers from Y8 & Y9 Tutors and report to Academic Admin
Director of SW	Collect registers from Y10 & Y11 Tutors and report to Academic Admin
Head of Year 7	Collect registers from Y7 Tutors and report to Reception staff

TABLE 1 Student Roll Call (those in red will be wearing high viz jackets)			
	Register collection	Completed Registers passed to	End point
Y7 Tutors	Collect your registers from the fire trolley. If all your students are accounted for return your register to -	Head of Year 7 (Matthew Fieldhouse) and in their absence Head of Greville (Darren Howard)	Reports to the Receptionist
Y8 & Y9 Tutors	Collect your registers from the fire trolley. If all your students are accounted for return your register to -	Director of T&L (Guy Boyes) and in their absence DHA (Richard Fulford)	Reports to Academic Admin
Y10 & Y11 Tutors	Collect your registers from the fire trolley. If all your students are accounted for return your register to -	Director of Student Welfare (Matt Shales) and in their absence DHP (James Norman)	Reports to Exams Officer
L6 Tutors	Collect your registers from the fire trolley. If all your students are accounted for return your register to -	Assistant Head (Sean Slocock) and in their absence Head of Sixth Form (Andy Carroll)	Reports to the Sixth Form Administrator
U6 Tutors	Collect your registers from the fire trolley. If all your students are accounted for return your register to -	Head of Sixth Form (Andy Carroll) and in their absence Assistant Head (Sean Slocock).	Reports to the Sixth Form Administrator
<u>If you have students missing</u> report these to the School Receptionist who will have the signing out book and absent student register. Receptionist, Academic Admin, Exams Officer & Sixth Form Administrator must confirm all accounted for to Headmaster / Bursar to complete student roll call.			

Staff Roll Call			
Tutors	Assistant Bursar will scan tutors on the field and tick off. In absence Assistant Bursar	Reception print Inventory reports to use:- Currently signed in Tutors	Confirm all accounted for to Headmaster / Bursar
Remaining Academic Staff who ARE NOT Tutors or assigned a specific role.	Must report to HM PA In absence Librarian / Asst Librarian	Reception print Inventory reports to use:- Currently signed in Teaching Staff	Confirm all accounted for to Headmaster / Bursar
Support Staff	Must report to Accounts Assistant In absence Assistant Bursar	Reception print Inventory reports to use:- Currently signed in Support Staff	Confirm all accounted for to Headmaster / Bursar
Catering Staff	Must report to Chef In absence Chef Manager	Reception print Inventory reports to use Currently signed in Kitchen Staff.	Confirm all accounted for to Headmaster / Bursar
Visitors	Must report to Admissions Assistant In absence Marketing Manager	Reception print Inventory reports to use:- 1 Currently signed in DBS 2 Current Visitors	Confirm all accounted for to Headmaster / Bursar
Assistant Bursar, HM PA, Accounts Assistant, Chef Manager & Registrar must confirm all accounted for or any staff missing to Headmaster / Bursar to complete staff roll call.			

REGISTER RETURN

Registers taken out to Evacuation Location



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 able 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_ ***CHEF – DAVID ORLOWSKI***

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.



Halliford
School
SHEPPERTON

Student Access to High-Risk Areas Policy

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 extra-curricular opportunities.

Introduction

At Halliford School we want to ensure that our students are kept safe. This policy outlines the procedures in place to control student access to high-risk areas within the school, to comply with our duties to non-employees under the Health and Safety at Work etc. Act 1974.

High-Risk Areas

The specific high-risk areas in our School that we have identified include:

Internal

- DT Workshops and Prep Room
- Boiler Rooms & Electrical Stores / Cupboards
- Chemical Stores in Science, DT & Art
- Catering Areas including lower ground storage cupboards / changing room.
- Costume Cupboard
- Backstage Theatre & Theatre Control Room
- Cleaners Cupboards and Stores
- Lift Space
- Access to all roof spaces via internal hatches – theatre, PC & Woodward.
- Art Kiln and Pottery wheel
- Medical Room
- Server Rooms

External

- Storage Units at rear of Baker Building and PC Centre
- Area between Woodward and Sports Hall

Some of these areas have been deemed as completely 'out of bounds' to students under any circumstances, due to the nature of the risks. These include:

- Boiler Rooms & Electrical Stores / Cupboards
- DT Prep Room
- Chemical Stores in Science, DT & Art
- Catering Areas including lower ground storage cupboards / changing room.
- Cleaners Cupboards and Stores
- Lift Space
- Access to all roof spaces via internal hatches – theatre, PC & Woodward.
- Server Rooms

- Storage Units at rear of Baker Building and PC Centre
- Area between Woodward and Sports Hall

However, we acknowledge that there are some areas in the school that have been identified as high risk areas, but with supervision and the appropriate risk assessments and control measures in place, students will be allowed limited access. These areas include:

- Science Laboratories
- DT Workshops
- Costume Cupboard
- Backstage Theatre & Theatre Control Room
- Art Kiln and Pottery wheel
- Medical Room

Control Measures

To ensure the safety of our students, the following measures are in place:

- We make sure that areas of high risk are kept secure by [*e.g. locking, fencing*] the areas off, to prevent unauthorised access to the area.
- We ensure that keys or padlock codes for each high risk area are held by an appointed person(s).
- We ensure that all high risk areas are locked and/or secured when they are not in use.
- Whilst in use, we ensure that equipment, tools, machinery and chemicals are not left unsupervised.
- If a high risk area is found to be unsupervised whilst access is available, employees are instructed to report to the Premise Manager / Bursar immediately so that action can be taken.
- If the high risk area is used for students during the school day, the member of staff that is in charge has the overall responsibility to ensure that students are kept safe and do not engage in any dangerous activities.
- We ensure that students are regularly reminded of the dangers of entering unauthorised, high risk areas, and the consequences of doing so.
- All areas that are identified as high risk undergo a full risk assessment, which is updated at least annually, or when there has been a significant change.
- We ensure that all hazardous substances are stored securely in locked cabinets or chemical stores.
- Signs are displayed around the school site to indicate unauthorised / restricted access areas.