

Richmond Hillbillies Policies and Procedures 2020/2021

Richmond



Hillbillies

Fire Safety

Hillbillies understand the importance of vigilance to fire safety hazards. Notices explaining the emergency evacuation procedures are positioned next to every exit. All staff, students and volunteers are aware of the fire safety procedures set out in this policy.

Richmond Hill primary Academy is responsible in regard to fire safety but all staff have a responsibility to themselves and others and are expected to follow and abide by this procedure.

All staff & volunteers are aware of the evacuation procedure and their roles. This is covered during inductions and periodically through evacuation drills. The evacuation procedure is displayed and fire exit signs are in place. We hold termly evacuation drills, on different days and times to try to ensure everyone experiences the procedure occasionally (see Evacuation procedure). The individual needs of children, staff and visitors are considered. Records are kept and checked by the manager to establish if there are any particular issues that can be improved on.

Fire exits will be checked at each session (as part of the daily Health & Safety check) and a clear exit maintained at all times.

Hillbillies electrical equipment is PAT tested annually in line with the rest of the school. The PAT testing record is kept in the school office. Only equipment with a valid PAT testing date on the label are to be used.

Staff will be vigilant with electrical equipment to ensure that it is in good order. (See risk Assessments) Any defects discovered must be reported to the manager immediately and the item taken out of use. If the item belongs to Hillbillies the manager will decide whether the item can be repaired or needs to be replaced. The manager will report defects of any non Hillbillies items to the appropriate people.

We operate a complete No Smoking Policy (see Smoking, Drugs & Alcohol Policy).