

St Paul's School

Founded in 1509

HEALTH & SAFETY POLICY

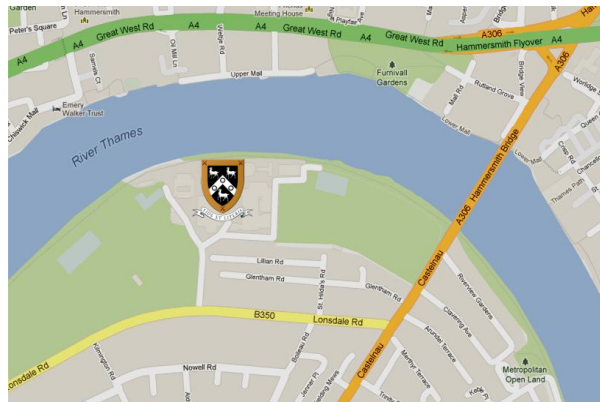
The Governors of St Paul's School
and Colet Court,
recognise and accept
their responsibility as employers
for providing, so far as is
reasonably practicable,
safe and healthy work places,
work practices
and
working environments
for all their
employees, pupils and visitors

St Paul's School
Lonsdale Road
Barnes
London
SW13 9JT

Phone: 020 8748 9162

Fax: 020 8746 5353

Website: www.stpaulsschool.org.uk



VISITORS'

SAFETY/SECURITY & INFORMATION PHAMPHLET

Registered Charity Number
312749

Fire Safety / Health & Safety

Visitors are expected to follow established safety procedures to ensure the safety of themselves and others.

Fire doors must be kept closed at all times unless they are doors which automatically close when the alarm is sounded; this is to maintain compartmentalisation.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire, accident or impede evacuation in an emergency.

Hazardous materials must be stored, used and disposed of in accordance with all legal and safe working practices.

All fire fighting equipment must not be removed or repositioned without authority from the Fire Safety Office, the Facilities Manager or the Estates Manager.

Health & Safety At Work

All contractors are expected to sign in and receive a site induction prior to carrying out any works at the School.

All contractors undertaking work on the School's premises should ensure that the following issues are acted upon correctly:

The necessity to ensure full compliance with the Health and Safety at Work Act 1974, or any relevant statutory regulations applying to any particular task being undertaken.

The provision of suitable liability insurance.

The adherence to specific site requirements e.g. noise, vibration, no smoking, hygiene, fire control, environmental hazards, etc.

The procedure for recording and reporting of accidents or incidents.

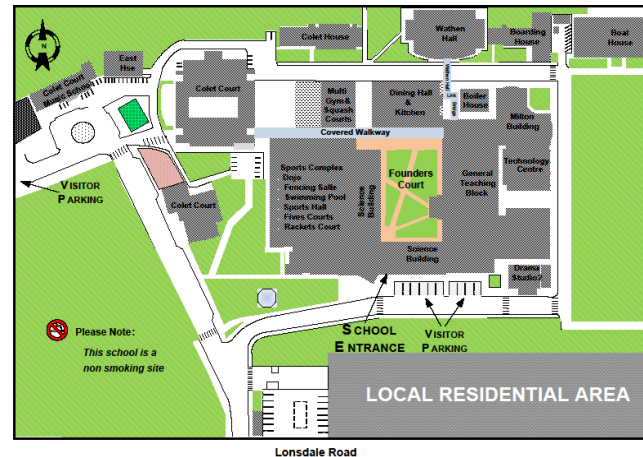
The requirements to ensure the control of infection i.e. hygiene/occupational health arrangements.

The need for protective clothing.

The need for monitoring of risk prevention and child protection.

Fire Evacuation

1. Leave the building by the nearest available exit route. **NOT USING LIFTS**
2. Go directly to the assembly point, which is located on the Eastern Playing Fields also known as Big Side, indicated on the map below.
3. Never re-enter the School until instructed to do so.
4. Never re-enter a building whilst the alarm is still sounding
5. Breached of these procedures will be considered serious and may be dealt with under the School's disciplinary procedures.



Wheelchair Users

The wheelchair user must arrange with their host that the above procedure is known, and that the host has agreed the task of ensuring that the wheelchair user is situated safely in a fire resisting enclosure.

Persons with Hearing Impairments

Persons with a hearing impairment are encouraged to advise their host of this fact, so that they may be notified of any alarm activation.

Persons with Visual Impairments

Persons with a visual impairment are advised to make sure that arrangements have been made for their evacuation in the event of a fire alarm.

Security & General

Security

Your attention is drawn to the importance of the security of personal property.

1. Your personal property should not be left unattended at any time, unless it has been secured. Do speak to your host for advice.
2. If you do lose any personal items, please report this at once to the Porters' Lodge.
3. Please remember that your personal property is your responsibility and that the School cannot be liable for any article that you might lose.
4. Parking of vehicles on site is by agreement and on the understanding that the School accepts no responsibility, should your vehicle be broken into, stolen or damaged.
5. All security related incidents should be reported to the Porters' Lodge as soon as is reasonably possible.

General Information

Bus: number 419 may be caught on Lonsdale Road. It travels to either Hammersmith or Richmond. This bus route operates a Hail & Ride service. Other buses may be caught at the bus stops located on Castlenau.

Trains: British Rail trains may be caught from Barnes village. There are two stations; Barnes and Barnes Bridge.

Underground Trains: There are three routes available from Hammersmith; Piccadilly Line, District Line and Hammersmith & City Line.

Taxis: The local taxi firm is Barnes Cares. It is located on Castlenau. They may be contacted on 020 8784 2044.

Refreshments: There are a number of good local hostels and restaurants in the area. Please ask your host for advice. Alternatively, you may purchase soft drinks and snacks from vending machines located in the dining hall.