

LONDON STEINER SCHOOL

HEALTH AND SAFETY POLICIES AND PROCEDURES

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HEALTH AND SAFETY POLICY

Health and safety responsibilities derive from the Health and safety at work etc act 1974 and associated regulations. Health and Safety legislation is enforced by the Health and Safety Executive (HSE).

The Health and Safety at work etc. act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school. In **London Steiner School** this is the **Trustees**.

The HSE enforces health and safety law relating to the activities of schools. Because the employer is responsible for the health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

In practice, employers may delegate specific health and safety tasks to individuals but the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

Education employers have duties to ensure, so far as is reasonably practicable:

- The health, safety and welfare of teachers and other education staff;
- The health, safety and welfare of pupils in-school and on off-site visits;
- The health and safety of visitors to schools, and volunteers involved in any school activity.

Employees have responsibilities too. The Health and Safety at work etc act 1974 and the Management of Health and Safety at Work regulations 1999 apply to them as well. Employees must:

- Take reasonable care of their own and others' health and safety;
- Co-operate with their employers;
- Carry out activities in accordance with training and instructions;
- Inform the employer of any serious risks.

The Employer must:

- **Have a health and safety policy** and arrangements to implement it.
- **Assess the risks of all activities**, introduce measures to manage those risks, and tell their employees about the measures.
- **Provide health and safety guidance and training** to its' staff
- **Ensure that staff are trained in their health and safety responsibilities as employees**
- **Ensure that those who are delegated health and safety tasks (such as risk assessment) are competent to carry them out.** If a risk assessment shows that training is needed, the employer must make sure that this takes place.

The Employer must:

- Provide a forum for consultation regarding health and safety with the employees. The main provision for this in this school is through the Faculty and College meetings. The Health and Safety officer will bring any consultation to the meetings and also to each staff member through email or paper documents. All Health and Safety issues are monitored and actions taken or delegated by the Health and Safety Officer. Issues can also be discussed at any other time, particularly if there is a significant risk with imminent danger. Other issues that the employer is obliged to consult with employees about are;
 - changes which may substantially affect employees' health and safety at work (e.g. changes in procedures, equipment or new technologies)
 - employer's arrangements for appointing competent people to assist in complying with the law

Planning of health and safety training

The Employer must:

- Provide site-specific information on likely risks and hazards that they may encounter in their job.
- Provide specialist health surveillance for those employees whose jobs entail specific risks to the health.
- Report all relevant accidents, diseases and dangerous occurrences to the enforcing authority
- Display a statutory health and safety poster in the workplace, which summarises the legal duties of employer and employees and gives contact details of staff responsible for Health and Safety assistance, the trade union representative and the relevant enforcing authority. This is on the wall in the Kitchen.
- Set up emergency procedures and provide information about these procedures to their employees.
- It is the intention of the school to create and maintain a healthy and safe environment for all. The Health and Safety Policy and Procedures are guidelines to help achieve this.

It is the policy of London Steiner School to;

- Have a health and safety policy and arrangements to implement it.
- Review and revise the policy, procedures and responsibilities document as necessary and at regular intervals.
- Assess the risks of all activities, introduce measures to manage those risks, and inform staff of the risks and safety measures.

- Set up emergency procedures and provide information about these procedures as relevant
- Prevent accidents and cases of work-related ill health;
- Provide and maintain a safe and healthy working environment and conditions;
- Ensure safe handling and use of articles, substances and materials
- Provide health and safety information, instruction, guidance and supervision for employees, trainees, volunteers and pupils as appropriate
- Ensure all employees know their responsibilities, are competent to do their tasks, and to provide them with adequate training
- Consult with employees on matters affecting their health and safety;
- Report all relevant accidents, diseases and dangerous occurrences to the enforcing authority
- Display a statutory health and safety poster in the workplace giving contact details of staff responsibilities, trade union representative and enforcing authority

- Overall and final responsibility for health and safety is that of... PHILIP MARTYN (Trustee)
- Day to day responsibility for ensuring this policy is put into practice is delegated to... CAOIMHE KITT
- Consultation with employees is provided by these means:
 - The employee representative is HELEN FRASER
 - Time will be given to discuss H&S matters during the Staff induction and Faculty of Teachers meetings
 - In writing to each member of staff inviting written and verbal comment as appropriate
- To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas
 - Safeguarding....HELEN FRASER (Designated Safeguarding Lead) EDWARD HIRST (Designated Safeguarding Deputy) MAUDE WRIGHT (Designated Safeguarding Deputy) & SUE PEAT (Trustee for Safeguarding)
 - Maintenance of health and safety files ... HELEN FRASER
 - Fire protection... HELEN FRASER
 - Hygiene HELEN FRASER
 - First Aid provision HELEN FRASER
 - Maintenance of site and buildings HELEN FRASER
 - Maintenance of electricity and gas supplies and equipment HELEN FRASER
 - Pest controlHELEN FRASER
 - Science department..... ALEXANDER WOOGIE
 - Control of substances hazardous to healthHELEN FRASER
 - General and site specific health and safety induction, training, information and guidance..... HELEN FRASER
 - Monitoring of staff health.....CAOIMHE KITT & HELEN FRASER
 - Emergency procedures..... HELEN FRASER
- General risk assessments will be undertaken byHELEN FRASER
 - The findings of these will be reported to..... THE COLLEGE OF TEACHERS

- Risk assessments for activities will be undertaken by..... HELEN FRASER **AND STAFF UNDERTAKING THE ACTIVITIES**
 - The findings of these will be reported to..... THE COLLEGE OF TEACHERS
- Responsibility for monitoring implementation of actions to control risks is delegated to...**CAOIMHE KITT**
 - Risk assessments will be reviewed annually and as necessary byHELEN FRASER

Approved date: **Submitted to College of Teachers and Trustees 15th October 2018**

Next review: October 2019

Signed: Helen Fraser

On Behalf of the College of Teachers

HEALTH AND SAFETY TRAINING

The need for adequate health and safety training is identified under and required by virtually all modern health and safety legislation, for example, the general requirement under Section 2(2) (c) of HASAWA. (**The Health and Safety at Work etc. Act 1974**)

Furthermore, Regulation 13 of MoHASAW (**The Management of Health and Safety at Work Regulations 1999**) identifies certain situations and circumstances where training is especially required, being on recruitment, (i.e. induction training) and where there is a significant change in risk.

ARRANGEMENTS

1. The Health and Safety Officer will ensure that all health and safety training requirements are addressed and will report progress at each Trustees meeting
2. The Health and Safety Officer will ensure that a health and safety induction programme is devised and carried out for all new staff and volunteers
3. The Health and Safety Officer will be notified at least seven days in advance of any new employees commencing employment with The School so that all new staff and volunteers receive the prescribed health and safety induction training

RISK ASSESSMENT

INTRODUCTION

Risk assessments need to be produced in order to satisfy the requirements of much modern health and safety legislation, for example, the Noise at Work Regulations 1989, COSHH 2004 and the Manual Handling Operations Regulations 1992, Fire Safety Regulations.

The above are specific risk assessments.

An overall general risk assessment (GRA) is required by MoHASAW.

A risk assessment consists of five basic steps:

- identification of hazards
- determination of who may be harmed and how
- evaluation of the risks to health and safety resulting from consideration of the hazards identified, which includes the efficiency of current control measures
- recording of the significant findings (includes description of further control measures)
- review and, where necessary, revise assessments

Having carried out the risk assessment (which may or may not require quantitative measurements), control measures must be put into place. (MoHASAW refers to such control measures as “preventative and protective measures”).

Regulation 7 of MoHASAW requires an employer to appoint one or more “competent persons” to assist him to comply with relevant legislation.

An employer has three general options:

- a) use internal employees who are already competent
- b) provide training for non-competent employees in order that they may become competent
- c) use competent external advice and services e.g. consultants

In practice, most organisations are likely to use a combination of the three options. In Regulation 7 of MoHASAW, a person is regarded as competent “. . . where he has sufficient training and experience or knowledge and other qualities to enable him . . .” to undertake the work in accordance with the legislation.

ARRANGEMENTS

1. The Health and Safety Officer shall undertake relevant general risk assessments, using external advice where it is appropriate
2. Where other London Steiner School employees are required to undertake a GRA, the Health and Safety Officer will ensure that appropriate training is provided for them
3. A record of any GRA undertaken will be retained by the Health and Safety Officer until such time as a re-assessment is undertaken, when the review period is up and when necessary because of new equipment, working practices or changes to existing practices.

. The general teaching requirement for health and safety

This statutory statement applies to science, design and technology, information and communication technology, art and design, and physical education.

When working with tools, equipment and materials, in practical activities and in different environments, including those that are unfamiliar, pupils should be taught:

- about hazards, risks and risk control;
- to recognise hazards, assess consequent risk and take steps to control the risks to themselves and others;
- to use information to assess the immediate and cumulative risks;
- to manage their environment to ensure the health and safety of themselves and others;
- to explain the steps they take to control risks.

In addition to this general teaching requirement for the five subjects, the programmes of study for each subject contain specific teaching requirements on health and safety.

Guidance

1. This new health and safety requirement was drawn up by the QCA after consultation with the Health and Safety Executive. The review of the national curriculum provided an opportunity to reconsider how the concept of risk is taught.

2. This guidance aims to familiarise teachers with some of the terms used in the statement and indicate how this statement can be used to teach the concept of risk and develop pupils' ability to assess and control risks.

3. Some terms explained:

- **Hazard** means anything that can cause harm.
- **Risk** is the chance, high or low, that somebody will be harmed by the hazard.
- **Risk control** involves taking steps to reduce the chance, and/or mitigate the consequences, of the hazard causing harm.
- **Risk assessment** evaluates the risks and decides whether precautions are adequate or more should be done.

4. Teachers will have already introduced the concept of risk to their pupils. Consistent messages on risk awareness, delivered at the appropriate developmental level throughout a pupil's time in school, will result in them being better equipped to deal with situations of uncertainty and change, both in and out of school.

5. Pupils will need to be taught about the hazards, risks and risk control within the context of their work in these subjects so that risk awareness forms an integral part of their learning and development. The health and safety statement provides a framework for pupils to gain an understanding of - and skills in - recognising hazards, risks and uncertainty in a range of contexts. Other subjects will also provide opportunities to develop risk awareness.

6. Teaching about the concept of risk will help pupils make their own decisions about risk so that they can:

- recognise the existence of hazards, risks and uncertainty in a range of contexts;
- assess their own ability, and the ability of others, to deal with different situations;
- assess the consequences when dealing with hazards presented to themselves and to others (for example, within school, the environment, the home);
- seek advice from appropriate sources to minimise and manage risk;
- understand that rules and regulations follow from risk assessment and help define individual and collective responsibility.

7. In the future, pupils' ability to assess and control risks will be increasingly important. An ability to manage risk has application in leisure activities and in the home as well as at work.

FIRE POLICY

Responsibilities:

The person responsible for fire safety arrangements is **THE FIRE WARDEN: Helen Fraser**

The Deputy for fire safety arrangements is: Maude Wright

The Policy:

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding fire precautions and prevention and the arrangements by which this is brought about.

- To have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised.
- To have a well organised means of safe evacuation of all persons on the premises and from all buildings to a point of safety in the event of any emergency.
- To have a means by which any fire and rescue services that may be required to enter the building during a fire can quickly, safely and accurately navigate their way round and to be fully informed of any persons not accounted for in the evacuation.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that includes assessment of the risk from fire and the identification of adequate preventative control
- A check list monitoring system, used on a regular basis, to ensure that standards do not decline on a day-to-day basis
- A reporting system that enables any staff member to raise any concerns regarding the current fire precaution arrangements
- Equipment for dealing with a fire that might break out and the appropriate positioning of such equipment to enable quick and easy access to it
- A fire alarm system appropriately positioned in key locations that assist in giving early detection and warning of fire or smoke by which the entire organisation can be alerted to the outbreak of any fire, with appropriate call points at each exit point
- Various information signs clearly displayed to enable all persons to follow a safe route to the nearest exit in the event of a fire
- Various instruction and warning notices posted on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked
- A system of regular testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner
- A schedule of service and maintenance for the fire alarm system and all linked and ancillary equipment, such as emergency lights, smoke alarms, fire panels etc
- A system of regular testing of the emergency lighting system to ensure its functional availability both during a fire or during loss of power
- A system of carrying out fire drills involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety
- A schedule of service and maintenance of all fire extinguishers on the premises to prevent deterioration of the functionality of the extinguisher
- A smoking policy (under a separate document) to significantly reduce the risk of a fire starting from non-extinguished cigarette ends in addition to other risks from smoking
- A system of testing and examination of all portable electrical appliances to significantly reduce the risk of fire from electrical faults
- Certification of the electrical distribution system to significantly reduce the risk of an outbreak of fire through deterioration of the cabling and switches
- A system of minimising the amount of rubbish and waste materials allowed to build up in order to remove as much flammable materials from the premises

- The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable
- A system by which all visitors and contractors required to enter the premises are informed of the key points regarding fire precautions and the rules by which they must abide
- An induction programme for all new staff joining the organisation (whether temporarily or otherwise) that includes information and instruction on fire precautions and the rules by which they must abide
- The provision and updating of a diagram of the premises and associated buildings showing the internal layout, including rooms and corridors, and the location of all relevant and applicable fire equipment and installations. The location of any specific hazards or hazardous areas, such as chemical laboratories, gas cylinder locations etc are included.

Responsibilities:

The person responsible for fire safety arrangements is **THE FIRE WARDEN: Helen Fraser**

The Deputy for fire safety arrangements is: Maude Wright

All staff have the following responsibilities:

- Take responsibility for any pupils and students under their charge at the time of any fire or emergency and ensure they are safely guided out to a pre-designated assembly point
- Keep all fire exit routes clear and free from obstacles and waste materials
- Not to restrict access to or reduce vision of any mounted fire extinguishers
- Not to leave fire doors propped or wedged open
- Fully co-operate in any evacuation drills
- Store all flammable substances and materials in appropriate locations after use
- Avoid creating fire hazards by using unauthorised electrical equipment and other ignition sources
- To take the time to draw attention to fire safety and precautions to any visitors and contractors in their charge
- Ensure any visitors or contractors under their charge at the time of any fire or emergency are safely guided out to a pre-designated assembly point
- Take note and comply with all signs posted around the premises
- Maintain vigilance for any potential fire hazards and to report them at the earliest opportunity.

Training:

The following training will be undertaken by the organisation:

- All staff will be trained in the safe and speedy emergency evacuation procedures
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in the use of fire extinguishers
- All staff will be trained in the basics of fire prevention and precautions either through the organisation's own internal training system or by arrangement through a competent external organisation.

Related Documents :

The following internal documents and official publications should be referenced in conjunction with this policy:

Weekly **site** checks

- Testing, service and maintenance records for fire equipment
- Records for evacuation drills
- Staff Induction and training records
- Premises layout diagrams (**site plans**)
- **Smoking policy**
- **Fire warden duties**
- Current sets of regulations for Fire precautions and prevention - Fire safety risk assessment for educational premises - Crown copyright 2006

Reviewed by : Helen Fraser May 2018

FIRE WARDEN DUTIES

POLICY

REVIEW AND UPDATE ANNUALLY AND AS APPROPRIATE

RISK ASSESSMENT

ARRANGE FORMAL BUILDING ASSESSMENT – ANNUALLY

DAY TO DAY –

- MONITOR THAT THE BUILDING IS TIDY AND IN ORDER
- ACTIVITIES NEED SEPARATE ASSESSMENTS
 - WORKS
 - LESSONS
 - EVENTS

CHECK BUILDING AND FIRE SAFETY SYSTEMS WEEKLY

- USE CHECKLIST – UPDATE AS NECESSARY
- SCHEDULE REPAIRS ETC.
- RAISE ANY UNRESOLVED ISSUES WITH SCHOOL MANAGER / FINANCE GROUP MAINTENANCE REP / COLLEGE OF TEACHERS AS APPROPRIATE

FIRE SAFETY EQUIPMENT

- MAINTAIN AND FACILITATE CONTRACTS FOR TESTING FIRE ALARM AND DEVICES, EMERGENCY LIGHTS AND FIRE EXTINGUISHERS

STAFF TRAINING

- DELIVER STAFF INDUCTION TO INCLUDE GUIDANCE AS APPROPRIATE TO ROLE
- ENSURE ALL STAFF COMPLETE FIRE SAFETY TRAINING ONLINE WITH EDUCARE
- FIRE DRILLS
 - MAINTAIN, ORGANISE, SUPERVISE, RECORD AND REPORT ON A SCHEDULE OF FIRE DRILLS
 - AFTER EACH DRILL AN EVALUATION IS RECORDED IN THE FIRE SAFETY LOG BOOK AND FED BACK TO FACULTY OF TEACHERS AND TRUSTEES

MAINTAIN FIRE SAFETY LOG BOOK AND ARCHIVES

- LOG ALL CHECKS, TESTS, DRILLS, INSPECTIONS
- KEEP RECORDS OF CORRESPONDENCE

COSHH

- MAINTAIN SYSTEM OF MONITORING, RECORDING, AND SEPARATING SUBSTANCES KEPT ONSITE
- ALL HARMFUL SUBSTANCES KEPT IN CUPBOARD IN STORE ROOM IN THE BASEMENT (DOOR CODE= C1972) SEPARATED BY ACIDS, ALKALINES AND FLAMMABLES. KEYS IN FIRE SAFETY LOG BOOK

MAINTENANCE AND DEVELOPMENT WORKS

- MAINTAIN SCHEDULE OF INSPECTIONS ETC. TO ENSURE CERTIFICATION –
 - ELECTRICAL INSTALLATION AND PORTABLE APPLIANCES
 - GAS SAFETY INSPECTION
- CONTRACTORS TO BE INFORMED OF THE ARRANGEMENTS AND WORKS TO BE MONITORED FOR FIRE SAFETY AND AGREED

SITE ARRANGEMENTS

- FIRE CALL POINT - KEY KEPT IN FIRE SAFETY LOG BOOK FOR USE DURING A DRILL
- IN THE EVENT OF A FIRE PRESS THE SPOT ON THE CLOSEST CALL POINT
- FIRE EXITS – USE CLOSEST
- TEACHERS TO WEAR HI VIS VESTS – **THESE MUST BE KEPT IN EACH CLASSROOM NEAR THE DOOR**
- **THE FIRE ASSEMBLY POINT IS NEXT TO THE LETTER BOX ON WEIR ROAD AS YOU TURN LEFT OUT OF THE SCHOOL GATE**

FIRE SAFETY LOG BOOK

- THIS CONTAINS THE SCHOOL'S RECORDS OF MAINTENANCE AND TESTING OF FIRE

DURING A FIRE/DRILL THE APPOINTED PERSON **FROM THE MAIN OFFICE** MUST BRING THE BELOW WITH THEM;

- HI VISIBILITY VEST
- FIRE SAFETY LOG BOOK KEPT IN MAIN OFFICE GLASS FRONTED CUPBOARD
- FIRST AID KIT
- PUT ALL THE EPI PENS, INHALERS, ETC FROM THE SHELF ABOVE IN FIRST AID RUCKSACK AND TAKE
- GREEN CLASS REGISTERS (RETURNED TO OFFICE BY 9AM)
- SIGNING IN REGISTERS – STAFF AND VISITORS / LATECOMERS / CONTRACTORS
- ADDRESS LIST

THE APPOINTED PERSON'S EMERGENCY PROCEDURE CHECKLIST

THE FIRE WARDEN: HELEN FRASER

THE DEPUTY FIRE WARDEN: MAUDE WRIGHT

THE APPOINTED PERSONS: HELEN FRASER / MAUDE WRIGHT / SHEILA CAMPBELL / EDWARD HIRST

<u>IF YOU HEAR THE FIRE ALARM OR A SMOKE ALARM</u>	
	IF POSSIBLE, COLLECT THE REGISTERS, DAILY FIRE REGISTER (SIGNING IN SHEET), FIRE SAFETY LOG BOOK AND THE FIRST AID KIT (with inhalers and epi pens) FROM THE OFFICE
	ON THE WAY OUT OF THE BUILDING CHECK THE FIRE ALARM PANEL AND MAKE A NOTE OF THE RED LIGHTED AREAS
	FOLLOW THE SCHOOL TO THE FIRE ASSEMBLY POINT
	IF YOU CAN SEE THAT THERE IS AN EMERGENCY, PHONE THE EMERGENCY SERVICES NUMBER '999', TELL THEM THE NATURE AND THE LOCATION OF THE EMERGENCY: <u>THE SCHOOL'S ADDRESS:</u> THE WALDORF SCHOOL OF SOUTH WEST LONDON / LONDON STEINER SCHOOL 9, WEIR ROAD BALHAM LONDON SW12 0LT
	HAND THE REGISTERS TO THE TEACHERS IN CHARGE OF CLASSES, HAND THE DAILY FIRE REGISTER TO ANOTHER MEMBER OF STAFF AND ASK THEM TO MAKE SURE EVERYONE IS PRESENT
	HAND THE FIRST AID KIT TO A FIRST AID'ER
	ASK STAFF IN THE HIGHLIGHTED ALARM AREA IF THEY KNOW WHY THE ALARM WENT OFF
	CHECK THAT ALL STAFF AND VISITORS ARE PRESENT AT THE FIRE ASSEMBLY POINT USING THE DAILY FIRE REGISTER AND THAT ALL CHILDREN ARE PRESENT (STAFF MUST TAKE THE REGISTER AS SOON AS THEY CAN AFTER REACHING THE ASSEMBLY POINT AND HOLD THEIR REGISTERS IN THE AIR WHEN THEY ARE SURE THAT ALL ARE PRESENT).
	IF ANYONE IS MISSING, FIND OUT WHERE THEY WERE LAST SEEN AND NOTE DOWN THEIR NAME, SEX, AGE AND THE LOCATION OF WHERE THEY WERE LAST SEEN. CALL THEM BY NAME, DO NOT ENTER THE BUILDING
	ASSESS THE NATURE OF THE EMERGENCY - DO YOU NEED TO TAKE THE SCHOOL OFFSITE OR CAN THE BUILDING BE CHECKED AND THE VERBAL 'ALL CLEAR' GIVEN?
	IF THE SCHOOL NEEDS TO EVACUATE THE SITE, HAND OVER THE DAILY FIRE REGISTER TO A TEACHER WHO WILL LEAD THE GROUP, TURNING LEFT OUT OF THE GATE AND ASSEMBLE ALONG THE PAVEMENT BY THE RED POST BOX.
	DECIDE WHETHER TO TAKE THE SCHOOL TO A MORE COMFORTABLE PLACE TO WAIT UNTIL AN ALL CLEAR IS GIVEN OR CHILDREN ARE COLLECTED
	TELEPHONE THE 'BRINDISA' BUSINESS BEHIND THE SCHOOL BUILDING AND INFORM THEM OF THE SITUATION
	WAIT WITH ALL NOTES AND THE FIRE PROTECTION FOLDER FOR THE EMERGENCY SERVICES TO ARRIVE
	MAKE YOURSELF AVAILABLE TO THE EMERGENCY SERVICES
	DEAL WITH ANY BUILDING AND PREMISES REQUIREMENTS
	PERMISSION MUST BE OBTAINED FROM THE EMERGENCY SERVICES BEFORE INSTRUCTING ANYONE TO RETURN TO THE PREMISES AND BUILDINGS. ENSURE THAT ALL PREMISES ARE SAFE AND SECURED WHEN THE EMERGENCY SERVICES HAVE LEFT AND THAT THE HEALTH AND SAFETY OFFICER HAS BEEN INFORMED
	LOOK AFTER THE REGISTERS, BOOKS, FIRST AID KIT, INHALERS AND EPI PENS AND ENSURE THAT THEY ARE RETURNED TO THEIR DESIGNATED SITUATIONS

THE SCHOOL'S EMERGENCY DETAILS

THE SCHOOL'S ADDRESS:

THE WALDORF SCHOOL OF SOUTH WEST LONDON / LONDON STEINER SCHOOL
9, WEIR ROAD
BALHAM
LONDON
SW12 0LT

TELEPHONE NUMBER:

- 020 8772 3504

EMERGENCY NUMBER:

07792 068 883

THE LOCATION OF THE FIRE ALARM PANEL:

- IN THE MAIN ENTRANCE ON THE RIGHT HAND SIDE JUST PAST THE OFFICE DOOR

THE LOCATION OF THE MAIN ELECTRICITY INLET:

- TO THE LEFT OF THE STEPS AS YOU FACE THE MAIN ENTRANCE, IN A LOCKED CUPBOARD BUILT ONTO THE OUTSIDE OF THE STEPS

THE LOCATION OF THE MAIN WATER INLET:

- IN THE MAIN ENTRANCE ON THE RIGHT HAND SIDE PAST THE OFFICE DOOR IN A LOCKED CUPBOARD TO THE LEFT OF THE FIRE ALARM PANEL (KEY IN THE FIRE PROTECTION FOLDER)

THE LOCATION OF THE MAIN GAS INLET:

- IN WHITE BOXES TO THE LEFT OF THE BUILDING AS YOU FACE THE MAIN ENTRANCE, IN THE WELL IN FRONT OF THE LOWER GROUND FLOOR WINDOW

THE POSITION OF THE FIRE EXITS:

- THE MAIN ENTRANCE AT THE FRONT
- AT THE REAR OF THE BUILDING ON THE UPPER GROUND FLOOR AT THE END OF THE CORRIDOR TO THE RIGHT OF THE STAIRS OPPOSITE THE MAIN ENTRANCE - LETS OUT TO THE GATE TO THE LEFT OF THE BUILDING IN FRONT OF THE PEDESTRIAN ENTRANCE TO 'BRINDISIA'
- AT THE REAR OF THE BUILDING ON THE LOWER GROUND FLOOR THROUGH THE ROOM TO THE LEFT OF THE CENTRAL CORRIDOR PAST THE STAIRS AS YOU FACE THE REAR OF THE BUILDING - LETS OUT TO THE GATE TO THE LEFT OF THE BUILDING IN FRONT OF THE PEDESTRIAN ENTRANCE TO 'BRINDISIA'