

Excel English

VISITOR HEALTH & SAFETY INFORMATION

ENTRY TO BUILDINGS: All visitors to the school must ensure that they sign in at Reception.

IF YOU HEAR THE ALARM OR DISCOVER A FIRE WHILE YOU ARE IN THE BUILDING:

Leave the building via the nearest exit. Without putting yourself at risk, make sure that doors and windows to the room where the fire is discovered are closed. On your way out, break the glass of a fire alarm call point. These are the red glass-fronted boxes usually found at the final exit doors throughout the building.

The fire alarm will sound and the relevant members of staff will be alerted. Make your way to the assembly point (**Car park at the far end of Grove Lodge building – keep access clear for vehicles**) and await instructions from staff.

Fire evacuation routes and assembly points are indicated on notices displayed in classrooms and other prominent areas. If you have any information that could assist the emergency services, please report this to the Excel English Fire Marshalls or another member of staff.

Important:

- Only tackle the fire with an extinguisher if you have completed adequate training, it is safe to do so and you do not put yourself at risk.
- Do not stop to collect personal belongings.
- Do not re-enter the building until the Fire Service or Excel English Fire Marshall have declared it safe to do so.

IF YOU HAVE AN ACCIDENT

Report it immediately to a member of staff. Make sure an accident form is completed by yourself and the member of staff to whom you reported the incident.

IF YOU REQUIRE FIRST AID

Ask a member of staff to contact a first aider for you. The names of first aiders are displayed on the First Aid notices in every classroom and the public areas of the school.

IN ANY OTHER EMERGENCY

If a situation arises where you may need, for example, the Police or an ambulance, report it to a member of staff immediately or dial 020 8365 2485 to speak to Reception.

IF YOU NEED ADVICE OR INFORMATION ON ANY ASPECT OF GENERAL SAFETY, FIRE PREVENTION OR PERSONAL SAFETY, PLEASE CONTACT RECEPTION ON 020 8365 2485.