

Visitor information

Welcome to the Imperial Society of Teachers of Dancing (ISTD). We would ask that you take a few moments to familiarise yourself with the health and safety information contained in this leaflet. Your host and the ISTD receptionist will be able to answer any other queries you may have. We hope you have a safe and enjoyable visit.

The ISTD is committed to safeguarding and promoting the welfare of all staff, volunteers and visitors who visit our offices.

All visitors

- Please follow ISTD procedures whilst on the premises
- On arrival, please sign in at Reception (this information will be taken verbally via the Receptionist, due to Covid-secure safety measures in place)
- Visitors will be met at Reception and escorted to a meeting room by your host or another member of staff
- Please sign out when you leave the building (this information will be taken verbally via the Receptionist, due to Covid-secure safety measures in place)
- Smoking is prohibited in the office building

Health and safety

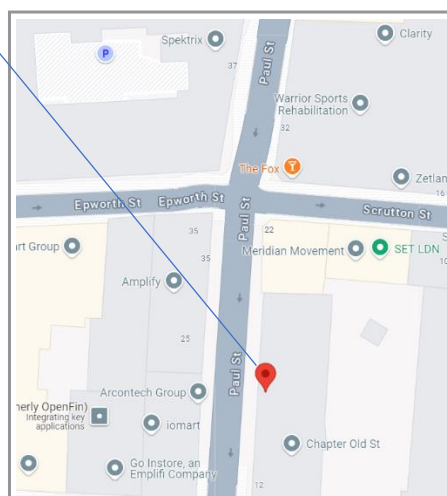
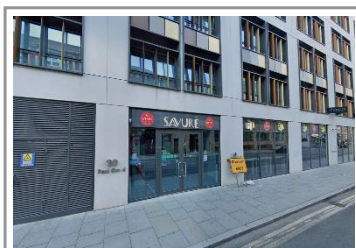
Your safety and wellbeing during your visit is important to us. Please take a moment to familiarise yourself with the following information.

Emergency procedure (Fire Safety and Evacuation Assistance)

- Our Fire Evacuation Procedure is displayed at our main entrance into the building and at the entrance to each floor
- If the fire alarm sounds (a flashing beacon will light in the accessible toilet), please leave the building by the nearest fire exit, and proceed to the designated assembly point, which is at the corner of Epworth Street (post box side) directly opposite the ISTD building as shown in map (below). Please note lifts should not be used in the event of a fire.
- **PEEP Forms (Personal Emergency Evacuation Plans):** Available at reception for individuals with mobility restrictions.
- **Fire Evacuation Chair:** Located at reception, staff are trained to use it for evacuations in emergencies.
- **Disability Fire Evacuation Procedures:** Available to ensure clear guidance for individuals with disabilities.
- **Two-Way Walkie Talkies:** Provided for communication during emergencies, especially for those with disabilities.
- **Hearing Loops:** Available at reception for visitors with hearing impairments.
- **Fire Evacuation Procedure Leaflets:** Available for all visitors, ensuring everyone has access to essential safety information.

- **Trained Fire Wardens and First Aiders** : Available to handle emergencies and are trained to use evacuation chairs to assist in emergencies.
- Once safely out of the building, visitors must follow the fire wardens (in high visible vests) or directly head to the designated fire assembly point
- Visitors should always remain with the hosting member of staff. Please do not re-enter the building until you are told it is safe to do so

Evacuation meeting point: Outside 20 Paul Street





Accidents

- Any illness, injury or accident must be reported to the facilities manager (via Reception)
- ISTD have trained first aiders who are available to provide first aid response, if needed
- A First Aid room is located on the Lower Ground Floor (by the Breakout area), which can be used while waiting for emergency assistance
- First aid boxes are available at Reception and in the First Aid room

Covid-secure measures / hygiene

- At the front desk, ISTD operates a visitor's entry and exit logging system to ensure safety and maintaining a record of who is in the building at all times, especially during emergencies.
- We encourage all visitors to test the night before their visit to ISTD office.
- Please sanitise your hands on arrival. There are two automatic hand sanitiser dispensers including manual pump hand sanitiser on the ground floor. The manual pump hand sanitisers are in all our meeting rooms. There are tea point areas with Ezy tap hot and chilled water dispensers and hand washing soap dispensers on every floor.
- You are welcome to wear a face covering when moving around the building / when social distancing cannot be maintained if this is your preference.

Planning your journey

The office is located at 22/26 Paul Street, London EC2A 4QE. The reception is located on the Ground Floor, via the main building entrance.

By Car

There is an NCP Car Park less than 10 minutes' walk from the office, (NCP Finsbury Square, London EC2A 1AD)

By Train

Old Street is the closest tube station, Moorgate tube station and London Liverpool Street Station is less than 10 minute walk from the office.

Building facilities

- All floors can be accessed by lift or stairs
- Meeting room/Boardroom is located on the ground floor in a direct line from Reception.
- All toilets are located on the stairs and on the lower ground floor.
- Toilet for individuals with disabilities is located on the lower ground floor
- Two Showers are located on the Lower Ground Floor and one of the showers is for individuals with disabilities.
- Lockers for visitors are located on Lower Ground Floor and outside the Dance Studio on the First Floor
- Tea stations are located on every floor.
- Staffroom, tea station, microwave, dishwasher and fridge are located on the Lower Ground Floor
- The Dance Studio is located on the First Floor



**Imperial Society of
Teachers of Dancing
(ISTD) office**

Main entrance

Accessibility

- There is step free access into the building by an electric ramp. Please note, ramp access to the building is 71cm / 31 inches wide and therefore may not be suitable for all wheel chair types
- Meeting rooms are located on the Ground Floor in a direct line from the reception area. The Studio location is in a straight line from entry onto the floor
- All floors can be accessed by lift
- An accessible toilet (and shower) is available and located on the Lower Ground Floor. Please note, due to fire doors, assistance will be required for wheelchair users to access this area
- The Kitchen (located on the Lower Ground Floor) has an integral microwave installed at a height suitable for wheelchair users. Retractable cupboards have been installed in the kitchen to allow room for a wheelchair to move under the worktop and therefore have access to the sink
- Breakout area (located on the Lower Ground Floor) furniture has been laid out to ensure enough space for wheelchair manoeuvrability
- The two automatic hand sanitiser machines on the Ground Floor are at a height suitable for wheelchair users

If you have any special requirements, please do raise this with your host (before your arrival if possible). Arrangements can then be made to make sure that your visit runs smoothly.

November 2024

Imperial Society of Teachers of Dancing (ISTD)
22/26 Paul Street, London EC2A 4QE
Tel: +44 (0)20 7377 1577
www.istd.org | @ISTDdance
Registered charity number 250397