

## 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

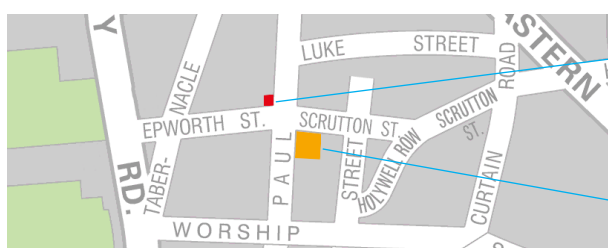
- Please follow ISTD procedures whilst on the premises
- On arrival, please sign in at Reception (this information will be taken verbally via the Receptionist)
- Visitors will be met at Reception and escorted to a meeting room by your host or another member of staff
- Please sign out when you leave the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

- 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
- A Fire Evacuation Chair is available for those with mobility restrictions. All fire wardens are trained to use the evacuation chair in an emergency
- 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 Castle House on corner of  
Epworth Street and Paul Street

**ISTD building**



## **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**

The following measure will be regularly reviewed and may be updated if Government guidance changes:

- Signing in and out of the building will be taken verbally by the receptionists on arrival and departure
- Please sanitise your hands on arrival. There are two automatic hand sanitiser dispensers on the ground floor and manual pump hand sanitisers located in every meeting room. There are tea stations on every floor with hot water and soap for hand washing
- Please do not visit the office if you have tested positive for Covid-19

## **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 rooms are located on the Ground Floor, in a direct line from Reception.
- Toilets (and showers) are located on the Lower Ground Floor
- Lockers for visitors are located on Lower Ground Floor or outside the Dance Studio on the First Floor
- Tea stations are located on every floor
- A breakout area with kitchen (including microwave and dishwasher) is 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.

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