

# Health and Safety Organisation and Arrangements Notice Board Information

Name of Establishment: .....

Head of Establishment: .....

Name of member of staff responsible for co-ordinating health and safety: .....

Name(s) of establishment's safety representative: .....

## Location of:

Main health and safety information: .....

Fire Safety Premises Manual: .....

Health and Safety Law Poster: .....

Asbestos Survey available from 4Thought via: .....

## Education health and safety advice is available from:

E-mail: [schools.healthandsafety@bexley.gov.uk](mailto:schools.healthandsafety@bexley.gov.uk)

The 'Safer Schools' web page: [www.bexley.gov.uk/saferschools](http://www.bexley.gov.uk/saferschools)

## Incident reporting:

Name of member of staff to report incident to: .....

Completed incident form should be forwarded to: .....

## First Aid arrangements:

Designated First Aider(s) How to contact:

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.....  
.....  
.....  
.....

Appointed Person(s) How to contact:

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.....  
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Location of  
First Aid boxes

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.....  
.....  
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Travelling first aid kit

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Mobile phone

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**Nearest Hospital with Casualty Unit:** .....

Address: .....

.....

Tel: .....

This poster was completed:

By: .....

On: .....



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