



01 Health and safety procedures

01.8 Entrances and approach to the building

- Entrances and approaches are kept tidy and always uncluttered.
- All gates and external fences are childproof, safe, and locked.
- Front doors are always kept locked and shut.
- The identity of a person not known to members of staff is checked before they enter the building, management is made aware of visitor.
- All staff and visitors to the setting sign in and out of the building.
- A member of staff is available to open and close the door and to greet arrivals, say goodbye to parents and to make sure that doors and gates are shut.
- When welcoming and saying goodbye to children and parents the front door must be shut and opened only by the staff member in the entrance.
- Where building works or repairs mean that normal entrances/exits or approaches to the building are not in use, a risk assessment is conducted to maintain safety and security whilst the changes are in place.
- If footpath is in use e.g. children playing on the path, both gates must be padlocked and secure.