

## 01 Health and safety procedures

### 01.13 Entrances and approach to the building

- Entrances and approaches are kept tidy and always uncluttered.
- All gates and external fences are childproof and safe
- Front doors are always kept locked and shut.
- Where possible, entry bell/camera and 'spy holes' are used in the main door at a suitable height. If CCTV is used in the setting, the setting manager adheres to 01.22 CCTV procedure.
- The identity of a person not known to members of staff is checked before they enter the Pre-School room/garden.
- All staff and visitors to the setting sign in and out of the setting, while children are in attendance.
- 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.
- 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.
- During a Epidemic and Pandemic where social distancing restrictions are in place a risk assessment identifies measures required to keep parents the required distance i.e. two metres apart and to reduce risk of parents gathering in entrance areas during peak times.