

## 01 Health and safety procedures

### 01.10 Entrances and approach to the building

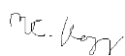
- Entrances and approaches are kept tidy and always uncluttered.
- All gates and external fences are childproof and as safe as possible
- Glass doors are always kept locked and shut. When children are playing outdoors, the door to the courtyard can remain open, hooked back, to allow free-flow play
- The identity of a person not known to members of staff is checked before they enter the building.
- 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.
- Back doors are always kept closed as they lead to an unsupervised area.
- 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.
- When social distancing restrictions are in place a risk assessment identifies measures required to keep parents two metres apart and to reduce risk of parents gathering in entrance areas during peak times.

This policy was adopted by St Paul's Pre-school

In November 2022

Date to be reviewed November 2023

Signed on behalf of the  
Management Committee



Name of signatory Marie-Claire Kaziewicz

Role of signatory (e.g. chair,  
director or owner)

Chair