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
* Tennis balls are put on both edges of the handrail to prevent children knocking their heads.
* Front doors are always kept locked and shut.
* Where possible, entry phones 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 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 locked and shut if they may lead to a public or unsupervised area, unless this breaches fire safety regulations or other expectations.
* 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.
* Any buggies, bikes, scooters etc should be kept under the sheltered areas in the playground. These should never be left in the main entrance.