

## 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
- The identity of a person not known to members of staff is checked before they enter the main gate.
- All staff and visitors to the setting sign in and out of the building.
- All members of staff go to the main gate at the beginning and the end of the session, to greet arrivals, say goodbye and to make sure that the main gates is locked. Fewer members of staff will go to the main gate at 12.00 for the children leaving/arriving at that time.
- The back door is always kept shut and locked during the session, except for when putting soiled nappies in the outside bin.
- 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.