



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 phones and windows are used in the main door at a suitable height.
- 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.
- Whilst 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.

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| This policy was adopted by | Hythe Bay Children's Centre | <i>(name of provider)</i> |
| On | <u>18.01.2022</u> | <i>(date)</i> |
| Date to be reviewed | <u>01.2023</u> | <i>(date)</i> |
| Signed on behalf of the provider | | |
| Name of signatory | <u>Carolyn Chivers</u> | |
| Role of signatory (e.g. chair, director or owner) | <u>Nominated Person / Trustee</u> | |