

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.
* The main door is partially clear and all visitors can be seen, the main door will not open unless a staff member opens it from the inside.
* 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, they have a visitors badge attached to a lanyard that has to be worn when in the setting.
* 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.

Signed …**Vicky Oliver**………………. Position ………Manager………………………………….

Date ……4th September 2024…………………………….