**Gorefield Pre-School**

01 Health and safety procedures

**01.13 Entrances and approach to the building**

* Entrances and approaches are kept tidy and always uncluttered.
* In public or shared buildings, staff ensure that members of the public cannot access areas used by children during sessions.
* All gates and external fences are childproof and safe.
* Main 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, 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, or at the point they seek access to the area where children are being cared for.
* 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/carers and to make sure that doors and gates are shut.
* Back doors are always kept locked and shut if they 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.
* Building works or other changes to the premises which may affect the space available to children and the quality of childcare available to them, must be notified to Ofsted.