0 Health and safety procedures

**0.13 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 entrance gate is always kept locked and shut.
* 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.
* The gates leading into school grounds are always kept locked and shut, 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.



Rosalind Hambidge (Director) Date: 26/01/2023

All signed on behalf of Little Oak Pre-school (Witney) Ltd

Policy review due: September 2023