

01 Health and safety procedures

Knutsford Community Preschool

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 to the main school are always kept locked and shut.
- An entry phone is used at our main gate at a suitable height.
- The identity of a person not known to members of staff is checked before they enter the building.
- All visitors to the Preschool 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.
- Outside doors not in use are always kept locked and alarmed if they lead to an 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.

Reviewed annually in November by Staff and Committee