

## 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.
- volunteers and visitors are recorded in the visitors book on arrival and departure. They must be supervised at all times and given a visitors or student badge if available. Long term students use the Family app to sign in and must also wear a badge. All staff, students, volunteers and visitors must not be left unsupervised at any time if they have no DBS check carried out by Sandy Bears Nursery + Pre school ltd.
- **Our systems prevent unauthorised access to our premises, includes:**
- A lock on the main door which children cannot reach.
- The door mustn't be opened by anyone other than staff who have been contracted to work at Sandy Bears and worked for the minimum of 6 months and are level 3 qualified. (There may be staff listed on 8.1 who have been personally listed and are able to answer the door even though they do not meet this threshold. Their practice proves they are more than capable).
- When qualified staff members do open the door they must check the identity by asking before they allow the visitor into the building. The visitor must be asked to show their badge from the step outside or spy hole.
- If the visitor has no identity a manager must confirm appointment or password given to be able to allow them into the setting.
- We only allow access to visitors with prior appointments. Parents or potential parents and families do not necessarily need to make appointments but they must make it clear at the door the reasons for their visit and a manager must supervise the visit and must not leave the visitors unsupervised. All visitors must read the code of conduct.
- We keep front doors and gates locked shut at all times. When the front door is opened, children are guided into the room so that they are not vulnerable to the open door.
- (Tattenhall) The back gate is padlocked shut when children have left the premises and opened again on our morning daily checks to allow a fire escape. The gate is locked with a bolt during the day when children are on the premises. Children cannot reach the bolt and it is locked at all times.
- (Cholmondley) The gate is always padlocked shut. The code for this is clearly communicated with staff and displayed privately behind the whiteboard near the outside door (inside). This code is changed when a member of staff leaves to support out SG policy.
- (Tattenhall) The 'yard doors' leading to the outdoor areas from both rooms are locked while children are inside to prevent any tall children from opening the door and accessing the yard unsupervised.
- The personal possessions of staff and volunteers are securely stored upstairs during sessions.
- Where possible 'spy holes' 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.
- 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. Children must not be in the cloakroom area during any time the door is being opened, unless they are leaving or arriving on the premises.
- 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.