

### **01.13 Entrances and approach to the building**

- Entrances and approaches are kept tidy and always uncluttered.
- All gates and external fences are secure and checked every three weeks.
- The front gate is kept locked during sessions when not in use, and has a doorbell.
- When the front garden is not in use, the front door is kept closed. The front door has a bell on to alert staff when the door is opened.
- 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 as above.
- The back door is a fire exit. When the back garden is in use, the back door is kept open. When the back garden is not in use, the back door is closed.
- 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.