

## 0.1 Health and safety procedures

### 01.2 Setting room and corridors

- Significant changes such as structural alterations or extensions are reported to Ofsted. A risk assessment is done to ensure the security of the building during building work.
- Door handles are placed high or alternative safety measures are in place.
- Chairs are stacked safely and not too high.
- There are no trailing wires.
- Floors are properly dried after mopping up spills.
- Children do not have unsupervised access to corridors.
- Safety gate is in place at the kitchen door.
- Children are led walking from outside into the room up the steps one at a time and hold the rail.
- Staff hold the hand of children who require assistance.
- Materials and equipment are not generally stored in corridors, but where this is the case, it does not block clear access or way out.
- Walkways, corridors and outdoor steps stairs are uncluttered.
- Corridors and entrances are checked to ensure that safety and security is maintained, especially in areas that are not often used, or where there is access to outdoors
- Socket safety inserts are not used as there is no safety reason to do so, modern plug sockets are designed to remove risk of electrocution if something is poked into them. Socket covers (that cover the whole socket and switch) may be used, please note these are different to socket inserts.