

## 0.1 Health and safety procedures

### 01.2 Group rooms, stairways 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; all radiators are guarded.
- Windows are opened regularly to ensure flow of air.
- Floors are properly dried after mopping up spills.
- Staff and visitors remove outdoor shoes in the classroom area
- Children do not have unsupervised access to stairways and corridors.
- Staff are supervising children at the door by making sure that door stops are used and only when one member of the staff secured the door stop and positioned themselves by the open door children can move through the doors. The second member of the staff are ensuring that all children are safe and the classroom door is closed behind them.
- Room dividers are in place at the foot and top of the stairs.
- Floor covering on stairways and corridors is checked for signs of wear and tear.
- 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 and stairs are uncluttered and adequately lit.
- Stairways and corridors 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.
- The use of blinds with cords is avoided. Any blinds fitted with cords are always secured by cleats. There are no dangling cords.