



Registered Charity No. 1022409

3 Health and safety policy and procedures

Designated Health and Safety Officer is: Flora Lau

3.3 Group rooms, stair ways 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.

Doors

- We take precautions to prevent children's fingers from being trapped in doors. Toilet doors have gaps, and we are able to unlock from outside if needed. Safety door stops are used on internal doors to main room when children are outside.
- Safety gate on kitchen door and upstairs to prevent access by children.
- Keys to main doors hung out of children's reach

Chairs

- Chairs are stacked safely and not too high.

Windows

- Windows are opened regularly to ensure flow of air.
- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows above the ground floor are not accessible to the children so they cannot climb through them.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- Walkways and stairs are left clear and uncluttered
- Floors are properly dried after mopping up spills.

Stair ways and corridors

- Children do not have unsupervised access to stairways and corridors.
- Stair gates are in place at the foot 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.

This policy was adopted on

6th September 2025

Date to be reviewed

6th September 2026

Signed by committee chairperson

Signed by preschool manager
