

Health and safety procedures

**Hall 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. (Building work is the responsibility of the community centre.)
* We are unable to alter the height of the door handles however the hall door is locked.
* Chairs are stacked safely and not too high.
* There are no trailing wires; the radiators do not have guards but are on a thermostat to control heat.
* Windows are opened regularly to ensure flow of air.
* Floors are properly dried after mopping up spills.
* Children do not have unsupervised access to the corridors.
* Floor covering on corridors is checked for signs of wear and tear and reported to the community centre.
* There are no stairs on the premises.
* Staff hold the hand of toddlers and 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 are uncluttered and adequately lit.
* 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 unnecessary, as there is no safety reason to use them, 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-Issues are reported to the community centre.