



Chelmer Village Hall, Chelmer Village Square, Chelmsford, Essex CM2 6RF
Telephone: 07901 886488
Registered Charity No. 1054083

1.10 Entrances and approach to Rainbow Pre-school's building

- Entrances and approaches to the building are the responsibility of the Parish Council.
- All gates and external fences are childproof and safe
- Front doors are always kept locked and shut.
- 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 are shut.
- 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.