

## 0.1 Health and safety procedures

### 01.2 Group room

- 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.
- 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.
- Floor covering by entrances/exits is checked for signs of wear and tear.
- Materials and equipment are not generally stored by doors, but where this is the case, it does not block clear access or way out.
- Walkways are uncluttered and adequately lit.
- 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.
- Any blinds fitted with cords are always secured by cleats/hooks. There are no dangling cords.