



8.10 Safe Use of Conservatory

Policy Statement

The Conservatory is part of the O'Brien's house however it is used during nursery hours for the following:

- Daily administration (the nursery office)
- A quiet area for staff to do their admin
- A staff room used for staff to eat their lunch or have their break
- Staff on-line courses
- Occasional external staff courses (eg. First Aid course)
- Private/quiet phone calls where necessary

Procedures

Windows: To cool the conservatory down in hot weather, open the roof windows, the windows and doors to the garden. If it is still too hot for comfort, please talk to the Manager and another area will be made available for use.

Internal door: The door to the O'Brien's house should be kept closed.

Door to the garden: The member of staff working in the conservatory must close the external garden doors if leaving the conservatory, unless a staff member on duty in the garden stands at those doors for the duration of absence from the conservatory. This is to ensure that children do not enter the conservatory.

Courtyard door: At no time should the door to the courtyard be open when the children are in the garden. At other times the courtyard door can be open but only if a member of staff is present in the conservatory. If the staff member leaves the conservatory (even for a short time), the courtyard door should be closed and locked.

External doors: If an external door is to be opened, it should be hooked back to avoid trapping fingers in a swinging door.

All doors should be locked and the windows closed before leaving the conservatory at the end of each session.