

## Two-story stairs policy

This procedure is to be followed every time the children are walking up and down the stairs, the procedure is in place to ensure that the stairs are managed correctly to prevent accidents and incidents for staff and children. Management will monitor the procedure to ensure it is being followed. Our nursery has a set of stairs that leads to our pre-school room. The stairs have a handrail either side on the stairs, there is a landing at the top which leads into the pre-school room, and a landing in the middle of the two staircases. All staff have access to use the stairs and the children have access to use the stairs only with adult supervision.

### Using the stairs with the children

The children cannot get to the stairs without an adult as they are located within the hallway behind key fob-locked doors. If a child is to use the stairs an adult must supervise this. Our Preschool use the stairs multiple times a day to access the garden, the stairs are also their fire evacuation route.

Procedure to follow when walking up and down the stairs:

- **Children to have free hands while walking down the stairs.** This may mean the children put their drinks bottles or belongings in the garden box or to a staff member. Ensuring children have both their hands out of clothes so they can hold the handrails safely.
- **Shoes are correctly on the children's feet to prevent tripping.** This may mean the children need assistance with tying shoelaces, swapping shoes to the correct feet, or ensuring welly boots are not too big.
- **Correct positioning of staff members.** A staff member must be at the front of the children while coming down the stairs as well as behind. It's important the children
- **Children are instructed to walk down the stairs in single file.** It is important that staff assistant children walk down the stairs in single file to prevent falling over one another. While walking down the stairs the children are also taught to hold onto the handrail while walking down the stairs.

### Staff holding children on the stairs

In some cases, children from downstairs may need to come up to the 2<sup>nd</sup> floor. Any staff member bringing a child up the stairs **must only carry one child at a time**. They must hold the children in a safe manner and ensure the stairs are clear before starting the route up the stairs.

### Fire evacuation route

The stairs are the fire evacuation route for all rooms on the 2<sup>nd</sup> floor. It's important that the stairs are kept clear, clean, and dry always. It is the team's responsibility to ensure the stairs are clean and hoovered as part of the closing down procedure at the end of the day. Children and staff exiting the 2<sup>nd</sup> floor for an emergency evacuation must follow the single file procedure while down the stairs to prevent a further emergency. Please see our evacuation policy and procedure for more information.

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