



01 Health and safety procedures

01.8 Maintenance and repairs

Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.

Any faulty equipment or building fault is recorded, including:

- ❖ date fault noted
- ❖ item or area faulty
- ❖ nature of the fault and priority
- ❖ who the fault reported to for action
- ❖ action taken and when
- ❖ if no action taken by the agreed date, when and by whom the omission is followed up
- ❖ date action completed

Any area that is unsafe because repair is needed, such as a broken window, should be made safe and separated off from general use.

- ❖ Any broken or unsafe item is taken out of use and labelled 'out of use'.
- ❖ Any specialist equipment (e.g. corner seat for a disabled child) which is broken or unsafe should be returned to the manufacturer or relevant professional.
- ❖ Any item that is beyond repair is condemned. This action is recorded as the action taken and the item is removed from the setting's inventory.
- ❖ Condemning items is done in agreement with the manager. Condemned items are then disposed of appropriately and not stored indefinitely on site.
- ❖ Where maintenance and repairs involve a change of access to the building whilst repairs are taking place, then a risk assessment is conducted to ensure the safety and security of the building is maintained.

This policy was adopted by

Abinger Common Nursery

On

March 2024

Date to be reviewed

March 2025

Signed on behalf of the provider



Name of signatory

Mrs Emma Powell

Role of signatory (e.g. chair, director or owner)

Nursery Chair Person