

Maintenance and repairs

Any faulty equipment or building fault is recorded on our daily risk assessment log including:

- date fault noted
- item or area faulty
- action taken
- if no action taken by the agreed date, when and by whom the fault is to be 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
- Any specialist equipment which is broken or unsafe should be returned to the manufacturer or relevant professional.
- Any item that is beyond repair is removed and disposed of.
- The removal and disposal of large/specialist items is done in agreement with the setting manager. Condemned items are then disposed of appropriately and not stored 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 Acorn Playgroup and Pre-school on 01 September 2023