



## 01 Health and safety procedures

### 01.9 Maintenance and repairs

Any faulty equipment or building fault is recorded on the daily risk assessment, including the date the fault was noted and whether it was reported to the setting manager or school premises staff.

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 setting 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	Hythe Bay Children's Centre	<i>(name of provider)</i>
On	<u>18.01.2022</u>	<i>(date)</i>
Date to be reviewed	<u>01.2023</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Carolyn Chivers</u>	
Role of signatory (e.g. chair, director or owner)	<u>Nominated Person / Trustee</u>	