

01 Health and safety procedures

**01.9 Maintenance and repairs**

Any faulty equipment or building fault at Bollington Pre-School is recorded, including:

* Date fault noted.
* Item or area faulty.
* Nature of the fault and priority.
* Is a risk assessment required?
* 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 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.