

## 01 Health and safety procedures

### 01.9 Maintenance and repairs

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 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.

#### Further Guidance

See Policy 01.23 Closing and Securing Pre-school

## **SUMMARY OF MAIN CONTACT NUMBERS**

TDT Enterprises	01206 853599
Anglia Water	0845 714 5145
EDF Energy	0800 783 8838
Plumber (Paul Sycamore)	07984 017213
N&C Glass	01353 667964
S.E. Electrical	07905 759957
Clive Brown (Locksmith)	07917 786754