

Safety

8.8 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.

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 reviewed on: 29/09/21 **and adopted by:** Discovery Vine Ltd

Date to be reviewed: September 2022 (or earlier if necessary)

Signed on behalf of Discovery Vine Ltd: *Lynda Garbutt*

Name of signatory: Lynda Garbutt

Role of signatory: Managing Director