



Maintenance and repairs

Any faulty equipment or building fault is recorded on parago and reported to the appropriate department, 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.

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