

**FLITWICK PRE-SCHOOL**

**01 Health and safety procedures**

**01.09 Maintenance and repairs**

Any faulty equipment or building fault is recorded on the health and safety page of the register, including:

* date fault noted
* item or area faulty
* nature of the fault and priority
* who the fault was 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.
* 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.

These procedures were adopted at a meeting of Flitwick Pre-school on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next date to be reviewed **October 2023**

Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_Ritu Mistry\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_Chairperson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_