



Eldene Pre-School & Toddlers

01 Health and safety procedures

01.9 Maintenance and repairs

Any faulty equipment or building fault at Eldene Pre-School and Toddlers 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.

This policy was adopted at a meeting with Eldene Pre-School and Toddlers Committee and Management
Held on 10th October 2025. Annual review is due October 2026.

Signed on behalf of Eldene Pre-School and Toddlers.

~~D. Tipping~~ Dayna Tipping- Chair at Eldene Pre-School and Toddlers

~~A. Cummins~~ Anna Cummins – Vice chair at Eldene Pre-School and Toddlers

~~N. Timbrell~~ Nicola Timbrell – Manager at Eldene Pre-School and Toddlers