

**3.21 Maintenance and repairs**

Staff report any faulty equipment or building fault to their room leader/manager and admin verbally. The room leader/manager will then take appropriate action by any of the following.

* immediately making safe the item or area, this could include removing the faulty item.
* completing a risk assessment if required.

Admin will then

Any faulty equipment or building fault will then be recorded by admin on our Brightsafe system, including:

* date fault noted
* item or area faulty
* nature of the fault and priority
* is a risk assessment required/been completed?
* 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.
* 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.