

Happy, Confident, Independent.

***Children develop a sense of belonging, respect and autonomy of voice
through a varied and well-directed early education.***

01 Health and safety procedures

01.9 Maintenance and repairs

Any faulty equipment or building fault at Ringrose Kindergarten 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 by

On

Date to be reviewed

Signed on behalf of the provider

Ringrose Kindergarten Chelsea

September 2025

September 2026



Lucy Hustler

Principal

Name of signatory

Role of signatory (e.g. chair, director or owner)

