Procedures For Maintaining Equipment & Premises

We ensure that all furniture, toys and equipment are kept clean, well maintained and in good repair and comply with BSEN safety standards or the Toys (Safety) Regulations (1995) where applicable.

Manufacturer’s instructions will be followed, to properly maintain equipment. Staff will ensure that the level of supervision is appropriate for the equipment being used.

New equipment will be chosen with care and, where appropriate, a risk assessment will be carried out before equipment is purchased.

The deputy or manager will on monthly basis review current equipment, identifying gaps in the provision, and maintaining and updating an inventory of equipment. The inventory must include all electrical items, all items valued at £50 or more and any item not otherwise included that is considered to be at high risk of theft. The inventory will be updated whenever a new item is added or when an old item is removed from use.

The outdoor play area will be inspected daily to ensure there are no foreign objects present. Boundary fencing and gate will be inspected to ensure they are in good working condition and repair. Ensure gate is secure. All equipment is in good working condition and repair. Any problems will be reported to the manager/deputy.

Staff inspect the Hall as they set out equipment. Windows, doors, taps, toilet flushes are checked for wear and tear – all screws and fittings should be secure and there should not be sharp or dangerous edges.

The room temperature is checked and maintained at an adequate temperature.

Electric appliances are visually inspected, particular attention should be paid to cables and plugs. Any dangerous equipment is removed from use and should be reported to the manager who will take appropriate action. They are PAT tested yearly.

Records will be kept of all checks carried out and will show withdrawn equipment and the action taken.