



## 01.7 Maintenance and repairs

Any faulty equipment or building fault is recorded and reported to the landlord, 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.
- Any specialist equipment which is broken or unsafe should be returned to the manufacturer or relevant professional.
- Any item that is beyond repair is removed from the setting and is disposed of appropriately.
- 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.

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