

## 01 Health and safety procedures

### 01.9 Maintenance and repairs

#### Maintenance Manager - Scott Morton

At Peekaboo Childcare, keeping the building and equipment safe is one of our top priorities.

We work quickly to fix anything that breaks so children, staff and families always have a safe environment.

#### Reporting Problems

If any member of staff notices something broken or not working properly, they log it straight away using our system (People Bunch) and report to the maintenance manager.

We record:

- What the problem is
- Where it is
- When it was found
- How urgent it is
- Who it was reported to
- When it gets fixed

This helps us keep track of repairs and ensures nothing is missed.

#### Keeping Children Safe

If something is unsafe — for example, a broken window, wobbly furniture or damaged toy:

- It is taken out of use immediately
- It is labelled “out of use”
- The area is blocked off or made safe so children cannot access it

We do not risk children being near anything unsafe.

#### Special Equipment

If any equipment for children with additional needs becomes unsafe:

- It is removed straight away
- Returned to the supplier or professional who provided it
- Replaced or repaired as needed

Children's comfort and safety always come first.

### **Removing Items That Cannot Be Repaired**

If something cannot be fixed:

- It is officially condemned (recorded as no longer safe or usable)
- Removed from our equipment list
- Disposed of properly — not stored on site

This is agreed with the setting manager to ensure proper oversight.

### **When Repairs Affect Access**

If repairs mean we need to change how children or families enter or exit the building:

- A risk assessment is carried out
- We make sure safety and security are maintained  
Parents are informed if access arrangements change