



Buildings and Premises Maintenance Policy

Teddy Bears Childcare believes that its children, parents and staff should expect the premises to provide a safe, clean, well-maintained and comfortable environment always. We believe that the quality of the physical learning environment is a key factor in the provision of high-quality and effective teaching.

The purpose of this policy is to ensure that:

- All buildings, fabrics, fittings, plants, utilities and equipment are kept in good, safe condition, in efficient working order and in good repair.
- Services such as water, lighting, heating and air conditioning are maintained appropriately to ensure that premises are comfortable, economical and safe to use, and that energy is not wasted.

Responsibilities

The overall responsibility for the quality and upkeep of the buildings and premises lies with the owners, through the appropriate management team. This management team will meet regularly to discuss matters relating to the upkeep and development of the nursery and will be responsible for agreeing on a nursery plan for its upkeep.

The operational responsibilities for buildings maintenance systems lie with the owners Melissa and Robert Simpson. These responsibilities are delegated through an identified setting deputy managers who will ensure that a program of routine maintenance and renewal of the fabric and decoration of the premises is in place and that records are kept of all maintenance activity.

Maintenance System

These procedures will be followed.

1. A system of planned preventative maintenance will be used, involving the inspection and assessment of equipment, plants and buildings on a regular basis.
2. A fault-reporting and tracking system will be operated, whereby staff will be encouraged to report faults or potential problem areas, such as torn or frayed carpets, damaged flooring, broken windows, electrical faults and broken paving.
3. Faults or repairs will be logged by the bursar or premises manager, who will conduct a risk assessment on each one to determine whether the repair is urgent.
4. Repairs will be allocated to, or commissioned from, appropriate staff or contractors and followed up to check that any necessary work has been completed satisfactorily.
5. All maintenance work, including minor tasks, will be subject to a prior risk assessment, and adequate risk management and safety arrangements will be put in place before the work is carried out.
6. All maintenance contractors will be expected to comply with our health and safety policies and safeguards.

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Name and role of signatory	Leahna Welch (Deputy Manager)

7. Urgent repairs will be prioritised and completed as soon as is practicable. Where there is a delay in any essential maintenance work, the bursar or premises manager will take whatever action is necessary to ensure safety and control any risk in the meantime.
8. Access to any relevant risk assessments, drawings, instructions, handbooks and records will be provided to maintenance staff or contractors.

The maintenance system will cover all aspects of the premises including:

- All buildings — both external and internal parts of buildings and outbuildings.
- Equipment and devices.
- Services such as water, gas and electricity.
- Grounds — including fences, gates, paths, front and rear driveway, lighting and walls.

All material parts of the nursery, including fixtures and fittings, will be well maintained and a maintenance schedule will be in place in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Maintenance Plans and Guides

The premises manager will keep and update a maintenance plan and guide for each building. The guide will specify intervals between:

- Routine, general and detailed inspections.
- The inspection and maintenance of each engineering service and items of special equipment.
- The maintenance of items that require regular attention to preserve good performance (in line with the manufacturers' instructions).

The maintenance guide will also include essential data taken from the building's records that is likely to be needed during inspections.

The maintenance plan or schedule will include checklists completed during regular inspection which will:

- Specify the condition of the fabric of the building, its fittings and equipment
- Identify any repairs, remedial work or other action to be taken.

The plan will be regularly reviewed and will include routine maintenance and redecorating as well as larger-scale refurbishment.

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Emergency Repairs

A repair is usually considered to be an emergency if there is a danger to health, a risk to safety or security, or a danger of serious damage to the building. Examples include:

- Insecure property or failure of security systems (such as broken windows).
- Flood/fire.
- Blocked and overflowing drains.
- Failure of water supply.
- Serious structural damage.
- Complete failure of heating system in winter.
- Complete failure of hot water system.

Emergency repairs should be dealt with immediately and appropriate action taken to ensure the safety of building occupants.

Maintenance Staff and Contractors

All contractors working on maintenance tasks on the premises will be expected to abide by our health and safety and security policies and procedures.

Training

All new staff will receive induction training which will include a thorough tour of the premises and detailed guidance on fire systems and escape routes and procedures.

Records

Records will be kept of all maintenance jobs and repairs, including:

- when the fault or repair requirement was reported
- when the repair was arranged
- who completed the repair
- who checked that it was complete.

Incomplete or unsatisfactory repairs will be followed up. Maintenance records will be regularly inspected and reviewed to identify trends or patterns of work required and the performance of contractors.

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