



October 2021

## *Buildings and Premises Maintenance Policy*

### **Policy Statement**

Lower Covey Ltd believes that its children and staff should expect the premises to provide a safe, clean, well maintained, and comfortable environment at all times. We believe that the quality of the physical learning environment is a key factor in the provision of high-quality and effective care.

### **The Aims of the Policy**

The purpose of this policy is to ensure that:

- a. all buildings, fabrics, fittings, plant, utilities and equipment are kept in good, safe condition, in efficient working order and in good repair
- b. services such as water, lighting and heating are maintained appropriately to ensure that premises are comfortable, economical and safe to use and that energy is not wasted.

### **Procedure**

#### **Responsibilities**

The operational responsibilities for buildings maintenance systems lie with the nursery owners. These responsibilities may be delegated and include ensuring that a programme 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, plant 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 manager, who will conduct a risk assessment on each one to determine whether or not 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.
7. Urgent repairs will be prioritised and completed as soon as is practicable. Where there is a delay in any essential maintenance work, the 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:

- a. all buildings — both external and internal parts of buildings and outbuildings
- b. equipment and devices
- c. services such as water, gas and electricity
- d. grounds — including fences, gates, paths, car parks, lighting and walls.

All material parts of the premises, 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 manager will keep and update a maintenance plan and guide for each building. The guide will specify intervals between:

- a. routine, general and detailed inspections
- b. the inspection and maintenance of each engineering service and items of special equipment
- c. the maintenance of items that require regular attention to preserve good performance (in line with the manufacturers' instructions)
- d. any other periodic work that use of an item may later show to be necessary.

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:

- a. specify the condition of the fabric of the building, its fittings and equipment
- b. 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.

## **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:

- a. insecure property or failure of security systems (such as broken windows)
- b. flood/fire
- c. blocked and overflowing drains
- d. failure of water supply
- e. serious structural damage
- f. complete failure of heating system in winter
- g. 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.

When work is being planned, maintenance contractors or staff should always be provided with a site map identifying electrical and water installations and any known asbestos materials which have been left in place and sealed.

### **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:

- a. when the fault or repair requirement was reported
- b. when the repair was arranged
- c. who completed the repair
- d. 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.

### **Review**

This policy will be reviewed on the date below by Julie Partridge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Policy Review Date: \_\_\_\_\_