



# Wattisham Airfield Childcare Centre

## Maintenance

At Wattisham Airfield Childcare Centre, we take our responsibility for ensuring the health and safety of all users of the setting very seriously by maintaining our building and the contents regularly.

Staff are aware of their responsibilities for maintaining the equipment and reporting any faults or unsafe resources to management.

Our building is owned by the armed forces and the main maintenance is carried out by their contractors. We contact them direct on 08007076000 and quote WATQ, building number 343. They will inform us of the priority of the job and we record all information in the maintenance book situated in the office.

Small maintenance jobs are carried out by Dodds which are contacted through Clare Morrin (Committee member). Work carried out is completed when the nursery is closed to the children or if this is not possible we will move children to a different location in the building.

### Cleaning

We use nontoxic, environmentally friendly cleaning chemicals within the setting. These are stored securely out of reach of the children in the allocated COSHH/cleaning cupboard that is locked by key. Protective aprons and gloves are used whenever necessary and all waste materials are disposed of hygienically. Colour coded Brushes and mops are readily accessible to clear up spills and all staff have a responsibility to maintain a high standard of cleanliness throughout the setting. All brushes and dustpans are kept clean and waste bins are fitted with lids and are emptied regularly.

### Fire equipment

Fire extinguishers and electrical appliances are checked annually by the on site fire crew (last fire safety check was carried out in March 2018). Electrical equipment is used in a safe manner. All cables and leads should be taped down or in cable tidies and all appliances are kept indoors and away from water.

### **Bedding**

All bedding, cots and mattresses conform to safety regulations. They are checked and discarded if split or ripped. Ripped floor mattresses can be used for physical play if not deemed to be dangerous.

### **Resources**

Toys and resources are washed regularly and either repaired or replaced, if damaged.

### **Windows**

Low level windows are made from materials that prevent accidental breakage or are made safe. Windows above the ground floor are secured so that children cannot climb through them.

### **Doors**

We take precautions to prevent children's fingers from being trapped in doors with protective covering to the hinges which prevents children getting their fingers trapped.

### **Floors**

All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

### **Electrical/gas equipment**

All electrical/gas equipment conforms to safety requirements and is checked regularly. Our boiler/electrical/plant room is a locked cupboard is not accessible to the children or staff, This is only accessed by army personnel.

### **Storage**

All resources and materials from which children select are stored and maintained safely. to prevent them accidentally falling or collapsing.

### **Outdoor area**

Our outdoor area is securely fenced and gated. If fencing or gates become damaged staff must bring the children in if playing outside and **Amey** called to repair it.

### **Painting**

The inside of the building will be painted at least every 6 years or when it is starting to look messy/chipped.

### **Gardening**

We have a group of parents that manage the front garden. Planting, weeding and tidying. Staff ensure there are no poisonous plants in the main play gardens.

### **Legal framework:**

- Children Act, 1989, 2004, 2006
- Data Protection Act 1998
- Employment Act 2002
- Employment Equality Regulations 2003, 2006
- Health & Safety at Work Act 1974
- EYFS Welfare requirements – Suitable person
- EYFS Welfare Requirements - Organisation

This policy was adopted at a meeting \_\_\_\_\_ name \_\_\_\_\_ of  
of \_\_\_\_\_ setting  
Held on \_\_\_\_\_ (date)  
Date to be reviewed \_\_\_\_\_ (date)  
Signed on behalf of the management \_\_\_\_\_  
committee \_\_\_\_\_

Name of signatory

\_\_\_\_\_

Role of signatory (e.g. chair/owner)

\_\_\_\_\_

\_\_\_\_\_

**Review dates:**

Date \_\_\_\_\_ signed \_\_\_\_\_

Date \_\_\_\_\_ signed \_\_\_\_\_

Date \_\_\_\_\_ signed \_\_\_\_\_