



Maintenance and Storage of Equipment Policy

Updated September 2024

At Briar Dene Childcare, we are committed to providing a safe and well-maintained environment for the children, staff, and visitors. Proper maintenance and storage of equipment are crucial to ensuring the safety, functionality, and longevity of our resources. This policy outlines the procedures for the regular maintenance, cleaning, and safe storage of all nursery equipment, as well as the responsibilities of staff in maintaining these standards.

The purpose of this policy is to:

- Ensure that all equipment used in the nursery is safe, functional, and regularly maintained.
- Provide clear guidelines for the storage of equipment to prevent accidents, damage, or misuse.
- Establish a system for regular inspections, cleaning, and reporting of any damaged or faulty equipment.
- Comply with health, safety, and regulatory requirements concerning equipment maintenance and storage.

This policy applies to all nursery equipment, including:

- Furniture – chairs, tables, units
- Educational and play equipment - toys, learning materials, outdoor play items
- Kitchen equipment and appliances - refrigerators, microwaves, kettles
- Cleaning equipment and supplies - mops, hoovers, cleaning chemicals
- Safety equipment - first aid kits, fire extinguishers, smoke detectors
- Any other equipment used by staff or children during daily activities

Responsibilities:

- **Nursery Management:** It is the responsibility of nursery management to ensure that a system is in place for the regular maintenance, inspection, and cleaning of equipment. They are also responsible for ensuring staff are trained in how to care for and store equipment properly.
- **Staff:** All staff members are responsible for:
 - Reporting any faulty, broken, or unsafe equipment immediately to a manager.
 - Following proper cleaning and maintenance procedures as outlined in this policy.
 - Ensuring that equipment is stored safely and securely after use to prevent accidents and damage.

- **Contracted Services:** Where necessary, Briar Dene Childcare may hire external professionals to service or repair certain equipment (e.g., kitchen appliances, electrical equipment). These services should be scheduled and documented accordingly.

Maintenance and Inspections:

To ensure that all equipment remains in good working order, regular maintenance and inspections are essential. This includes:

- **Routine Inspections:** A designated member of staff will carry out regular checks of all nursery equipment to ensure it is in safe working condition. This will include inspecting furniture for loose parts, checking toys for potential hazards, and ensuring that safety equipment (e.g., fire extinguishers, smoke detectors) is functional.
- **Maintenance Schedule:** A maintenance schedule will be implemented, with specific tasks assigned for daily, weekly, monthly, and annual checks. For example:
 - **Daily:** Clean toys, chairs, and tables; check for visible signs of damage.
 - **Weekly:** Inspect outdoor play equipment and cleaning devices.
 - **Monthly:** Test fire alarms, check safety gates, and inspect high-use items like changing tables.
 - **Annually:** Service large appliances (e.g., fridges), conduct a full inspection of safety equipment, and perform any necessary deep cleaning.
- **Repairs:** Any equipment found to be damaged or faulty during inspections should be immediately removed from use. If possible, the equipment should be repaired or replaced as soon as possible. If a repair is required that cannot be done in-house, a professional repair service will be contacted.
- **Record Keeping:** All inspections, maintenance, and repairs should be documented, with dates, actions taken, and the person responsible for the task. These records should be kept on file for reference and compliance purposes.

Cleaning and Hygiene:

Regular cleaning is essential for maintaining a safe and hygienic environment. The following procedures should be followed for cleaning nursery equipment:

- **Daily Cleaning:** All toys, furniture, and surfaces should be cleaned at the end of each day, especially those that come into direct contact with children. Items like tables, chairs and changing tables must be cleaned after each use.
- **Cleaning Supplies:** Only child-safe, non-toxic cleaning products should be used. Staff must follow the manufacturer's instructions for the safe use and storage of cleaning products.
- **Outdoor Equipment:** Outdoor toys and play equipment should be cleaned regularly and checked for safety hazards like sharp edges or splinters.
- **Child-Specific Items:** Items used by children, such as bottles, cups, or blankets, should be thoroughly cleaned or sanitised on a regular basis, and after each use if necessary.

Safe Storage of Equipment:

Proper storage is key to ensuring the safety of both children and staff and preventing damage to equipment. The following guidelines should be adhered to:

- **Toys and Play Equipment:** All toys and play items should be stored in designated areas that are accessible to staff but out of reach of young children when not in use. Toy bins and shelves should be clearly labelled and organised to prevent overcrowding, which could lead to accidents.
- **Furniture:** Furniture should be stored securely, with no sharp edges or other hazards that could pose a risk to children or staff. Chairs and tables should be stable and free from any damage that could cause them to tip over.
- **Cleaning Equipment:** Cleaning products and tools should be stored in locked or secure areas, away from children's reach. Chemicals should be kept in their original containers and clearly labelled.
- **Outdoor Equipment:** Outdoor play items should be stored in a safe, dry, and secure area when not in use. Equipment like bikes, scooters, or large toys should be stored in a way that prevents them from obstructing walkways or creating tripping hazards.

Disposal of Damaged Equipment:

When equipment is found to be beyond repair or is no longer deemed safe for use, it should be properly disposed of. Items should be safely removed from the premises and replaced if necessary. Equipment that has reached the end of its useful life should not be used or stored indefinitely.

Health and Safety Compliance:

All equipment must comply with relevant health and safety standards, including:

- Compliance with regulations for toys and children's furniture.
- Electrical equipment should be tested regularly and meet electrical safety standards.
- Safety equipment (e.g., fire extinguishers, first aid kits) should be checked for expiration dates and fully stocked.

Proper maintenance and storage of equipment are vital to ensuring the safety, well-being, and development of the children at Briar Dene Childcare. By following this policy, staff contribute to maintaining a safe, clean, and organised environment that promotes the health and safety of both children and staff. If any issues arise regarding equipment maintenance or storage, please report them immediately to your manager.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		