



Maintenance and Storage of Equipment

Purpose of Policy To ensure that all equipment and materials contained within Larkfield daycare comply with health and safety regulations and other legislative requirements.

Who is Responsible? It is the responsibility of the manager to ensure that all equipment and materials are safe to use, in good condition and pose no risk to the health and safety of the children or staff in the setting.

How will the Policy be implemented?

- All equipment is checked before use to ensure that it is safe for the children and the staff
- All equipment is cleaned on a regular basis with anti-bacterial cleaner to ensure that the spread of infection is minimised
- All soft furnishings are washed regularly to minimise the spread of infection
- All electric equipment is checked annually by a recognised body to ensure its safety
- All small pieces of equipment are cleaned thoroughly once per month to minimise the spread of infection
- All equipment and materials are risk assessed before first use and regularly after that to ensure the minimisation of any risk to children or staff.

Storage of Equipment

All equipment and materials in the setting are stored so as to reduce the risk to the health and safety of all service users.

Equipment and materials which have a high risk assessment are controlled by staff and children will not have open access to these resources.

Access to these resources will be dependent upon the risk assessment and will not be used without a member of staff being present.