**Maintenance & Storage of Equipment Policy**

**Purpose of Policy**

Rainbow Nursery will ensure that all equipment and materials contained within the setting comply with health and safety regulations and other legislative requirements.

**Responsibility**

It is the responsibility of the nursery 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. Staff are responsible for ensuring resources and equipment are safe and must report any issues or concerns immediately.

**Implementation**

All equipment and materials are purchased from reputable suppliers and comply with

British Standards for Safety and should be checked before use to ensure that it is safe for the children and the staff. 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.

All equipment is cleaned on a regular basis with appropriate measures 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 safe to be used.

Staff must ensure that all equipment and resources and well maintained and safe to use by completing daily health and safety checks. Should any issues be identified, staff must report to management and record on the maintenance list in the office.

**Storage of Equipment**

All equipment and materials in the setting are stored 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.

Staff should ensure that resources and equipment is stored correctly and safely and storage cupboards must be kept well organised and tidy to reduce any potential hazards.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*