

Maintenance of Equipment and Premises Policy

Purpose:

To ensure that all equipment and premises used by Emma's Explorers Out-of-School Service remain safe, functional, and well-maintained, with clear reporting and repair arrangements in place.

Scope:

This policy applies to all staff and covers the maintenance and repair of both Out-of-School Service equipment and the leased premises managed by the Dunning Hall Group.

Responsibilities:

- **Daily Checks:** Staff are expected to carry out visual checks of the equipment and premises at the beginning and end of each session. Any damage, wear, or safety concerns must be reported immediately.
- **Out-of-School Service Equipment:**
The Service Manager is responsible for the general upkeep and maintenance of all Out-of-School Service equipment and resources. Staff must report any damage or faults with these items directly to the Service Manager.
- **Hall Equipment and Premises:**
The premises and any hall-owned equipment are the responsibility of the **Dunning Hall Group**. Any issues related to the building structure, fixtures, or hall-provided equipment must be reported to the Service Manager, who will liaise with the Dunning Hall Group to arrange necessary repairs.

Dunning Hall Group Contacts for Maintenance:

- **Chairperson:** chair@dunninghall.org.uk
- **Robert Carr:** Rob@dunninghall.org.uk
- **Katrina Townsley:** katrina.whyte67@btinternet.com

Record Keeping:

All maintenance concerns and actions taken will be logged, including date reported, issue description, actions taken, and date of resolution.

Review:

This policy will be reviewed annually or sooner if there are changes in venue arrangements, contact details, or repair procedures.