



MAINTENANCE – CARETAKER POLICY & PROCEDURE

AIM

It is our aim at Stepping Stones to ensure that the children are always cared for in a safe clean environment.

Procedure

We employ a Caretaker at Stepping Stones that ensures that the outside of the buildings are well maintained and always safe for children, parents, visitors and staff. For example signs in the car park regarding speed limits, ensuring that gates doors and locks and working well.

We also inform the Caretaker of any items which need attention within each unit for example, breakages, replacements of bulbs etc., painting, etc. Regular risk assessments are carried out in each area of the nursery on a regular basis.

The Caretaker also checks the fire systems in each unit week and conducts regular Fire Drills.

The Caretaker ensures that the whole building inside and out is free from pests.

