**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

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**Maintenance and Replacement of Play Equipment.**

1. Childcare Services at Queen’s strive to ensure that the children’s play equipment, both indoor and outdoor, is well maintained and in the event of damage is either repaired or disposed of or replaced.

The documents used in this exercise:

* Queen’s Equipment Risk Assessment Documents
* Staff Daily Risk Assessment Recording Documents
* Staff Risk Assessment Action Plan Recording Documents
* Childcare Services Monthly Accident and Incident Report
* Equipment Inventory

Play equipment will be purchased from reputable suppliers, ensuring that the equipment conforms to all safety requirements and regulations, aligned with an agreed budget per annum.

Any play equipment that is donated will be risk assessed before use.

As well as risk assessments, staff members will be monitoring the equipment through daily use.

Staff are aware that if there is any defective/damaged play equipment this is to be reported to the Manager on site in conjunction with the aforementioned documents being filled in if required.

The Manager will then request, if applicable, repairs/maintenance via the Queen’s ‘Planon’ System to enable registered contractors (Grahams FM) to complete the requested work.

Any equipment that is to be disposed of will be done so via Grahams FM or Queen’s Estates Department