



Ballygawley Early Years Playgroup

Maintenance and Replacement of Play Equipment Policy

Ballygawley Early Years Playgroup is dedicated to ensuring children's play equipment is of adequate standard, therefore any equipment that requires replacement will be repaired, replaced or removed from the setting.

Procedures:

1. Staff will check the safety of the play equipment on a regular basis.
2. Any play equipment found to be faulty or broken must be reported to the Playgroup Leader or in their absence the Deputy Leader.
3. Once the play equipment has been reported it must be documented in the specific broken equipment diary by the member of staff who reported it to the Leader.
4. The item found to be faulty/broken must be labelled as faulty, dated and signed by the reporting member of staff.
5. Fault or broken equipment will be stored away from child reach, e.g. store and locked away.
6. Playgroup Leader/Deputy Leader will report all broken or faulty equipment to the Committee.
7. The Committee will then decide whether repair or replacement is required and take appropriate action, e.g. organising a repair or ordering a replacement.
8. The Committee will ensure the assets register has been updated to reflect the new information.



Ballygawley Early Years Playgroup

This policy was adapted at a meeting of our playgroup held on the 30th May 2023

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 10/06/2023

Signed:
(on behalf of the Management Committee)

Name and Position: Caroline Buchanan, Chairperson

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

This policy links with the following policies:

- Safeguarding Children and Child Protection policy
- Health & Safety policy
- Management of the Risks Associated with the Care of Individual Service Users policy