

Repairs of the
Home and Cars

December

2019

**POLICY AND PROCEDURE FOR REPAIRS AND MAINTENANCE OF THE HOME AND
VEHICLE**

1.0 Introduction

- 1.1 This policy is written in conjunction with the [Health and Safety at Work Act 1974](#), Warrington Borough Council [Health and Safety Policy](#) and [Guidance on Moving and Handling](#).
- 1.2 It is the responsibility of all staff working within the home to ensure that at all times the health and safety standards are met.

2.0 Aim of Policy

- 2.1 Warrington Borough Council aims to provide homes for the children in the care of local authority, which are comfortable, safe and serviceable.

3.0 Day to Day Expectations within the Home

- 3.1 Staff will work in partnership with the children to keep the communal areas of the home clean and tidy.
- 3.2 Children will be encouraged to keep their own bedroom tidy.
- 3.3 It will be the responsibility of the Registered Manager in consultation with the individual key worker to ensure children's bedrooms are cleaned regularly.
- 3.4 At the end of each shift it is expected that staff leave the home as they would expect to find.

4.0 Reporting and Requesting Repairs

4.1 It is the responsibility of all those who live and work in the home to try to prevent accidents or injury. It is therefore expected that any breakages/repairs or need for items to be replaced are brought to the attention of the manager on duty and recorded in the repairs book. Any work that needs to be completed outside the service level agrees of the homes, but be discussed with relevant Service Manager.

5.0 External Maintenance

5.1 Warrington Borough Council is responsible for the upkeep of all local authority properties, which includes the external painting of the building, and cleaning and repairs of the guttering.

5.2 The staff at the home will ensure that the outside area of the home is maintained to a reasonable standard.

5.3 In the event of adverse weather conditions the exterior paths and driveway should be cleared of snow and ice and grit provided by Warrington Borough Council, at the request of the manager

6.0 Internal Maintenance

6.1 Emergency repairs that are needed within normal working hours should be arranged by completing a **First Response Form** and e-mailing this to the Building Maintenance Unit, specifying the time within which the repair is required. Out of normal working hours, emergency repairs are arranged by contacting the Out of Hours Service.

6.2 Repairs not covered by the Building Maintenance Unit e.g. specialist equipment, should be arranged by contacting a specialist contractor directly through the SAP system.

6.3 In the event of the heating system breaking down a Gas Safe registered contractor will be called to carry out any repairs. In the event of emergencies alternative heating will

be provided, during times of repair. Gas certificates must be available for inspection at all times.

- 6.4 All electrical items containing heating elements such as toasters, irons, hair dryers etc will be P.A.T. tested every 2 years. Certificates must be available for inspection at all times.
- 6.5 Electrical items brought in by children and young people either living or staying for a short break in residential care should be checked visually for any obvious faults before usage.
- 6.6 The internal decoration is expected to be of a comfortable and presentable standard and will be maintained by Warrington Borough Council. Where a child or has moved on permanently from living in the home, the bedroom will be repainted in preparation for a new child coming to stay.
- 6.7 Mattresses should be checked for any defects every time the child/young person's bed is changed.
- 6.8 Any faults on the alarm systems must be reported immediately and both staff and young people made aware that the alarms are not in operation. Alternative methods of raising the alarm in the case of fire will need to be agreed and all staff and young people made aware of the procedure.
- 6.9 All furniture must be fit for purpose and any broken furniture removed from the home to prevent accidents.
- 6.10 Any contractors on site in the residential homes should be vetted using the provided template, unless pre-vetting has taken place through SAP and should be given an induction to the building e.g. layout and fire exits.

7.0 Car Maintenance

- 7.1 Any faults with lease cars must be reported immediately and arrangements made for the repairs. Cars **must not** carry passengers until they are 100% road worthy.
- 7.2 It is the responsibility of all staff that drive to ensure it is safe to do so, and that they have checked the car is taxed and insured.
- 7.3 Checking the oil, water, lights etc are the responsibility of the driver and should be checked prior to each journey.
- 7.4 Cars must be serviced on a regular basis by an authorised registered garage.