



EduDiverse Maintenance Policy



1. Purpose

EduDiverse ensures all organisational assets, facilities, and equipment are maintained safely, efficiently, and in compliance with relevant legislation. This policy provides a unified framework for maintaining premises, vehicles, ICT equipment, tools, and adventurous activities equipment.

2. Scope

This policy applies to all EduDiverse staff, contractors, and volunteers involved in maintaining or using organisational assets, including: premises and facilities; vehicles and transport; ICT and digital equipment; tools and general assets; adventurous activities equipment.

3. Legal and Regulatory Duties

EduDiverse complies with: Health and Safety at Work etc. Act 1974; PUWER 1998; Management of Health and Safety at Work Regulations 1999; manufacturer guidance; sector best practice.

4. Roles and Responsibilities

James Ranson: oversees implementation, approves maintenance schedules, ensures competence.

James Ranson: manages premises and facilities maintenance.

James Ranson: oversees adventurous activities equipment maintenance.

Competent Persons: conduct inspections, maintain records, remove unsafe equipment.

All Staff: complete pre-use checks, report defects, use equipment correctly.

External Specialists: provide servicing and statutory inspections.

5. General Maintenance Standards

- - All assets must be safe, fit for purpose, and maintained according to manufacturer guidance.
- - Maintenance schedules must be documented and followed.
- - Premises must be kept clean, functional, and hazard-free.
- - Vehicles must undergo regular checks, servicing, and MOT compliance.
- - ICT equipment must be updated, protected, and repaired promptly.
- - Tools and general assets must be stored safely and maintained appropriately.



6. Reporting and Defect Management

- - Staff must report defects immediately.
- - Unsafe items are removed from service and tagged Do Not Use.
- - Defects are logged, assessed, repaired, or disposed of safely.

7. Record Keeping

EduDiverse maintains maintenance logs, inspection records, servicing certificates, and training records. Records are stored securely for a minimum of 3 years.

8. Adventurous Activities Equipment Maintenance

Scope

Applies to equipment used for stand up paddleboarding, surfing, bodyboarding, mountain biking, bushcraft, and fishing.

Inspection and Maintenance Regime

Pre-Use Checks: completed before every session.

Routine Inspections: monthly detailed inspections.

Formal Inspections: every 6–12 months.

Maintenance: cleaning, drying, lubrication, sharpening, servicing, and component replacement.

Storage

Equipment must be stored dry, ventilated, protected from weather, safely organised, and with defective equipment quarantined.

Defective Equipment

Unsafe equipment is removed from service, tagged Do Not Use, logged, assessed, and disposed of so it cannot be reused.

9. Review Cycle

This policy is reviewed annually or sooner if equipment, legislation, or incidents require it.