



## Playground Inspection and Maintenance Policy

### 1. Introduction

The Council is responsible for managing and maintaining play equipment at three sites:

- Headley Village Green (site 1 and 2)
- Mill Lane Playing Fields (site 3)
- Standford Green (site 4)

Visual and maintenance inspections are carried out monthly and an independent full inspection annually. Reactive inspections based on complaints, requests and reports received by the Council are also carried out. Inspection and maintenance activities are carried out to ensure the play areas are safe for people using them. They also ensure timely maintenance to minimise major maintenance issues and replacement costs for equipment.

### 2. types of inspection

#### a. Visual and Maintenance Inspections.

The Council employs a playground monitor to carry out monthly visual and maintenance inspections. The inspections will identify obvious hazards and defects and other useful information about the condition of equipment, signs and site.

#### b. Reactive inspections

The Clerk and/or Assistant Clerk will respond to complaints, requests and reports received about play equipment from members of the public.

#### c. Independent Full Inspections

The annual inspection is carried out by an independent accredited playground inspector. RoSPA Playsafety currently perform the annual inspection on behalf of Headley Parish Council. Their appointment is reviewed annually. The annual inspection report is reported to the full Council

#### d. Records

Monthly inspections are recorded on an inspection checklist (refer to Appendix 1) which covers each site and the equipment. The completed forms are reviewed by the Clerk and filed. Coronavirus Risk Assessments are completed by the Clerk and/or Assistant Clerk in line with the Coronavirus Regulations 2020.

### 3. Responsibilities

#### a. Parish Council

- Appoint a person to be responsible for monthly inspections (playground monitor)
- Ensure the playground monitor is appropriately trained

- Ensure all types of inspections are taking place, reports are filed and identified actions are undertaken in an appropriate timeframe
- Approve spending on remedial actions
- Delegate authority to the Clerk & Executive Officer to undertake actions to resolve urgent/and or high-risk issue where such action is required before the next meeting.
- Undertake Coronavirus Risk Assessments as per Coronavirus Regulations and guidance

**b. Clerk & Executive Officer**

- Review the monthly inspection checklist completed by the Playground monitor
- File all inspection and Risk Assessment records
- Ensure monthly inspection checklists and annual playground inspections are retained for 21 years.
- Instruct the playground monitor to perform minor maintenance where appropriate
- Engage a registered playground maintenance company to perform all (other than minor) maintenance repair works.
- Instigate action to resolve urgent and/or high-risk issues identified in inspections where such action is required before the next council meeting.
- Report any issues and actions to the full Council.

**c. Playground Monitor**

- Perform monthly inspections according to the agreed schedule, including an overall site visual inspection
- Complete inspection reports and file with the Clerk & Executive Officer
- Inform the Clerk as soon as an inspection is completed
- Notify the Clerk as a matter of urgency of any dangerous equipment or in the event the office is closed take steps to isolate the dangerous equipment with temporary barriers or barricades
- Perform minor remedial works where appropriate
- Attend training commensurate with the role.

**4. Accidents, enquiries and claims**

Headley Parish Council will record all accidents and enquires relating to the play areas and facilities within them. The Council must ensure records are able to identify a clear chain of information from the inspection, the associated risk, details of works and repairs carried out and any information related to an accident or enquiry. This information will enable the Council to defend itself against claims and be an effective management tool for future improvements.

**Related legislation**

There is no specific legislation on play safety. However, the key legislation is the:

- Health & Safety at Work Act 1974 and appropriate updates
- Occupiers Liability Act 1957 and 1984
- Management of Health and Safety at Work Regulations 1999 (Management Regulations)
- Personal Protective Equipment at Work Regulations 1992
- Consumer Protection Act 1987
- Children Act 1989
- RIDDOR 2013
- Control of Substances Hazardous to Health Regulation 1992
- Control of Pesticides Regulations 1986
- Environmental Protection Act 1990
- Coronavirus (COVID-19) Regulations and Guidance

**Appendix 1**  
**Headley Parish Council – Playground Monitor**

DATE.....SIGNED.....

<u>SITE, SURFACES &amp; ANCILLARY ITEM</u>	<u>SITE 1</u>	<u>SITE 2</u>	<u>SITE 3</u>	<u>SITE 4</u>
Signs present & clean				
Fences secure & good condition		N/A		N/A
Gates in good working order		N/A		N/A
Pathways safe & unobstructed		N/A		N/A
Site free of litter – bins emptied				
Seats secure & undamaged				
Litter bins secure & undamaged				
Safety surface undamaged				N/A
Loose fill surfaces at the right level		N/A	N/A	
Sand free of rubbish	N/A	N/A	N/A	
Sand raked & levelled	N/A	N/A	N/A	

Other Comments:

**VILLAGE GREEN – FENCED AREA – SITE 1**

Equipment	Action Required		Work Done	
	Yes	No	Yes	No
Wet Pour surface (installed Jan 2006) in good order?				
<b>Picnic table</b> with Games Top ‘superslot racers’ top (installed October 2014) in good order?				
<b>Glasdon recycled bench</b> purchased Mar 2006, seat secure and undamaged?				
<b>Proludic Diabolo Multiplay Unit</b> (installed October 2014)	Yes	No		
Ecobond-Bonded Rubber safety surfacing (Installed October 2014) undamaged?				
Guard rails in good order?				
Steps undamaged?				
Slide undamaged?				
<b><u>Playsafe cradle swings</u></b> – installed Jan 2006				
Check swing chains for signs of damage, vandalism and/or malfunction?				
Check seats are secure and undamaged?				
<b><u>Playsafe dual springer</u></b> – installed Jan 2006				
Item moving freely & noiselessly?				
Spring undamaged?				
<b><u>Stainless Steel Dish Roundabout</u></b> (installed May 2007) In good order and movement smooth and secure?				
<b><u>Recycled Park Bench</u></b> (installed May 2007)				
In good order?				
<b><u>Sand pit and Proludic Metal Sand Factory</u></b> (Installed October 2014)				
All component parts to the Metal Sand Factory are intact and moving freely?				
Sand clean and reasonably level?				
Gate is moving freely and self closes?				

**VILLAGE GREEN – UNFENCED AREA – SITE 2**

Equipment			Action Required	Work Done	
	Yes	No		Yes	No
<b><u>Basketball Area</u></b>					
Hoop in place, secure and undamaged?					
Litter bin is in place, secure and undamaged?					
<b><u>1.7m Ben Nevis climbing frame</u></b> (Installed May 2007) (Equipment age 5 – 12 years)					
All bars in place?					
Securely fixed?					
Signs of paint deterioration and rust?					
<b><u>Wicksteed 1 bay, 2 flat swing set</u></b> (Manufactured 1978)					
Check swing chains for signs of damage, vandalism and/or malfunction?					
Check seats for signs of vandalism and are secure and undamaged?					
<b><u>Wet Pour surface</u></b> in good order (Installed Jan 2006, enhanced May 2007)					
<b><u>3 no balance beams</u></b> (1995)					
Fixed securely – not damaged, free of sand and signs of rot?					
No splinters?					
<b><u>Recycled picnic table</u></b> (installed May 2007) is in place, secured and undamaged.					
<b>Additional comments:</b>					

**MILL LANE PLAY AREA – SITE 3**

Equipment			Action Required	Work Done	
	Yes	No		Yes	No
Safagrass surface in good condition with no signs of damage or deterioration?					
Wet Pour surface in good order with no signs of damage or vandalism?					
Picnic table is in place and secure with no signs of damage? (replaced 2004)					
<b>All equipment supplied &amp; installed by Playdale 2003</b>					
<b><u>Spring Motorbike</u></b> Item moving freely & noiselessly?					
Spring undamaged?					
<b><u>Spring Elephant</u></b> Item moving freely & noiselessly?					
Spring undamaged?					
<b><u>Scramble net</u></b> All bars in place?					
Securely fixed?					
Timber smooth?					
Ropes secure & undamaged?					
Connectors present?					
<b><u>2.65m 1 bay/2flat seat swings</u></b> Check swing chains for signs of damage, vandalism and/or malfunction?					
Check seats for signs of vandalism and are secure and undamaged?					

Equipment			Action Required	Work Done	
	Yes	No		Yes	No

**Equipment supplied & installed by Playdale 2004**

<u>1 bay/2 cradle seat swings – anti-wrap</u>					
Check swing chains for signs of damage, vandalism and/or malfunction?					
Check seats for signs of vandalism and are secure and undamaged?					

**Equipment supplied & installed by Playdale 2005**

<u>Big City Helsinki – includes slide, chain climb, platform &amp; chute</u>					
All bars in place?					
Securely fixed?					
Guard rails in good order?					
Steps undamaged?					
Slide undamaged?					

**STANDFORD GREEN – SITE 4**

<b>Equipment</b>			<b>Action Required</b>	<b>Work Done</b>	
	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Check seat for signs of damage or vandalism and/or malfunction?					
Check noticeboard for signs of damage or vandalism and/or malfunction?					

Other Comments: