



Playground Inspection and Maintenance Policy **Adopted 05/06/23**

Introduction

The Council is responsible for managing and maintaining play equipment at Longdon Village Green (Bear Lane, approx. 100m south of B4211 [opposite Village Hall]).

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.

Types of Inspection

a. Visual and Maintenance Inspections

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

b. Reactive inspections

The 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 (The Royal Society for the Prevention of Accidents) currently perform the annual inspection on behalf of the Parish Council. Their appointment is reviewed annually.

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.

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 to undertake actions to resolve urgent/and or high-risk issue where such action is required before the next meeting

b) Clerk

- Review the monthly inspection checklist completed by the Playground monitor
- File all inspection 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 Parish Council
- The Parish Clerk (on behalf of the Parish Council) has the authority to close the play area in the event of any damage to equipment or surfacing that represents high risk to the public until the problem has been rectified

c) Playground Monitor

- Perform monthly inspections according to the agreed schedule, including an overall site visual inspection
- Complete inspection reports and files with the Clerk
- 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

Accidents, Enquiries and Claims

The 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 Parish Council to defend itself against claims and be an effective management tool for future improvements.

The Parish Council will ensure that adequate insurance provision is in place at all times.

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

Changes to this policy

The Parish Council will review this policy annually (in May) or as is necessary and appropriate.