

## **ALDERHOLT PARISH COUNCIL PLAY EQUIPMENT INSPECTION POLICY**

There is no current legislation dictating that outdoor play safety should be managed and assessed via playground inspections; that said, there are several organisations and sectors that recommend their implementation as a matter of best practice. They include;

- The British Standards Institute
- The Health & Safety Executive
- Insurance companies

The Standards adopted by the play industry that are expected to be met by providers of children's outdoor play equipment are EN1176 (play equipment) and EN1177 (safety surfacing). By ensuring that regular playground inspections are carried out in accordance with these standards, owners and managers of outdoor play areas can be confident that they're meeting their ethical obligation to protect users of their equipment.

**This also offers site owners the peace of mind that if the worst should happen and an accident occurs, the courts will be satisfied that they have taken the appropriate measures to avoid such a scenario.**

There are a series of inspections recommended for children's playgrounds:

1. Routine inspection (visual) This looks at the equipment's basic condition, especially faults due to recent vandalism, breakages and cleanliness of the playground.

Alderholt play area is in a low risk area;

It is not located next to a busy road

There are no ponds/lake or river nearby

There is little to no vandalism

**A Parish Councillor nominated each month will carry out a weekly visual inspection for Alderholt play equipment.** They are required to complete the Visual Inspection Sheet which must be returned to the Parish Office at the end of each month so that it can be retained for insurance purposes.

2. Operational inspection is more detailed, providing a quality control check on the regular inspection and used to identify certain types of minor wear and tear.

**A specialist will carry out 3 quarterly operational inspections for Alderholt play equipment which will be dealt with as follows;**

- Report sent to parish office
- Assistant clerk to check for any risk items identified. Any urgent safety issues (high risk) to be discussed with clerk and action taken as appropriate (i.e taping off equipment and organising emergency works as per standing orders)
- Items flagged as moderate risk and above to be reported to full council for consideration of action.
- Items flagged as low risk to be monitored at next qtlly inspection.

3. Annual inspection Covering a wide range of outdoor play safety issues, this inspection looks at vandalism, minor and major wear, long-term structural

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problems, changes in the Standards compliance and design practices, risk assessments etc. Annual playground inspections should be carried out by a specialist who has no affiliation with the playground operator or manager, ensuring that the subsequent written report is entirely independent.

**A specialist will carry out an annual inspection for Alderholt play equipment on the 4<sup>th</sup> quarter which will be dealt with as follows;**

- Report sent to parish office
- Assistant clerk to check for any risk items identified. Any urgent safety issues (high risk) to be discussed with clerk and action taken as appropriate (i.e taping off equipment and organising emergency works as per standing orders)
- Items flagged as moderate risk and above to be reported to full council for consideration of action.
- Items flagged as low risk to be monitored at next qtlly inspection.

### **Alderholt Weekly Visual Inspection Report Sheet**

To be completed by the Cllr nominated at each Parish Council Meeting.

The regular check of the children's play equipment is intended to be quick and simple. **Its primary function is to identify faults and dangers arising from vandalism and breakage.**

The Large Recreation Ground is leased and managed by Alderholt Recreation Association and as such they are responsible for carrying out inspections of this land and its facilities (excluding those listed on the checklist below which APC are responsible for)

### **Actions**

Please check all items listed **once a week recording the day and time you completed the inspection** and **any action taken using the form below**. This form must be returned to the parish office at the end of the inspection period as it will be retained and will be used in the event of any insurance claim against the council.

If any minor problems are found and if it is safe and simple to do so, please action directly i.e removal of glass, litter and graffiti

If there is an immediate safety issue with the equipment, **tape off the area** and advise the Parish office.

If the office is closed contact the Chairman or vice Chairman and advise of the situation.

Safety tape, gloves and cleaning items are available from the Parish Office

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<b>Cllr Name</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>
<b>Date</b>				
<b>Time</b>				
<b>Check Item</b>	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>
<b>AMANDA HARRIS RECREATION GROUND</b>				
Are signs present and legible				
Are fences complete and secure				
Are gates in working order				
Are pathways undamaged and unobstructed				
Is the site free of litter and dangerous objects				
Are the seats secure and undamaged				
Are litter/dog bins secure, undamaged				
Have litter/dog bins been emptied				
Are the pathway lighting columns secure and undamaged				
Is all safety surfacing undamaged				
Are loose fill surfaces at the right level				
Are there any obvious signs of damage/vandalism to the play equipment/MUGA/Gym equipment requiring action				
<b>LARGE RECREATION GROUND</b>				
Are there any obvious signs of damage/vandalism to the Basketball Net and Youth Shelter requiring action				
Are litter/dog bins secure, undamaged				
Have litter/dog bins been emptied				
Is the defibrillator light on green (if not advise Cllr Martin Smethers)				
<b>Action Taken</b>				

This sheet must be retained for insurance purposes. Return by email to Parish Office after inspection period

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<b>Policy Review</b>		
<b>Date</b>	<b>Min</b>	<b>Action</b>
16/04/18	PC 50/18.3	Adopted
21/01/19	PC 15/19	Amended wording on how inspections to be dealt with