

# Woodmansey Parish Council

## Playground Inspection and Maintenance Policy

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### 1. Introduction

The council is responsible for managing and maintaining two children's play areas: at Southwood Park and Kings Street. Guidance from various organisations indicates that routine inspections should be performed weekly, maintenance inspections quarterly and independent, full inspections annually.

Inspection and maintenance activities are carried out in order to ensure the play areas are safe for people using them. They also ensure timely maintenance to minimise major maintenance and replacement costs for equipment.

### 2. Types of inspection and maintenance

#### 2.1 Routine weekly inspection

Persons undertaking regular inspections should be competent and have received appropriate training. These people are known as Playground Managers and may be Councillors, or externally-appointed people.

Weekly inspections include:

- visually checking the equipment for any obvious faults or hazards that can be a danger to children, parents or carers
- ensuring the safety surface and surrounding areas are free from debris which could cause injury or be a hazard to health or the environment, for example, litter or fouling

#### 2.2 Quarterly maintenance inspection & maintenance activities

The inspection of the equipment should be carried out by a competent person in strict accordance with the manufacturer's instructions.

Quarterly maintenance inspections include:

- all aspects of the routine inspection
- checking that fixings are secure
- lubrication of bearings
- touching-in any scratches to paintwork using the appropriate paint
- repairing safety surfacing and other elements that form the rest of the site

#### 2.3 Annual inspection

These must be performed by an independent inspector. Inspectors should be qualified to perform this level of inspection. Organisations that perform these inspections include RoSPA and equipment suppliers such as Wicksteed.

Annual inspections include:

- site safety
- suitability & condition of ancillary items

- Standards compliance, suitability & condition of equipment
- dimensional compliance, suitability and condition of surfacing

### **3. Records**

When an inspection is performed a record should be made of the inspection and any issues and actions arising from the inspection. A standard form will be developed and approved by the Council for regular weekly inspections; the persons/organisations performing quarterly maintenance and annual inspections would be expected to provide their own checklists.

Once an inspection is performed, the resulting completed form should be given to the Clerk for filing. The inspector should email the clerk as soon after the inspection as possible, to indicate the inspection was performed.

### **4. Responsibilities**

#### *4.1 Council*

- Appoint a person(s) to be responsible for weekly inspections, known as Playground Manager(s);
- ensure Playground Managers are appropriately trained;
- ensure all types of inspection are taking place, reports are filed and identified actions are undertaken in an appropriate timeframe. Take action if the inspection regime is not following this Policy;
- approve spending on remedial actions;
- delegate authority to the clerk to undertake actions to resolve urgent and/or high risk issues where such action is required before the next Council meeting

#### *4.2 Clerk*

- report regularly to the Council on the receipt of weekly inspection reports;
- file inspection reports;
- instigate action to resolve urgent and/or high risk issues identified in inspections, where such action is required before the next Council meeting;
- report to the Council on issues and actions identified in any type of inspection and update the Council on remedial actions and the status of such issues

#### *4.3 Playground Manager*

- perform weekly inspections according to the agreed schedule (where there are more than one Playground Manager, the schedule will identify which Playground Manager is to perform the inspection for each specific week), or arrange for an alternative Playground manager to cover for absence;
- complete inspection reports and file with the clerk;
- inform the clerk as soon as an inspection is completed;
- accompany people performing quarterly maintenance, or annual inspections where appropriate

## **References**

Wicksteed - Guide to the inspection & Maintenance of Children's Play Areas

RoSPA - inspection and Maintenance of Playgrounds