



PROVISIONAL Ringshall Parish Council Play Area Management and Maintenance

Plan

June 2022

INTRODUCTION

The Council is responsible for managing and maintaining play equipment of the play area at Ringshall Village Hall, once the project to install is complete – hopefully during the first half of 2023.

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

1. TYPES OF INSPECTION

a. Visual and Maintenance Inspections.

The Council will appoint a playground monitor Volunteer to carry out monthly visual and maintenance inspections. The inspection will identify obvious hazards and defects and other useful information about the condition of 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. Their appointment will be reviewed annually. The annual inspection report will be reported to the Playground, Sport and Open Spaces Sub-Committee.

d. Records

Monthly inspections are recorded on an inspection checklist (refer to Appendix 1) which covers the site, its condition and the equipment. The completed forms are reviewed by the Clerk and filed.

2. RESPONSIBILITIES

a. Parish Council

Appoint a person to be responsible for monthly inspections (playground monitor)

Ensure the playground monitor is appropriately briefed

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 issues where such action is required before the next meeting.

3. PLAYGROUND INSPECTION AND MAINTENANCE POLICY

1) Clerk

- a) Review the monthly inspection checklist completed by the Playground monitor
- b) File all inspection records
- c) Ensure monthly inspection checklists and annual playground inspections are retained for 21 years.
- d) Engage a registered playground maintenance company to perform all (other than minor) maintenance repair works, once approved by council – if cost is above Clerk decision making limits.
- e) Instigate action such as closing off play area and/or instructing repairs work to be done to resolve urgent and/or high-risk issues identified in inspections where such action is required before the next council meeting.
- f) take steps to isolate the dangerous equipment with temporary barriers or barricades
- g) Report any issues and actions to the Council.

2) Playground Monitor (if separate to the Clerk)

- a) Perform monthly inspections according to the agreed schedule, including an overall site visual inspection
- b) Complete inspection reports and files with the Clerk
- c) Inform the Clerk as soon as an inspection is completed
- d) Notify the Clerk as a matter of urgency of any dangerous equipment and/or take steps to isolate the dangerous equipment with temporary barriers or barricades
- e) Attend training commensurate with the role.

4. ACCIDENTS, ENQUIRIES AND CLAIMS

Ringshall Parish Council will record all accidents and enquires relating to the play area. 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

Appendix 1

Play area checklist

<u>SITE, SURFACES & ANCILLARY ITEMS</u>	
Signs present & clean	
Fences secure & good condition	
Pedestrian Gate in good working order – self closes and undamaged?	
Lawnmower Gate in good working order. Closed and undamaged?	
Pathways safe & unobstructed	
Site free of litter – bins undamaged & emptied	
Seats secure & undamaged	
Safety surface undamaged	
surfaces at the right level	

EQUIPMENT

Equipment			Action Required	Work Done	
	Yes	No		Yes	No
(TYPE OF SURFACE) surface in good order?					
<u>Robinia Balance Posts</u> with Rope in Natural Hardwood in good order? Undamaged.					
Rope undamaged,					
<u>Triple Tower Multi Unit with Steel Slides</u>	Yes	No			
Guard rails undamaged?					
Slide undamaged?					
Steps undamaged?					
<u>Seesaw</u> in good order? Moves freely & Noiselessly.					
Seats and handles undamaged?					
<u>Triple Bay A frame swing set</u>					
Check swing chains for signs of damage, vandalism and/or malfunction?					
Check seats are secure and undamaged?					
<u>Lady Bird Springer</u>					
Item moving freely & noiselessly?					
Spring undamaged?					
<u>Multispinner Carousel Dish</u> In good order and movement smooth and secure?					