

## LOXWOOD PARISH COUNCIL

### Playground Inspection and Maintenance Policy

#### 1. INTRODUCTION

Loxwood Parish Council ('the Council') is responsible for managing and maintaining the play equipment at the North Hall playground. Visual and maintenance inspections are carried out weekly 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 Playground is safe for people using it. Regular visual and maintenance inspections also ensure timely maintenance to minimise major maintenance issues arising and replacement costs for equipment, which could impact upon the Council's budget and insurance.

#### 2. TYPES OF INSPECTION

- a. Visual and Maintenance Inspections. Members of the Council carry out a weekly visual and maintenance inspection. These weekly inspections will identify obvious hazards and defects and other useful information about the condition of equipment and the Playground.
- b. Reactive inspections The Clerk will respond to complaints, requests and reports received about play equipment from members of the public. The Clerk will bring any issues to the immediate attention of the full Council, where necessary.
- c. Independent Full Inspections The annual inspection. Service inspection and operational inspection is carried out by an independent accredited playground inspector at three times throughout the financial year. The annual inspection report is reported to the full Council. Any matters arising from the annual inspection are considered and agreed by full Council and actioned without undue delay.
- d. Records. Weekly inspections are recorded on an inspection checklist in the checklist folder. The completed forms are reviewed by the Clerk and filed.

#### 3. RESPONSIBILITIES

##### a. Parish Council

- Appoint Members to the weekly inspection responsibility annually.
- Ensure that those responsible for undertaking the weekly inspections are appropriately trained where necessary.
- 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.
- Ensure the Scheme of Delegation permits the Clerk to undertake actions to resolve urgent/and or high-risk issues where such action is necessary before the next meeting.
- Ensure the Playground is correctly insured.

- Ensure the Asset Register is correct and up to date.
- Assign an annual maintenance budget.
- Ensure the litter bin contract with CDC is active and correct.

b. Playground maintenance weekly inspector

- Undertake the monthly visual and maintenance inspections according to an agreed schedule.
- Complete inspection reports and file with the Clerk.
- Inform the Clerk as soon as an inspection is completed.
- Ensure the weekly inspection checklists are reviewed by the Clerk and filed.
- Notify the Clerk as a matter of urgency of any dangerous equipment / evidence of drug use and/or antisocial behaviour.
- Where necessary, take steps to isolate the dangerous equipment with temporary barriers/barricades/signs.
- Report to Council on any matter which requires attention.
- Oversee any maintenance works / projects as approved and/or directed by the Council.
- Manage the day-to-day requirements of the playground.
- Ensure the litter bin is emptied.
- Attend training commensurate with the role.

c. Clerk/RFO

- Review the weekly inspection checklist completed by the Playground inspector.
- File all inspection records.
- Ensure weekly inspection checklists and annual playground inspections are retained for 21 years.
- Support the Playground Inspector to report to Council on any matters requiring attention/expenditure.
- Support the Council to obtain quotes and instruct a contractor to carry out any required remedial works.
- Monitor the annual budget and report to the Finance Committee and Council when required.
- Engage the professional inspection co. to organise and undertake timely inspections and services.
- Instigate action to resolve urgent and/or high-risk issues identified in either the monthly and/or annual inspections where such action is required before the next Council meeting.
- Report any issues and actions to the Council at the earliest opportunity.
- Support the Council to ensure the correct insurance is in place.

4. ACCIDENTS, ENQUIRIES AND CLAIMS

The Council will record all accidents and enquires relating to the Playground 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.

## 5. RELATED LEGISLATION

There is no specific legislation on playgrounds per se. 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 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulation 1992
- Control of Pesticides Regulations 1986
- Environmental Protection Act 1990