

## **Drayton Road, Lowick, Recreation Field and Pocket Park Inspection procedures**

Lowick & Slipton Parish Council (LSPC) has a legal responsibility to ensure that its services and facilities are safe for use, as far as is reasonably practicable. The purpose of this document is to outline the inspection regime and procedures.

LSPC's aim is to provide a clean and safe play area through regular inspections. For the purpose of this document, 'play area' incorporates the Drayton Road Recreation Field, and Pocket Park, which includes fencing, seating, landscaping, signage, bins, pathways, play equipment and park structures.

**Inspection Procedure:** There are 2 types of inspections to be completed:  
1) Weekly visual inspections will be undertaken by a trained or competent person\*. The routine weekly visual inspection checklist form shall identify any hazards or issues resulting from vandalism, use or weather and include any comments from the inspector. This report must be submitted to the Clerk, any relevant findings should be discussed at the next Parish Council meeting, and any defects identified should be actioned. Any actions generated from the inspection, must be followed up and closed out once completed. The person responsible for undertaking the check will be required to arrange for a substitute should they not be available to undertake the inspection.

2) Annual Inspection, by a qualified (to RoSPA level) person will be undertaken. This is a thorough inspection of all equipment within the play area. The result of the Annual Inspection will be reported to the next Parish Council meeting. Any comments, or issues raised during this inspection must be added to the weekly inspection checklist. This ensures that any deterioration or defects are visually inspected, and their condition is monitored regularly.

**Guidance for Emergency Work:** The inspecting personnel are authorised to arrange and order emergency work (such as fencing off an area) should they consider that there is imminent danger to the public. The Parish Clerk and the Chairman must be notified at the earliest opportunity of any issues. In the event of the Parish Clerk and the Chairman not being available the inspecting person will use common sense and contact other members of the Parish Council. The Chairman will be kept informed of any emergency work or incidents that occur at the play area.

A Recreation Field and Playground Risk Assessment will be produced which will be reviewed annually or more frequently if required. The Parish Council will ensure adequate finances are available to maintain, repair, replace or remove the equipment. All recorded inspections will be kept for a minimum of 5 years. Members of the public should report any issues/defects to the Parish Council.

The Routine weekly visual inspection checklist and rota is part of the risk assessment document.

**\* A competent person may not have undertaken the formal training but could still be capable of undertaking the health and safety checks. Competence will be decided by the parish council prior to allowing that person to take responsible for inspection.**