



Stanton under Bardon Parish Council

DOCUMENT CONTROL

Organisation	Stanton under Bardon Parish Council
Title	Playground Inspection Policy
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Creator	Joanne Lowe – Parish Clerk
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1. INTRODUCTION

The Council is responsible for managing and maintaining play equipment at Stanton under Bardon recreation ground.

Visual and maintenance inspections are carried out monthly by the Council's handyman.

Reactive inspections based on complaints, requests and reports received by the Council are also carried out.

An annual inspection is also carried out by an external contractor to ensure the play areas are safe for people using them. They also ensure timely maintenance to minimise major maintenance issues and replacement costs for equipment.

2. TYPES OF INSPECTION

a. Visual and Maintenance Inspections.

The Council contracts a handyman to carry out a weekly visual inspections of all play areas. Inspections will identify obvious hazards and defects and other useful information about the condition equipment and site.

b. Reactive inspections

The Clerk and/or Assistant 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 is reviewed annually. The annual inspection report is reported to full Council to highlight any problems.

d. Records

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

3. RESPONSIBILITIES

a. Parish Council

- Appoint a person to be responsible for visual monthly inspections (handyman)
- 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 issue where such action is required before the next meeting.

b. Clerk

- Review the monthly inspection checklist completed by the handyman
- File all inspection records
- Ensure monthly inspection checklists and annual playground inspections are retained for an appropriate time
- Instruct the handyman to perform minor maintenance work where appropriate
- Engage a registered playground maintenance company to perform all (other than minor) maintenance repair works.
- Instigate action to resolve urgent and/or high-risk issues identified in inspections where such action is required before the next council meeting.
- Report any issues and actions to the Amenities & Recreation Committee.

c. Handyman

- Perform monthly visual inspections according to the agreed schedule, including an overall site visual inspection
- Complete inspection reports and files with the Clerk
- Inform the Clerk as soon as an inspection is completed
- Notify the Clerk as a matter of urgency of any dangerous equipment or in the event the office is closed take steps to isolate the dangerous equipment with temporary barriers or barricades
- Perform minor remedial works where appropriate

4. ACCIDENTS, ENQUIRIES AND CLAIMS

Stanton under Bardon Parish Council will record all accidents and enquires relating to the play areas 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.



Stanton under Bardon Parish Council

Stanton under Bardon Recreation Ground – Visual Checklist

DATE.....

PERSON CARRYING OUT INSPECTION

General	
Signs Present & clean	
Fences Secure & good condition	
Benches x 2 In good order	
Picnic table In good order	
Access gates x 2 to playground In good working order	
Litter Site free of litter Litter bins secure and undamaged and Not overflowing	
Pathways clear of obstructions	
Childrens playground	
Safety surface undamaged	
Wickstead 1 bay 2 seat (Cradle) Swings Check swing chains for signs of damage, vandalism and/or malfunction? Check seats for signs of vandalism and are secure and undamaged?	
Wickstead 1 bay 1 seat (Cradle) Swing Check swing chains for signs of damage, vandalism and/or malfunction? Check seats for signs of vandalism and are secure and undamaged?	
Wickstead 2 bay 2 flat and 1 basket swing Check swing chains for signs of damage, vandalism and/or malfunction? Check seats for signs of vandalism and are secure and undamaged?	
Wickstead Spring See-Saw Item moving freely & noiselessly? Spring undamaged?	
Balance beam/Activity Trail Fixed securely – not damaged nor signs of rot?	
Wickstead free standing slide Fixed securely – not damaged	
Wickstead Multiplay – includes slide, climb, platform and firemans pole	

All bars in place? Securely fixed? Guard rails in good order? No damage and in good working order?	
MUGA (Multiuse games area)	
Basketball Hoop in place, secure and undamaged? Bitmac surface in good order with no signs of damage or vandalism?	
Small basketball Area Hoop in place, secure and undamaged? Bitmac surface in good order with no signs of damage or vandalism?	
Green Gym	
Includes: Leg stretch Tai chi wheels Sit up station Pull up station Step Up station Hip Twister Cycle Seated rowing Pull down Challenger and Fit Point Items are securely fixed? Sign in good order and free of deterioration and rust?	
Cable Runway	
Visual inspection of cable and fixing points for damage Seat in good working order Fixed securely – not damaged	
Football Goal	
Fixed securely – not damaged	

Any comments

DATE.....**SIGNED**.....