



Mattishall Parish Council Play Area Inspection and Maintenance Policy

The purpose of this policy is to outline the inspection regime and the procedure for any maintenance required at the Parish Council's play area and adult gym area.

The play area is located on Dereham Road/Old School Green. The play area includes several items of equipment, including swings, play frame with slide, roundabout and toddler equipment; there is also an adult gym area with 4 items of equipment to the rear of the play area site. The table tennis table, located on the nearby village green, and bike racks just to the front of the play area are included in the inspections.

The aim is to provide a clean and safe play area through regular inspections. Members of the public should report any issues/defects to the Parish Council and contact details can be found on the play area signs.

Definitions

Risk Management is the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risks.

Play Area for the purpose of this policy, 'Play Area' incorporates the entire park in which it is situated, which includes other facilities such as fencing, seating, landscaping, signage, bins, pathways and other structures within the park.

Inspections

The inspection programme identifies all the known risks associated with play areas and generally takes one of the following forms:

- Routine (visual) Inspections
- Proactive Annual Scheduled Inspections
- Reactive Inspections

Routine (visual) Inspections A Parish Council representative will conduct a weekly, visual inspection. The routine visual inspection is required to identify obvious hazards that may result from vandalism, use or weather conditions (e.g. damaged parts, broken bottles, and loss of soft surfacing). A report will be completed and submitted to the Parish Clerk after inspection. Any defaults identified as a result of these inspections should be reported immediately to the Parish Clerk. Weekly inspection reports must be retained for 21 years.

Proactive Annual Scheduled Inspection. The Parish Council will organise an annual inspection to be carried out by an independent play area inspector. They must be a registered play area inspector, e.g. member of the Registered Playground Inspectors International (RPII) or Royal Society for the Prevention of Accidents (ROSPA). This is a comprehensive inspection of the overall safety of the equipment, foundations and surfaces. It includes the structural integrity of items subject to the subtle effects of weather, corrosion and rotting. This inspection will also assess any change in the safety of the equipment resulting from repairs made, or added or replaced components.

The annual inspection will be sent to the Parish Clerk and presented to the following Parish Council meeting for discussion. Any issues to be dealt with will require an action plan to be drawn up. Annual inspection reports must be retained for 21 years.

Reactive inspections are undertaken based on complaints, requests and reports received by the Parish Clerk. Such inspections will normally be undertaken by the Parish Clerk and a council representative.

Maintenance and response times

The weekly and annual inspections will highlight the degree of severity of any issues reported. Many issues will be straight-forward to resolve and others will need to be referred to a contractor.

The Parish Clerk (on behalf of the Parish Council) has the authority to close the play area in the event of any damage to equipment or surfacing that represents high risk to the public until the problem has been rectified.

Insurance

The Parish Council will insure the play area for a minimum of £10 million public liability.

Date reviewed by the Council: 8 February 2021

Date of next review: February 2024