



Broomhaugh & Riding Parish Council

Health & Safety Policy for the Riding Mill Play Park

Policy Statement

The Play Park is operated and maintained by Broomhaugh & Riding Parish Council. The PC will provide public liability insurance cover for the play park of at least £10 million.

Procedures Statement

All equipment, surfacing, fencing and gate(s) will be inspected by a Parish Councillor, or appointed person, on a weekly basis. Attention will also be paid to any overhanging trees, etc.

A simple checklist will be followed and details of any matters for concern will be passed to the Parish Clerk in writing.

An operational inspection will be undertaken by a qualified person on a quarterly basis.

A full inspection and risk assessment will be undertaken by RoSPA on a yearly basis.

Weekly Inspection Record

A checklist should be filled in on a weekly basis (Document A). Its primary function is to identify faults or dangers arising from wear and tear, environmental effects and vandalism. It is based on the RoSPA and Northumbrian Playing Fields Association guidelines regarding regular inspections. It also uses checklists for individual items of equipment supplied by the manufacturer of the Play Park equipment, Playdale Playgrounds Ltd.

Urgent examples of things needing attention are: safety surfacing damaged, swing chair broken, guard rail missing. Non-urgent examples are swing seats wrapped round bar, graffiti, self-closing gate needing adjustment. Serious defects should be corrected without delay. Where a delay cannot be avoided the equipment or site must be rendered inoperable (with tape or barriers) and safety notices displayed until the item is repaired or replaced (refer: B&RPC Continuity Plan for emergency actions)

A 'yes' or tick answer is looked for to questions. If a 'no' or cross is given, the fault must be reported to the Parish Clerk immediately and in writing.

If there is nothing to report, the 'Comments Box' will still need to be filled in to reflect this.

To ensure continuity, Parish Councillors are asked to look at the last 4 weeks' reports prior to the current week under consideration.

Quarterly Operational Inspection

In addition to the weekly inspection, an operational inspection will be undertaken quarterly. This is a more detailed inspection to check the operation and stability of the equipment. This will be undertaken by a competent person appointed by the Parish Council. This is a non-destructive inspection to check on wear in bearings and moving parts, ground clearances, structural integrity, safety issues, finger and toggle traps, environmental change and site health. A written report will be issued to the Clerk after each inspection and any concerns highlighted.

Annual Main Inspection

Annual Safety Inspections are done to establish the overall level of safety of equipment, structures, foundations and surfaces. The PC appoints an independent company to undertake such an inspection.

A full post-installation inspection was carried out by RoSPA on 19th June 2001 and yearly inspections of the Play Park have followed thereafter. The last RoSPA inspection was carried out on 20th June 2018.

Accidents & Incidents

Whenever an accident or incident associated with the Play Park and the equipment is reported a report will be completed by the Clerk for review by the PC.

Signage

A notice is erected at the entrance to the play area indicating ownership, restrictions of use and a contact telephone number for reporting damage, incidents etc.

A notice advising of the prohibition of dogs in the Park at all times is erected at the entrance to the grounds.

Grounds-Maintenance

The Play Park will be mown at regular intervals according to need.

Perimeter hedges/boundaries will be kept under control and shall not be permitted to compromise equipment or ancillary furniture.

Hedgerows will be checked for poisonous/toxic plants and any found will be dealt with in the advised manner.

Litter bins shall be emptied regularly by Northumberland County Council according to need.

Policy review	December 2018
Next review date	December 2020