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Wheldrake Parish Council

Playground Inspection and Maintenance Policy

Adopted: 30/10/2024
Review: October 2025

1. INTRODUCTION

Wheldrake Parish Council ('the Council') is responsible for managing and maintaining the play equipment at Wheldrake ('the Playpark').

Visual and maintenance inspections are carried out monthly and an independent full inspection bi-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 Playpark 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's Playpark Working Group or the Parish Clerk, carry out a monthly visual and maintenance inspection and record details on the inspection sheet. These monthly inspections will identify obvious hazards and defects and other useful information about the condition of equipment and the Playpark.

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 Council's Playpark Working Group and full Council, where necessary.

c. Independent Full Inspections

The bi-annual inspections are carried out by an independent accredited playground inspector. The inspection report is reported to the Playpark Working Group and full Council and published on the Council's website. Any matters arising from the bi-annual inspections are considered and agreed by full Council and actioned without undue delay. Emergency/high risk repairs can be actioned by the Parish Clerk within the Council's financial regulations and scheme of delegation.

d. Records

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

3. RESPONSIBILITIES

a. Parish Council

- Appoint Members to the Playpark Working Group annually.
- Ensure the Playpark Working Group has agreed terms of reference, and this is reviewed/updated annually.
- Ensure that those responsible for undertaking the monthly inspections (Playground Monitor(s)) are appropriately trained where necessary.
- Decide upon the annual inspection contractor.
- 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 Playpark is correctly insured.
- Ensure the Asset Register is correct and up to date.
- Assign an annual maintenance budget.
- Ensure the litter bin contract with CYC is active and correct.

b. Playpark Working Group

- 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 monthly 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 playpark.
- Ensure the litter bin is emptied.
- Attend training commensurate with the role.

c. Clerk/RFO

- Undertake the monthly visual and maintenance inspections according to an agreed schedule, if required.
- Review the monthly inspection checklist completed by the Playpark Working Group.
- File all inspection records.
- Ensure monthly inspection checklists and annual playground inspections are retained for 21 years.
- Support the Playpark Working Group to report to Council on any matters requiring attention/expenditure.
- Support the Council/Playpark Working Group 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 with the Council appointed inspector to organise a timely annual inspection.
- 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 Playpark 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 play safety 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