**THE PARISH COUNCIL OF HELLINGLY**

The Community Hub, The Drive, Hellingly, East Sussex, BN27 4EP



Tel/Fax: 01323 449415

e-mail: clerk@hellingly-pc.org.uk

Website: [www.hellingly-pc.org.uk](http://www.hellingly-pc.org.uk)

**Hellingly Parish Council – Playground Inspection Policy**

*RoSPA's Vision and Mission*

*Everything we do at the Royal Society for the Prevention of accidents is guided by two core principles – our vision and mission.*

*Our vision:*

*Life, free from serious accidental injury*

*Our mission:*

*Exchanging life-enhancing skills and knowledge to reduce serious accidental injuries*

*RoSPA’s vision is drawn from our respect for life and all that it contains – the freedom to enjoy personal choices, health, happiness, wellbeing, relationships, and a huge variety of life-affirming activities.*

*Serious accidental injuries are a burden – a burden which afflicts too many, preventing them from enjoying life to its fullest – and one we are determined to free people from.*

*Our mission is how we intend to realise this vision. We know that we are not alone in our goals, that without others we cannot succeed, and so we collaborate with large numbers of experts, ranging from individuals affected by accidents and their families to multinational corporations.*

*In doing so we want to enable healthy, active lives through our skills and knowledge, while also seeking reasonable limits to potential harms that ensure these lives can be lived unhindered and unburdened by fatal and life-changing accidents.*

[*https://www.rospa.com/About/Vision-Mission*](https://www.rospa.com/About/Vision-Mission)

1. **INTRODUCTION**

Hellingly Parish Council is responsible for managing and maintaining play equipment at six sites:

* + Hellingly Country Park

The Community Hub

Senior Play Area

Junior Play Area

Multi Use Games Area (MUGA)

* + Lower Horsebridge Recreation Ground
	+ Lower Dicker Recreation Ground

Visual and maintenance inspections are carried out every 3 months and an independent full inspection 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 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**

* **Visual and Maintenance Inspections.**

The Parish Council has a member of staff full qualified to monitor and carry out a visual and maintenance inspection every 3 months. The inspections will identify obvious hazards and defects any other useful information about the condition equipment and site.

* **Reactive inspections**

The Clerk and/or Assistant Clerk will respond to complaints, requests and reports received about play equipment from members of the public.

* **Independent Full Inspections**

The annual inspection is carried out by an independent accredited playground inspector. RoSPA currently perform the annual inspection on behalf of Hellingly Parish Council.  The annual inspection report is reported to the Ground Committee.

* **Records**

3 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 Grounds Committee and filed.

**3.**     **RESPONSIBILITIES**

* **Parish Council**

·       Appoint a person to be responsible for monthly inspections (playground

 monitor)

·       Ensure the playground monitor is appropriately trained

·       Ensure all types of inspections are taking place, reports are filed and

 identified actions are undertaken in an appropriate timeframe.

·       Delegate authority to the Clerk to approve spending on any actions required

 that are found in the inspection reports.

* **Clerk & Executive Officer**

·       Review the inspection checklist completed by the Playground monitor

·       File all inspection records.

·       Instruct the playground monitor to perform minor maintenance 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 Grounds Committee.

* **Playground Monitor**

·       Perform 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

·       Attend training commensurate with the role.

**4.**     **ACCIDENTS, ENQUIRIES AND CLAIMS**

Hellingly 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.

**Related legislation**

There is no specific legislation on play safety. 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

·       RIDDOR 2013

·       Control of Substances Hazardous to Health Regulation 1992

·       Control of Pesticides Regulations 1986

·       Environmental Protection Act 1990

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