

PLAYGROUND INSPECTOR RESPONSIBILITIES.

DRAFT FOR COUNCILLORS TO REVIEW AND COMMENT ON.

Inspect all items of apparatus at the playing fields. The list will be added to as more equipment is installed, but currently comprises:

- A. Exercise Equipment
- B. Zipwire
- C. Weather Shelter
- D. Swings – Toddler
- E. Swings – Junior
- F. Slide
- G. Rockers

Contractors are required to:

- A. Complete the latest version of the Council's checklists (Weekly and Monthly).
- B. Email the Clerk photos of the completed forms upon finishing the inspection.
- C. Report any issues that can not be immediately rectified, to the Clerk and/or Chairman by phone and follow this up by email.
- D. Liaise via Whatsapp with other contractors and the Clerk to ensure that the premises is inspected every week.
- E. Hand over paper copies of the completed checklists to the Clerk at regular intervals. (Monthly / Quarterly.)

The Clerk will:

- A. File the electronic checklists on receipt so they are ready for inspection by Health and Safety Executive.
- B. Maintain the H & S file when paper copies are received.
- C. Produce payment advices for each contractor, based on the receipt of completed forms.
- D. Send each contractor their payment advice monthly when payment is made.