

# Salterforth Parish Council

## Playground Inspection and Maintenance Policy

Date adopted: April 2019

Reviewed: May 2024

Review Due: May 2025

Minute reference: 2024.9

### 1. INTRODUCTION

The Council is responsible for managing and maintaining play equipment.

Visual and maintenance inspections are carried out weekly 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 playground inspector to carry out a weekly visual and maintenance inspections. The inspections will identify obvious hazards and defects and other useful information about the condition equipment and site.
- **Reactive inspections**  
The 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.  
Pendle Borough Council currently arrange the annual inspection on behalf of Salterforth Parish Council.  
The annual inspection report is reported to the Salterforth Parish Council at the meeting following receipt of the inspection report.
- **Records**  
Weekly inspections are recorded on an inspection checklist. The completed forms are reviewed by the Clerk and filed.

### 3. RESPONSIBILITIES

#### a. Parish Council

- · Appoint a person to be responsible for weekly inspections
- · Ensure the playground inspector is suitably trained
- · 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
- · Delegate authority to the Clerk to undertake actions to resolve urgent/and or high-risk issue where such action is required before the next meeting.

#### **b. Clerk**

- · Review the weekly inspection checklist completed by the inspector, in the absence of the clerk the chairman will undertake this task
- · File all inspection records
- · Ensure weekly inspection checklists and annual playground inspections are retained for 21 years.
- · Instruct the lengths man 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 Salterforth Parish Council

#### **c. Playground inspector**

- · Perform weekly 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 he is unable to speak to the clerk or a councillor to take steps to isolate the dangerous equipment with temporary barriers or barricades
- · Perform minor remedial works where appropriate
- · Attend training and updates where appropriate

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

Salterforth 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