**Gresham Parish Council**

**Policy and Risk Management for Routine inspection of Park and Play Area**

The regular check of the Park and play area is intended to be quick and simple. Its primary function is to identify faults or dangers arising from vandalism or breakage.

Checks are carried out weekly by Parish Councillors on a rota basis

**Safety for Inspectors:**

**Please use thick gloves or use a litter picker for handling any litter and rubber gloves for cleaning Pavilion areas**

**Please wrap glass in newspaper (in Pavilion) before disposal**

**Please use sharps box in Pavilion if any needles are found**

**Site and ancillary items**

* Are signs present and legible?
* Are fences complete and secure?
* Are the gates in working order?
* Are pathways undamaged and unobstructed?
* Is the site free of litter or any dangerous object?
* Are the seats secure and undamaged?
* Are dog waste bins secure and undamaged?
* Have they been emptied?
* Are there any obvious broken branches in trees?
* Is Pavilion clean, tidy with no plumbing leaks?
* Are there supplies of toilet paper/bin bags/paper towels/hand wash/cleaning materials in Pavilion?

**Surfacing**

* Is all safety surfacing undamaged?

**Equipment**

* Are all supports present?
* Is all timber work undamaged?
* Are all safety barriers present?

**Swings**

* Are the swing chains unbroken?
* Are the seats fixed on securely and undamaged?

**Slide**

* Is the chute undamaged?
* Is it clear of foreign objects?

**Rocking items**

* Does the item move smoothly and noiselessly?
* Are all safety guards present?
* Does it strike the ground?

**Spring items**

* Does the item move freely and noiselessly?
* Is the spring undamaged?

**Ropes**

* Are the ropes secure and undamaged?
* Are the connectors present?

**Recording**

* Report all visible faults to Clerk to be itemised at next Parish Council meeting

NB The above Policy was prepared from template on RoSPA website

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| Risk assessment form  |
| **Activity: Park and play area** | **Assessment date: July 2023** | **Review date: 12th July 2023** |
| **Hazard and Risk** | **People at risk** | **Our current controls** | **Our future controls** | **Risk level** | **Target date & by whom** |
| **Play equipment****- Physical injury.** | **Members of the public** | * **Equipment installed to current standards.**
* **Recorded regular inspections by competent person.**
* **Annual engineering inspections.**
* **Repairs carried out as soon as possible by a competent person.**
* **Hazardous equipment removed from use/fenced off/signs erected/taped off, etc.**
* **Phone number displayed for members of the public to report defects.**
 |  | **4** |  |
| **Defective surfaces e.g. paths, safety surfaces, open grass****- Slips, trips, falls.** | **Employees / Volunteers****Members of the public** | * **Recorded regular inspections for safety defects e.g. pot holes, glass etc.**
* **Repairs carried out according to the risk posed.**
* **Warning signs erected.**
 |  | **4** |  |

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| Risk assessment (continued) |
| **Activity: Park and play area** | **Assessment date:** | **Review date:** |
| **Hazard and risk** | **People at risk** | **Our current controls** | **Our future controls** | **Risk level** | **Target date & by whom** |
| **Seating****- Injury.** | **Employees / Volunteers****Members of the public** | * **Defective seating removed from use.**
* **Seating constructed of durable materials.**
* **Seating secured to ground where necessary to minimise vandalism.**
* **Recorded regular inspections and repairs carried out according to risk posed.**
 |  | **2** |  |
| **Dog fouling****- Infection/ill health.** | **Employees / Volunteers****Members of the public** | * **Dog bin provided and emptied regularly.**
* **Request local authority dog warden patrols area.**
 |  | **2** |  |
| **Mowing and strimming****- Various.** | **Employees / Volunteers****Members of the public** | * **Carried out by insured contractor**
 |  | **3** |  |
| **Vegetation****- Poisoning.- Cuts.** | **Employees / Volunteers****Members of the public** | * **Non-hazardous plants in play areas.**
* **Hazardous vegetation removed and/or cut well back.**
 |  | **2** |  |
| **A simple risk assessment matrix is used to calculate likelihood and impact as recommended good practice in Governance & Accountability 2016 published by the Joint Practitioners Group as follows:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Highly Likely (3)** | **Medium (3)** | **High (6)** | **High (9)** |
| **Possible (2)** | **Low(2)** | **Medium (4)** | **High (6)** |
| **Unlikely (1)** | **Low (1)** | **Low (2)** | **Medium(3)**  |
|  | **Negligible (1) Impact** |  **Moderate (2) Impact** | **Severe(3) Impact** |

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| **Reviewed and approved 12th July 2023** |  |