

Bredhurst Community Field and Playground Routine and Operational Inspection procedure for fixed play equipment.



Bredhurst Parish Council (BPC) has a legal responsibility to ensure that its services and facilities are safe for use. The purpose of this document is to outline the inspection regime and procedures.

BPC's aim is to provide a clean and safe play area through regular inspections. For the purpose of this document, 'play area' incorporates the playing field and the park, which includes fencing, seating, landscaping, signage, bins, pathways and park structures.

The Community Field and Playground is located behind Bredhurst Village Hall. The playground includes several items of fixed equipment, including a junior multi-play, 2 toddler swings, 2 junior swings, cable runway (zip line), wooden activity trail and 2 picnic tables.

Inspection Procedure

There are 3 types of inspections to be completed:

- 1) **Weekly** visual inspections** will be undertaken by a trained or competent person*. The **routine weekly visual inspection checklist** form shall identify any hazards or issues resulting from vandalism, use or weather and include any comments from the inspector. This report must be submitted to the Clerk, any relevant findings should be discussed at the next Parish Council meeting, and any defects identified should be actioned. Any actions generated from the inspection, must be followed up and closed out once completed.

The following Councillors will carry out weekly routine visual inspections on a rotational basis:

Cllr Bowring and Cllr Fifield

The person responsible for undertaking the check will be required to arrange for a substitute should they not be available to undertake the inspection.

- 2) **Ad Hoc Operations Inspections** are undertaken by Maidstone Borough Council and reports are forwarded to the Clerk.

The result of the MBC Operational inspection will be reported to the next Parish Council meeting. Any comments, or issues raised during this inspection must be added to the weekly inspection checklist. This ensures that any deterioration's or defects are visually inspected, and their condition is monitored regularly.

- 3) **Annual Inspection**, by a qualified (to RoSPA level) person will be undertaken. This is a thorough inspection of all equipment within the play area.

The result of the Annual inspection will be reported to the next Parish Council meeting. Any comments, or issues raised during this inspection must be added to the weekly inspection checklist. This ensures that any deterioration's or defects are visually inspected, and their condition is monitored regularly.

* A competent person may not have undertaken the formal training; such as supplied by KCC but could still be capable of undertaking the health and safety checks. Competence will be decided by the parish council prior to allowing that person to take responsible for inspection. Any person deemed competent will be named as such on this document.

** Winter inspections may be reduced to two weekly (fortnightly) whilst summer inspections may be increased to twice weekly. Local conditions and use will allow the personnel to decide.

Guidance for Emergency Work

The inspecting personnel are authorised to arrange and order emergency work (such as fencing off an area) should they consider that there is imminent danger to the public.

The Parish Clerk must be notified immediately of any issues. Depending on the severity the Chairman of the Parish Council will also be notified. Outside of office hours the inspecting person will use common sense and contact the other inspecting personnel and if necessary other members of the parish council.

Inspecting personnel should carry an identity card during their inspection so that members of the public are aware that their presence is the result of the parish council undertaking its duties. It is up to the inspecting personnel whether they wear a reflective 'jacket'.

The Chairman of the Parish Council will be kept informed of any emergency work or incidents that occur at the play area.

Further guidance

A Community Field and Playground Risk Assessment will be produced which will be reviewed annually or more frequently if required.

The parish council will ensure adequate finances are available to maintain, repair and replace the play equipment.

Litter picking to be recorded on the weekly inspection checklist.

All recorded inspections will be kept for a minimum of 5 years.

Members of the public should report any issues/defects to the Parish Council.

Office note. The Routine weekly visual inspection checklist and rota is part of the risk assessment document.