

Great Massingham Parish Council

Play Area Inspection and Maintenance Policy

Purpose

To ensure the Inclusive Playground remains safe, compliant with **BS EN 1176/1177** standards, and properly maintained. Regular inspections form part of the Council's duty of care and insurance obligations.

The play area is located on the Playing Field at Station Road (to the rear of the Village Hall).

The play area includes several items of equipment, including Non-Bump Seesaw (Wicksteed Leisure), Rocking Horse (Wicksteed Leisure), Platform Roundabout (Wicksteed Leisure), 2 Bay 4 Flat Seat Swings (Wicksteed Leisure), Galaxy Unit (Kompan), Cantilever Swing (Kompan), Trackway, Spacenet (Tayplay), Embankment Slide (Wicksteed Leisure).

Fenced Area (Children 2–9 years): Toddler Multi-Play (RSS), Fire Engine Rocker (OLP), 1 Bay 2 Cradle Seat Swings (RSS), Rocker – Group Seesaw (RSS), Rocker – Horse Springy (RSS), Rocker – Dinosaur Springy (RSS).

The aim is to provide a clean and safe play area through regular inspections. Members of the public should report any issues/defects to the Parish Council and contact details can be found on the play area signs.

Definitions

Risk Management: The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risks.

Play Area: For the purpose of this policy, "Play Area" incorporates the area in which the play equipment is situated. Other facilities such as the outdoor gym equipment, fencing, seating, landscaping, signage, bins, pathways and other structures are the responsibility of the Village Hall.

Inspection Levels

1. Routine Visual Checks (Weekly)

- Carried out by DBS-checked trained volunteers or councillors.
- Simple walk-through to spot obvious hazards (broken glass, vandalism, loose fixings).
- Logged in a simple inspection sheet.
- Reports retained for 21 years.

2. Operational Inspections (Twice-Yearly)

- Carried out by external specialists who have completed recognised playground inspection training.
- Covers stability of equipment, wear on moving parts, surfacing condition, and compliance with safety standards.
- Records submitted to Clerk/RFO and retained for audit.

3. Annual Independent Inspection

- Already in place via an independent specialist.
- Provides formal certification and recommendations.
- Report sent to the Parish Clerk and presented at the following Parish Council meeting.
- Reports retained for 21 years.

4. Reactive Inspections

- Undertaken based on complaints, requests, or reports received by the Parish Clerk.
- The Parish Council has authority to close the Play Area in the event of damage that poses a high risk until rectified.

Training & DBS

- Weekly/monthly inspectors must hold a **DBS check** and complete an inspection training session (delivered by **ROSPA or equivalent**).
- This ensures credibility with funders, insurers, and auditors.

Reporting

- All inspection reports logged and retained for **21 years** in line with audit practice.
- Any urgent safety concerns must be escalated immediately to the Clerk/Chair for action.

Maintenance and Response Times

The inspections will highlight the degree of severity of any issues reported. Many issues will be straightforward to resolve; others will need to be referred to a contractor.

Insurance

The Parish Council will insure the play area for a minimum of **£10 million public liability**.

Date reviewed by the Council: September 2025

Date of next review: September 2025