



Dartmoor Forest Parish Council

Procedure

Play Area Inspections

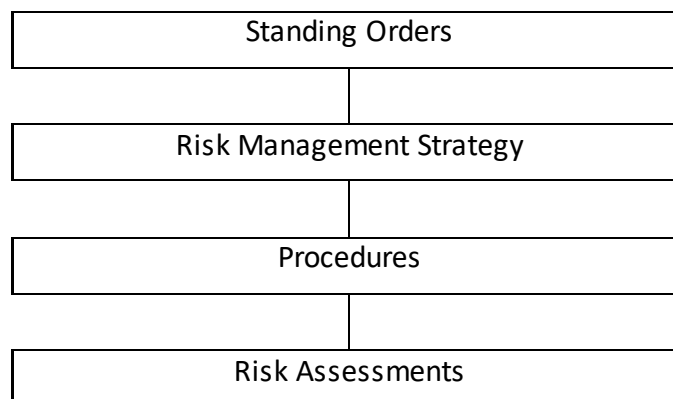
Record of Amendments and Reviews

<u>Version</u>	<u>Comment</u>	<u>Date of Adoption</u>
1	New procedure	10 March 2015
2	Revised weekly checks and signature sheet	23 October 2018
3	Deletion of equipment removed. Insertion of new equipment. Amplification to include professional inspectors.	23 March 2021

Next review required by:	23 March 2022
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Document Hierarchy

In the event of any discrepancy between Dartmoor Forest Parish Council Codes, Regulations, Policies, Strategies, Procedures and other documentation, the version contained in the higher level document detailed below will apply, unless changed by a resolution of the council.



Introduction

1.1 Dartmoor Forest Parish Council rents the Princetown Play area from the Duchy of Cornwall and owns the play equipment. As such the Council has a duty of care to parishioners and visitors using the Play Area to ensure regular safety and maintenance checks are made on equipment and the surrounding areas, to provide assurance the equipment is fit for purpose and safe to use.

1.2 Three forms of Play Area maintenance and inspection are required:

- a. General safety checks.
- b. Manufacturer recommended inspection and maintenance items.
- c. Additional checks required by the Council's insurers.

1.3 These requirements are encompassed in a single Play Area Maintenance Schedule.

Qualifications/Experience Required

2.1 All maintenance and inspection items are to be undertaken by suitably qualified and/or experienced person approved by the Council. These may be Councillors, employees, volunteers or professional inspectors. The minimum qualifications and/or experience required are:

- a. General Safety Checks and basic Insurance Checks. A person considered by the Council to have good common sense, a sense of responsibility and an awareness of how children play.
- b. Manufacturer Requirements. A person considered by the Council to have good common sense, a sense of responsibility and a technical awareness sufficient to spot whether a particular component has undue wear. (This does not include the necessary skills to undertake technical repairs.)
- c. Professional Insurance Checks. A person qualified to the Register of Play Inspectors International (RPII) Level 1 through the Royal Society for the Prevention of Accidents (RoSPA) or other provider; or as otherwise required from time to time by the Council's Insurers.

2.2 The Clerk will maintain a list of those approved by the Council for undertaking maintenance and inspection items.

Schedule

3.1 The schedule is to be based on manufacturers' maintenance recommendations where available. Items where manufacturer's recommendations are not available are to be marked with an asterisk (*). The schedule is at Annex A.

3.2 The Clerk is responsible for producing an annual programme for maintenance items each April. A sample programme is at Annex B.

Records

4.1 The completion of Play Area Maintenance Schedule items must be recorded as they are done and signed for. The Record of Weekly Play Area Checks is to be kept in the Princetown Post Office & Stores and be completed weekly. At each monthly meeting the

record sheets will be passed to the Clerk for retention for a minimum period of three years.
The record sheets are at Annex C.

Annex A –Play Area Inspection Schedule

Note: * denotes equipment where manufacturers' maintenance recommendations are not held by the council.

Football Goal Sutcliffe Play - 2017	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.		X			
Check parts at ground level for corrosion and/or rot. Replace any defective parts			X		
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.			X		

4m Space Net Sutcliffe Play - 2017	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check parts at ground level for corrosion and/or rot. Replace any defective parts			X		
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.			X		

Half Pod Shelter Sutcliffe Play - 2017	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check all uprights at ground level for corrosion and/or rot. Replace any defective parts.			X		
Check all painted elements for damage, rub down and repaint or replace as required.			X		
Check rubber parts for wear and/or damage, replace if required.			X		

Basketball Goal Sutcliffe Play – 2017	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.				X	
Check all uprights at ground level for corrosion and/or rot. Replace any defective parts.				X	
Check all painted elements for damage, rub down and repaint or replace as required.					X
Check chain/ropework assemblies for wear and damage, replace if required.		X			
Check rotating and pivot points for wear and smooth running lubricate or replace if required.			X		
Check rubber parts for wear and/or damage, replace if required.			X		
Check tension cables, adjust if required.			X		
Check wear of cables, replace if required.			X		
Check slide chutes for smoothness and any foreign elements, remove any found.			X		
Check rubber safety surfaces for damage and poor performance, repair or replace if required.		X			
Check loose fill safety surfaces, remove any foreign elements, rake level and top up if required.		X			

2 Bay Junior Swing Sutcliffe Play - 2013	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check all chain assemblies for wear and damage, replace if required.		X			
Check rotating pivot points for wear and smooth running, lubricate or replace if required.		X			
Check rubber parts for wear and/or damage, replace if required.		X			
Check stability of structure, tighten connections if required.			X		
Check parts at ground level for corrosion and/or rot. Replace any defective parts			X		
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.			X		
Check rubber safety surfaces for damage or poor performance, repair or replace if required.			X		

Spinning Dish Sutcliffe Play - 2013	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play and safety area, check condition of matting and take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check rotating pivot points for wear and smooth running lubricate or replace if required.		X			
Check stability of structure, tighten connections if required.			X		
Check parts at ground level for corrosion or rot. Replace any defective parts.			X		
Check all painted elements for damage, rub down and repaint or replace as required.				X	

See Saw Sutcliffe Play - 2013	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check rotating and pivot points for wear and smooth running, lubricate or replace if required.			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts			X		
Check all painted elements for damage, rub down and repaint or replace as required.				X	

Cable Ride Kaiser Kuehne Play - 2011	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check chain suspensions for wear, replace if necessary		X			
Check grub screw inside chain adapter is tight with Allen wrench (without over-winding the hexagon socket)		X			
Check tension of cables, tighten if necessary		X			
Check wear of cables, replace if necessary		X			
Check pulley and trolleys for easy-running function and check wear of consumable elements, especially the impact plates, replace if necessary		X			
Check rubber parts like seats, hoses, collars etc. for wear, replace if necessary		X			
Check stability of vertical posts and/or supports, tighten bolt-connections if necessary				X	
Check other component elements for wear and tight connections, tighten connections and replace defective elements if necessary				X	
Check bearings and joints for tight fixing and easy-running function, grease or replace if necessary				X	
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.				X	
Check foundation, foundation anchoring and whole construction for corrosion or decay, repair or replace if necessary					X

Single Point Swing Kaiser Kuehne Play - 2011	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check chain suspensions for wear, replace if necessary		X			
Check grub screw inside chain adapter is tight with Allen wrench (without over-winding the hexagon socket)		X			
Check rubber parts like seats, hoses, collars etc. for wear, replace if necessary		X			
Check stability of vertical posts and/or supports, tighten bolt-connections if necessary				X	
Check other component elements for wear and tight connections, tighten connections and replace defective elements if necessary				X	
Check bearings and joints for tight fixing and easy-running function, replace and grease if necessary				X	
Check function of universal joint, check specification according to attached drawing, as soon as specification is met or exceeded please de-install universal joint and replace bearings.				X	
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.				X	
Check foundation, foundation anchoring and whole construction for corrosion or decay, repair or replace if necessary					X

Hide and Slide Unit Sutcliffe Play - 2011	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check rotating and pivot points on binocular rail for wear and smooth running lubricate or replace if required.		X			
Check rubber parts for wear or damage, replace if required.		X			
Check slide chutes for smoothness and remove any foreign elements		X			
Check stability of structure, tighten connections if required.			X		
Check all painted elements for damage, rub down and repaint or replace as required.			X		
Check all uprights at ground level for corrosion and/or rot. Replace any defective parts.					X

Rock Spinner Sutcliffe Play - 2011	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check rotating pivot points for wear and smooth running lubricate or replace if required.		X			
Check rubber parts for wear and/or damage, replace if required.		X			
Check stability of structure, tighten connections if required.			X		
Check parts at ground level for corrosion and/or rot. Replace any defective parts			X		
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.				X	

Wooden Assault Frame* 2004	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check all rope assemblies for wear and damage, replace if required.		X			
Check stability of structure, tighten connections if required.			X		
Check all wooden elements for rot or damage, replace as required.				X	
Check all uprights at ground level for corrosion or rot. Replace any defective parts				X	

Man Made Timber Obstacle Posts* 2004	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check all uprights at ground level for deterioration. Replace any defective parts				X	

BMX Obstacle Ramps* 2004	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts				X	

BMX See Saw* 2004	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play- and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check rotating and pivot points for wear and smooth running, lubricate or replace if required.			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts				X	
Check all painted elements for damage, rub down and repaint or replace as required.				X	

Miscellaneous Items* Various ages	Maximum Periodicity				
	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check waste bins are serviced regularly and contain no hazardous waste .	X				
Insurance inspection for all areas for defects or risks to health or safety .	X				
Check paths are in good condition and free of tripping hazards.	X				
Check the edges of all safety matting are level with the surrounding area.	X				
Check walls are in good condition and free of hazards.	X				
Check hedges are in good condition and free of hazards.	X				
Check fencing for rot, damage and corrosion, repair as necessary.	X				
Check stile for stability, step grip and rot.	X				
Check bench seats are fixed and stable with no sharp projections.	X				
Check seat slats for rot and frame for corrosion.	X				
Check the site is free of animal fouling, glass and sharp objects.	X				
Check the five bar gate is locked.	X				
Check foot gate and latch for wear and smooth running.				X	
Check 5 bar gate and lock for wear and smooth running.				X	
Check waste bins and galvanised cages for deterioration.				X	
Check trees for rot or damage that could cause a hazard .				X	

Annex B - Sample Programme for Play Area Maintenance Schedule Items

Week	Equipment	Weekly	Monthly	2 Month	6 Month	Annual
1	All	X				
2	All	X	X			
3	All	X		X		
4	All	X				
5	All	X				
6	All	X	X			
7	All	X			X	
8	All	X				
9	All	X				
10	All	X	X			
11	All	X		X		
12	All	X				
13	All	X				X
14	All	X				
15	All	X	X			
16	All	X				
17	All	X				
18	All	X				
19	All	X	X			
20	All	X		X		
21	All	X				
22	All	X				
23	All	X				
24	All	X	X			
25	All	X				
26	All	X				
27	All	X				
28	All	X	X			
29	All	X		X		
30	All	X				
31	All	X			X	
32	All	X	X			
33	All	X				
34	All	X				
35	All	X				
36	All	X				
37	All	X	X			
38	All	X		X		
39	All	X				
40	All	X				
41	All	X	X			
42	All	X				
43	All	X				
44	All	X				
45	All	X	X			
46	All	X		X		
47	All	X				
48	All	X				
49	All	X				
50	All	X	X			
51	All	X				
52	All	X				



Dartmoor Forest Parish Council

Princetown Play Area Weekly Check – Signature Sheet

Please sign and date to confirm the Play Area was inspected, all risks and issues have been logged and if necessary notified to the Parish Clerk.

Month:	
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Week:	Date of Inspection:	Name of Inspector:	Action Necessary:	Reported to the Clerk:
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				