

## **Playground inspection protocol for Stanwick Recreation Ground**

### Weekly:

On a weekly basis a visual inspection will be carried out, to include:

- All sides and surfaces of play equipment
- Ancillary items i.e. seating
- Perimeter area
- Surfacing

The aim is to identify damage/breakages and broken glass.

If there is glass that can be removed without injury, it should be removed and disposed of. If the issue is extensive, it may be appropriate to get contractors in to clear up. The area should be made safe in the meantime.

At times of high usage, a frequency greater than weekly may be required.

Where a piece of equipment has been damaged:

- the nature of the issue should be identified
- The severity of the issue should be identified
- The course of action should be identified

Where it is deemed that immediate action should be taken, this should be arranged by the Clerk in consultation with the Chairman and reported to the Council at the next available meeting.

If appropriate, the police be informed and an incident number obtained.

A record of the visual inspection together with issues identified/rectified will be made for future reference.

### Quarterly:

In the months of September, January, April and June an operational inspection will take place.

- All items of equipment and ancillary items will be tested thoroughly using force and weight.
- Attention will be paid to the links of swing items (NB once the links show 40% wear, they should be replaced within 3 months)
- The person inspecting the play area will have a copy of the previous inspection report to refer to.
- Where issues are identified:
  - the nature of the issue should be identified
  - The severity of the issue should be identified
  - The course of action should be identified

An operational inspection report will be created and should be presented to the council at the next available meeting. The council will determine the action to be taken.

Where it is deemed that immediate action should be taken, this should be arranged by the Clerk in consultation with the Chairman and reported to the Council at the next available meeting.

The report will be kept as an audit trail for future reference.

Annually:

The Council will commission an independent inspection of the equipment.

The report will be presented to the Council at the next available meeting and the council will determine the action to be taken.

The report will be compared to the operational report to determine whether there are any significant variances.

The annual report will be retained as part of the audit trail.

New equipment:

For all new equipment installations, a post installation inspection report by an independent inspector will be commissioned and retained.