



Battisford Parish Council

Play Area Risk Management Policy approved July 26

1. Introduction

This policy has been prepared to recognise formally the maintenance and inspection regime of Battisford Parish Council's play facilities and the assets within these facilities. The policy will outline the legal responsibilities of the authority and how the Parish Council (Council) will meet these responsibilities through a system of inspection, assessing risk and responses to faults and risks.

Play areas by their very nature should provide a degree of risk and challenges to the users. At all times it is to be recognised that in providing challenging play there will be an identifiable acceptable degree of risk.

The Council aims to offer play spaces which are stimulating, and challenging environments enabling children to explore and develop their abilities. In providing these environments, the Council will manage the level of risk so that users of the play areas and its equipment are not exposed to unacceptable risks and hazards.

2. Legal Requirements

There is no specific legislation on play safety. However, the key legislation is:

- The Health & Safety at Work Act 1974 and appropriate updates
- Occupiers Liability Acts of 1957 and 1984
- Management of Health and Safety at Work Regulations 1999 (Management Regulations)
- Consumer Protection Act 1987
- Children Act 1989
- RIDDOR 2013
- Control of Substances Hazardous to Health Regulation 1992
- Control of Pesticides Regulations 1986
- Environmental Protection Act 1990

The Council and its Officers have a duty to take actions that will ensure the safety of people at work and members of the public who may be affected by the facilities that are provided by the Parish Council within the parish of Battisford.

The Council will be governed by the rules of "reasonable practicability" and will seek to correct major hazards. Minor faults where risk is negligible and potential injury very minor will be monitored unless the fault or hazard changes status.

3. Industry Standards and Guidance

These standards and Safety Guidelines are not a legal requirement but are considered to be good professional working practice.

EN1176 – Playground Equipment

EN1176 is the European Standard which replaced the old British Standards. The standard is not retrospective and provides advice on design layout and the inspection of playground equipment.

Contained within the guidance are the following key recommendations:

- That if the equipment is not safe, access by the public should be prevented
- The equipment must be inspected and maintained
- An inspection record should be maintained for 21 years

4. Civil Legislation

In the event of a serious accident, claims are based on negligence. Such claims will need to show that the organisation responsible for play failed to take some action which made the accident more likely to happen. The defence will be based on evidence such as records of inspections and maintenance, compliance with the Standards and relevant risk assessments.

This policy will take into account the Council's legal responsibilities and outline a method of inspections and maintenance given the resources available to it.

5. Inspection Scope

Battisford Parish Council is responsible for managing and maintaining play equipment at: Straight Road/Burnt House Lane community space with play area

6. Inspection Type & Frequency

Inspection and maintenance activities are carried out to ensure the play areas are safe for people using them. They also ensure timely maintenance to minimise major maintenance issues and replacement costs for equipment. The inspection and frequency rates are currently feasible given resources available to the Council

a. Visual Inspections - Weekly visual inspections will be carried out by a Councillor or appointed volunteer. Any immediate concerns will be reported to the Clerk. Each month a report will be made to the Clerk using the inspection report form provided by the Clerk. The inspection will include the identification of obvious hazards resulting from use, weather and vandalism, broken parts or bottles, litter, graffiti, and equipment misuse. Obvious hazards as described above along with the overall results of the inspections will be fed back to the Clerk for appropriate action. All completed forms following review are filed for future reference.

b. Operational Maintenance Inspections by a suitably trained person. These will be carried out monthly. The inspections will identify obvious hazards and defects and other useful information about the condition of equipment and site. Such Operational Inspections provide a more detailed inspection to check the operation and stability of all equipment and surfaces especially for wear. Any issues identified will be reported to the Clerk for action.

c. Reactive inspections - The Clerk will respond to complaints, requests and reports received about play equipment from members of the public.

d. Independent Full Inspections - The annual inspection is carried out by an independent accredited playground inspector. The Play Inspection Company currently performs the annual inspection on behalf of the Council through the procurement offices of Mid Suffolk

District Council. The appointment is reviewed annually. The annual inspection report is reported to Parish Council and assesses:

- The overall safety of equipment, foundations and surfaces
- The effects of weather, evidence of rotting or corrosion and any change in the level of safety as a result of repairs made or added or replacement components.
- Structural Integrity
- All inspectors will be trained to RPII Operational inspector's level enabling them to perform an operational inspection.

7. Accidents, Enquiries and Claims

The Council will record all accidents and enquiries relating to the play area and facilities within them. Records will be maintained to ensure that the Council is able to identify a clear chain of information from the inspection, the associated risk, details of works and repairs carried out and any information related to an accident or enquiry. This information will enable the Council to defend itself against claims and be an effective management tool for future improvements.

8. Responsibilities

The Council will undertake to:

- Nominate Councillors or parish volunteers to be responsible for weekly visual inspection and a monthly operational inspection
- Ensure all types of inspections are taking place, reports are filed and identified actions are undertaken in an appropriate timeframe
- Approve spending on remedial actions
- Delegate authority to the Clerk to undertake actions to resolve urgent/and or high-risk issue where such action is required before the next meeting.

The Clerk will:

- Review the monthly inspection checklist completed by the volunteer.
- File all inspection records
- Ensure monthly inspection checklists and annual playground inspections are retained for 21 years.
- Instruct a local handyperson to perform minor maintenance where appropriate
- Engage a registered playground maintenance company to carry out all maintenance and repair work other than minor tasks.
- Instigate action to resolve urgent and/or high-risk issues identified in inspections where such action is required before the next council meeting.
- Report any issues and actions to the Parish Council

Nominated Councillors or appointed volunteers will:

- Perform monthly inspections according to the agreed schedule, including an overall site visual inspection
- Complete inspection reports and file with the Clerk
- Notify the Clerk as a matter of urgency of any dangerous equipment take steps to isolate the dangerous equipment with temporary barriers or barricades

Volunteers will:

- Perform weekly visual inspections
- Complete inspection reports and file with the Clerk on a monthly basis
- Notify the Clerk as a matter of urgency of any dangerous equipment take steps to isolate the dangerous equipment with temporary barriers or barricades
- Perform minor remedial works where appropriate

Appendix 1 Play area inspection form

Appendix 2 Accident report form

Approved July 26

Review July 28

Appendix 1
Battisford Play area checklist

Date of inspection: / / 2026

Inspection completed by:

<u>Site, surfaces, and ancillary items.</u>	Satisfac- tory			Priority for Repair
	Yes	No	Action required	Immediate/4 weeks/ 3 months
Signs are present, secure, un-damaged and clean?				
Fences are secure & in good condition?				
Pedestrian Gates in good working order – self closes and un-damaged?				
Access Barrier in good working order.				
Site is free of litter – bins are un-damaged and emptied?				
Seats are secure and undam- aged?				
Goalposts secure and undam- aged				
Level of all surfaces are satisfac- tory?				

<u>Equipment.</u>	Satisfac- tory			Priority for Repair
	Yes	No	Action required	Immediate/4 weeks/ 3 months
<u>Balance Beam and Posts</u> in good order?				
All nuts, bolts and caps are se- cure and complete?				
Posts are secure and undam- aged?				
<u>Somersault Bars</u> in good order?				
All nuts, bolts and caps are se- cure and complete?				

Posts are secure and undamaged?				
<u>Ship with plastic slide</u> in good order?				
All nuts, bolts and caps are secure and complete?				
Guard rails are secure and undamaged?				
Slide is secure and undamaged?				
Steps are secure and undamaged?				
<u>Multi Play junior purple climbing frame</u> in good order?				
All nuts, bolts and caps are secure and complete?				
<u>Netting secure?</u>				
Ramp secure and undamaged?				
<u>Two Bay A frame swing set</u> in good order?				
All nuts, bolts and caps are secure and complete?				
Swing chains are secure, undamaged and not vandalised?				
Check seats are secure and undamaged?				
<u>Single Bay cradle swing set</u> in good order?				
All nuts, bolts and caps are secure and complete?				
Swing chains are secure, undamaged and not vandalised?				
Check seat is secure and undamaged?				
<u>Embankment slide?</u>				
<u>Slide is secure and undamaged?</u>				
Steps are secure and undamaged?				
<u>Activity Trail</u> in good order?				
All nuts, bolts and caps secure and complete?				
Posts are secure and undamaged?				
Chain secure and undamaged				
Toadstools in good order?				

Play panels in good order?				
Musical instrument in good order?				
Add Basket swing once reinstalled				

Appendix 2 **Battisford Parish Council Play Area Accident Report**

Date of Accident:

- Time of Accident:
- Name & Age of person injured:
- Gender:
- Clothing worn including footwear:
- Number of children in play area at time of incident:
- Description of Accident: (please continue onto another page if more space is needed)
- Injury sustained including parts of body affected:
- Action taken by the injured party or parent / carer:
- Witness Names and addresses and contact details:
- Statements: to be provided on separate sheet if necessary
- Weather Conditions at time of incident:
- Any other relevant information:
- Name and address and contact details of person completing this form:

- Date:

Please send this form to clerk@battisford-pc.gov.uk or call 07864 742341 to arrange collection or be advised where to send it

Council to complete

Date received:

Any subsequent Equipment Modification required:

Action taken by Parish Clerk:

Action taken by Parish Council: