

Cosgrove Parish Council

Play Park Inspection and Maintenance Policy

The purpose of this policy is to outline the inspection regime and the procedure for any maintenance required at the Parish Council's play park.

The play park is located on The Stocks. The play park includes several items of equipment, including swings, play frame with slide, slide, climbing frame and seesaw.

The aim is to provide a clean and safe play park through regular inspections. Members of the public should report any issues/defects to the Parish Council.

Definitions

Risk Management is the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risks. Play Park for the purpose of this policy, 'Play Park' incorporates the entire park in which it is situated, which includes other facilities such as fencing, seating, landscaping, signage and bins.

Inspections

The inspection programme identifies all known risks associated with play parks and generally takes one of the following forms:

- Routine (visual) Inspections
 - Proactive Annual Scheduled Inspections
 - Reactive Inspections
- Cosgrove Parish Council Play Park Inspection and Maintenance

Policy Routine (visual) Inspections

A Parish Council representative / appointed contractor will conduct a monthly, visual inspection. The routine visual inspection is required to identify obvious hazards that may result from vandalism, use, or weather conditions (e.g. damaged parts, broken bottles, and loss of soft surfacing). A report will be completed and submitted to the Parish Clerk after inspection. Any defaults identified as a result of these inspections should be reported immediately to the Parish Clerk. Monthly inspection reports must be retained for 21 years.

Proactive Annual Scheduled Inspection

The Parish Council will organise a bi-annual inspection to be carried out by an independent play park inspector. They must be a registered play park inspector, e.g.

member of the Registered Playground Inspectors International (RPPI) or Royal Society for the Prevention of Accidents (ROSPA). This is a comprehensive inspection of the overall safety of the equipment, foundations, and surfaces. It includes the structural integrity of items subject to the subtle effects of weather, corrosion, and rotting. This inspection will also assess any change in the safety of the equipment resulting from repairs made or added or replaced components. The inspection reports will be sent to the Parish Clerk and presented to the following Parish Council meeting for discussion. Any issues to be dealt with will require an action plan to be drawn up. Annual inspection reports must be retained for 21 years.

Reactive inspections

These are undertaken based on complaints, requests and reports received by the Parish Clerk. Such inspections will normally be undertaken by the Parish Clerk and a council representative / appointed contractor.

Maintenance and response times

The monthly and annual inspections will highlight the degree of severity of any issues reported. Many issues will be straight-forward to resolve and others will need to be referred to a contractor. The Parish Clerk (on behalf of the Parish Council) has the authority to close the play park in the event of any damage to equipment or surfacing that represents high risk to the public until the problem has been rectified.

Insurance

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

This policy was adopted by Cosgrove Parish Council on 4 June 2025 and will be reviewed in June 2027