

PLAISTOW AND IFOLD PARISH COUNCIL



Playground Inspection and Maintenance Policy & Checklist 2025-2026

1. INTRODUCTION

Plaistow and Ifold Parish Council ('the Council') is responsible for managing and maintaining the play equipment at the Lady Hope Playpark in Plaistow ('the Playpark').

Visual inspections are carried out monthly. An independent Operational Inspection and Full Inspection are conducted annually. Reactive inspections based on complaints, requests and reports received by the Council are also carried out. Inspection and maintenance activities are carried out to ensure the Playpark is safe for people using it. Regular visual and maintenance inspections also ensure timely maintenance to minimise major maintenance issues arising and replacement costs for equipment, which could impact upon the Council's budget and insurance.

2. TYPES OF INSPECTION

a. Visual and Maintenance Inspections.

Members of the Council's Playpark Working Group carry out a monthly visual and maintenance inspection. These monthly inspections will identify obvious hazards and defects and other useful information about the condition of equipment and the Playpark.

b. Reactive inspections

The Clerk will respond to complaints, requests and reports received about play equipment from members of the public. The Clerk will bring any issues to the immediate attention of the Council's Playpark Working Group and full Council, where necessary.

c. Independent Operational and Full Inspections

Annual Operational and Full Inspections are carried out by an independent accredited playground inspector appointed by Vita Play (<https://vitaplay.co.uk/>) The Inspection reports are reported to the Playpark Working Group and full Council and published on the Council's [Playpark webpage](#). Any matters arising from the Inspections are considered and agreed by full Council and actioned without undue delay.

d. Records

Monthly inspections are recorded on an inspection checklist (refer to Appendix 1). The completed forms are reviewed by the Clerk and filed.

3. RESPONSIBILITIES

a. Parish Council

- Appoint Members to the Playpark Working Group annually.
- Ensure the Playpark Working Group has an agreed Policy for the Formation and Operation of Working Groups & their Terms of Reference, and this is reviewed/updated annually.
- Ensure that those responsible for undertaking the monthly inspections (Playground Monitor(s)) are appropriately trained where necessary.
- 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.
- Ensure the Scheme of Delegation permits the Clerk to undertake actions to resolve urgent/and or high-risk issues where such action is necessary before the next meeting.
- Ensure the Playpark is correctly insured.
- Ensure the Asset Register is correct and up to date.
- Assign an annual maintenance budget.
- Ensure the litter bin contract with CDC is active and correct.

b. Playpark Working Group

- Undertake the monthly visual and maintenance inspections to include the Cricket Pavilion Legionella Test and Coxes Pond Buoyancy Aid check according to an agreed schedule.
- Complete inspection reports and file with the Clerk.
- Inform the Clerk as soon as an inspection is completed.
- Ensure the monthly inspection checklists are reviewed by the Clerk and filed.
- Notify the Clerk as a matter of urgency of any dangerous equipment / evidence of drug use and/or antisocial behaviour.
- Where necessary, take steps to isolate the dangerous equipment with temporary barriers/barricades/signs.
- Report to Council on any matter which requires attention.
- Oversee any maintenance works / projects as approved and/or directed by the Council.
- Manage the day-to-day requirements of the playpark.
- Ensure the litter bin is emptied.
- Attend training commensurate with the role.

c. Clerk/RFO

- Review the monthly inspection checklist completed by the Playpark Working Group.
- File all inspection records.
- Ensure monthly inspection checklists and annual playground inspections are retained for 21 years.

- Support the Playpark Working Group to report to Council on any matters requiring attention/expenditure.
- Support the Council/Playpark Working Group to obtain quotes and instruct a contractor to carry out any required remedial works.
- Monitor the annual budget and report to the Finance Committee and Council when required.
- Engage with RoSPA Play Safety Team to organise a timely annual inspection.
- Instigate action to resolve urgent and/or high-risk issues identified in either the monthly and/or annual inspections where such action is required before the next Council meeting.
- Report any issues and actions to the Council at the earliest opportunity.
- Support the Council to ensure the correct insurance is in place.

4. ACCIDENTS, ENQUIRIES AND CLAIMS

The Council will record all accidents and enquires relating to the Playpark and facilities within them. The Council must ensure records are 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.

5. RELATED LEGISLATION

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

- Health & Safety at Work Act 1974 and appropriate updates
- Occupiers Liability Act 1957 and 1984
- Management of Health and Safety at Work Regulations 1999 (Management Regulations)
- Personal Protective Equipment at Work Regulations 1992
- Consumer Protection Act 1987
- Children Act 1989
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulation 1992
- Control of Pesticides Regulations 1986

Environmental Protection Act 1990

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Playground Inspection and Maintenance Policy

Appendix 1

DATE.....SIGNED.....

<u>SITE, SURFACES & ANCILLARY ITEM</u>	<u>LADY HOPE PLAYPARK</u>
Signs, present & clean	
Fences secure & good condition	
Gates and latches in good working order	
Pathways safe & unobstructed including rubber tiles upon entrance	
Site free of litter – bins emptied	
Litter bin secure & undamaged	
Site free of animal fouling	
Seats / tables / benches secure & undamaged	
Safety surface undamaged	
General surfacing (grass/tree roots/mud/uneven) of the Playpark	
Unofficial car parking area	
Visual inspection of trees within the playpark and in the vicinity / overhanging (including any debris on the ground, tree roots and slippery leaves).	

Other Comments:

EQUIPMENT

Check all equipment for signs of damage, vandalism and/or malfunction.

Equipment			Action Required	Work done	
	Yes	No		Yes	No
Wet Pour surface (installed Sept 2021) in good order?					
Picnic table in good order?					
Bench in good order? Seat secure and undamaged?					
Carousel in good working order? (Manufactured by Wicksteed Leisure Ltd)					
Rocker – Turtle in good working order? (Manufactured by Wicksteed Leisure Ltd)					
Slide - Embankment in good working order? (Manufactured by R&T Stainless A/S)					
Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat in good working order? (Manufactured by Wicksteed Leisure Ltd)					
Equipment			Action Required	Work done	
	Yes	No		Yes	No
Spell Hill multiplay in good working order? Installed Sept 2021 (Manufactured by Redlynch/Lappset)					

Hide and Slide unit in good working order? Installed Sept 2021 (Manufactured by Redlynch/Lappset)					
Basket Swing in good working order? Installed Sept 2021 (Manufactured by Redlynch/Lappset)					
Fairy's Carousel in good working order? Installed Sept 2021 (Manufactured by Redlynch/Lappset)					
Zipwire - Lappset Runway with take off ramp in good working order? Installed Sept 2021 (Manufactured by Redlynch/Lappset)					

Coxes Pond Equipment monitoring

Check equipment for damage/ theft

Equipment	Yes	No	Action Required
Jetty			
Flotation Aid			
Signage			

Cricket Pavilion Water Testing

Cold Water Outlet Temperature Check

Location	Sentinel Outlet Y/N	Incoming water main °C Temp. after running for 2 minutes < 20°C	Cmpt Y/N	Incoming water main °C Temp. after running for 3 minutes < 20°C	Cmpt Y/N	Action If N Specify & contact Clerk	Date	Sign
Outside tap								
Outside tap								

Adopted: May 2023
Reviewed: June 2024
Reviewed Feb 2025