



PULHAM MARKET PARISH COUNCIL

Mrs L. Shulver, 59D High Road, Wortwell, Harleston, Norfolk, IP20 0HA, Telephone 01986 788048

Pulham Market Parish Council

Play Area Management Policy

1. **Play Area Management Policy**

Overview

Pulham Market Playing Field

The Playing Field is located on Mill Lane, Pulham Market.

The site is cut under contract by TOP Garden Services (5 year contract terminating Oct 2026)

The Playing Field Working Group will inspect the equipment quarterly.

Annual ROSPA inspection arranged by Clerk.

Litter Picking and collection of the rubbish is undertaken by the South Norfolk Council and volunteers. In severe cases the village handy man may be asked to assist.

Budget

Council provides for maintenance of site and equipment in its budget and has a reserve fund for new equipment which is required to be approved by the Council for new equipment to be purchased.

Risk Management

Equipment included on Asset Register

All Risks Insurance

Inspections sheet maintained and retained for 1 year.

ROSPA Inspection reports retained and actioned.

Pulham Market Parish Council believe that play is a vital component of growing up and is how children develop skills, physical, social and intellectual.

This document is intended to guide Pulham Market Parish Councillors in their role as custodians of play equipment. This policy applies only to play equipment upon Parish Council land and is not applicable beyond this, such as equipment on private land.



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The Management of Health and Safety at Work Regulations 1999 recommends that owners and managers of premises should undertake a risk assessment of their facilities - this includes the children's playground. This document defines and makes clear the duties and responsibilities of the parish council and how it manages play equipment within its boundaries. This also includes a risk assessment setting out the key hazards and the Council's risk mitigation process.

Background Information

Under the auspices of the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999, owners and managers of premises must undertake a risk assessment of their facilities - this includes the children's playground.

Pulham Market Parish Council Play Area Management Policy Document – Risk Assessment

The Play Area Management Risk Assessment is formulated in accordance with HSE Guidance INDG 163 'Five Steps to Risk Assessment and guidance from Digley Associates.

The purpose of the document is to:

- Assess the risks relating to play area management
- Provide a formal way for the Parish Council to identify and be notified of , or potentially dangerous, equipment within the play area
- Ensure the Council has sufficient information to make decisions on play equipment condition and management
- Ensure that play equipment damage can be detected in a reasonable time
- Ensure that dangerous equipment is properly dealt with and appropriate action taken

Control measures are then applied to the significant risks where the remaining residual risks are re-scored to ensure all risks are suitably managed and controlled.

	Hazardous Event	Consequence	Effect	Management controls	Residual risk and further measures
1	Equipment which is dangerous is not identified	Play area condition deteriorates and is not recognised.	Public	Inspections will be undertaken to identify any problems/hazards that have been created by use, abuse, weather and age.	Tolerable No Further Action needed



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				<p>ROUTINE INSPECTIONS: An inspection will be carried out every quarter by a person nominated by the Parish Council.</p> <p>All routine inspections will be recorded on the Council inspection sheets whether or not there are problems or hazards identified.</p> <p>ANNUAL INSPECTIONS: An inspection will be undertaken on a Yearly basis by an accredited independent Inspector.</p>	
2	Equipment which is damaged is not dealt with correctly	People are injured whilst using the play equipment	Public	<p>All items shown on the Play Equipment Plan will be inspected.</p> <p>All routine inspections will be undertaken in accordance with Information Sheet 24 provided by RoSPA, and will be recorded on the sheets provided by the Parish Council.</p> <p>All inspection reports will be handed to the Clerk to be retained within the Parish Council records.</p> <p>Any issues raised by any inspection which need immediate remedial action will be brought immediately to the Chair of the Parish Council's attention the Chair or Vice Chair of the Council will have delegated powers to close any piece of play equipment by either its removal, isolation or</p>	Tolerable No Further Action needed



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				rendering harmless any dangers found.	
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This document is based upon guidance from RoSPA Information Sheet 24.

The Playing Field Working Group/Clerk are responsible for play equipment inspections on behalf of Pulham Market Parish Council.

A copy of the risk assessment form

Inspection continued	Pass Fail	Inspection Comments	Risk L/M/H
SWING			
Condition of surface/depth of loose fill (200mm min)			
Structural stability/damage			
Rot or corrosion			
Security of crossbar			
Mechanical Wear (bushes, shackles & chains)			
Loose or missing fixings			
Condition of seats (turn seat upside down)			
Seat ground clearance (350mm – 400mm for baskets and tyres)			
Operation of swing			
BASKET SWING			
Condition of surface/depth of loose fill (200mm min)			
Structural stability/damage			
Rot or corrosion			
Security of crossbar			
Mechanical Wear (bushes, shackles & chains)			
Loose or missing fixings			
Condition of seats (turn seat upside down)			
Seat ground clearance (350mm – 400mm for baskets and tyres)			
Operation of swing			
ROCKER			
Condition of surface/depth of loose fill (200mm min)			



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Structural stability/damage			
Rot or corrosion			
Mechanical wear			
Loose or missing fixings			
Condition of seats/handgrips			
Operation of rocker			
CLIMBING			
Condition of surface/depth of loose fill (200mm min)			
Structural stability/damage			
Rot or corrosion			
Mechanical wear			
Loose or missing fixings (Climb onto upper levels to check)			
CLIMBING- MONKEY BARS			
Condition of surface/depth of loose fill (200mm min)			
Structural stability/damage			
Rot or corrosion			
Mechanical wear			
Loose or missing fixings (Climb onto upper levels to check)			
SEE SAW			
Condition of surface/depth of loose fill (200mm min)			
Structural stability/damage			
Rot or corrosion			
Mechanical wear			
Loose or missing fixings			
Condition of seats/handgrips			
Operation of rocker			
BMX TRACK			
Condition of surface			
Structural stability/damage			
Condition and placement of tyres.			
Condition of fence line			
JUNIOR GOALS FOR VILLAGE USE.			
Structural stability/damage			
Rot or corrosion			
Loose or missing fixings			
YOUTH/ADULT GOALS FOR USE BY THE HIRERS			
Structural stability/damage			



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Rot or corrosion			
Loose or missing fixings			
PERIMETER OF PLAYING FIELD			
Condition hedgerows			
Litter			
Container near the Buildbase fencing			
Notes			