

# PLAY PROVISION/EQUIPMENT RISK ASSESSMENT



## Introduction

This strategy has been prepared to recognise formally the maintenance and inspection regime of Rackheath's Community Council's play facilities and the assets within these facilities. The policy will outline the legal responsibilities of the authority and how Rackheath Community Council will meet these responsibilities through a system of inspection, assessing risk and responses to faults and risks. Playgrounds by their very nature should provide a degree of risk and challenges to the users. The policy will therefore summarise Rackheath Community Council's objectives in providing challenging play whilst identifying an acceptable degree of risk.

## Legal Requirements

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

- The Health & Safety at Work Act 1974
- Management of Health and Safety at Work Act 1992
- Occupiers Liability Act 1957 and 1984
- Health and Safety at Work Regulations 1999

Rackheath Community Council and its Clerk have a duty to take actions to ensure the safety of people at work and members of the public who may be affected by the facilities provided by the Council. It is governed by the test of "reasonable practicability". In other words, it is reasonable to correct major hazards; it is unreasonable to spend considerable resources on minor faults where risk is negligible and potential injury very minor.

## Balancing Risks and Benefits

Rackheath Community Council will aim 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 children are not exposed to unacceptable risks and hazards.

## Playground Inspection Methodology

Rackheath Community Council is responsible for

- 1 playground area located at Jubilee Park, Willoughby Way, Rackheath, NR13 6SL

The responsibility for the operational regular inspection of the play will be undertaken by the Booking Assistant and or the Clerk who have been trained in playground inspection. Other councillors may undertake inspections, but only if the appropriate training has been undertaken.

## Inspection Frequency & Type

Weekly visual inspections of the play equipment are carried out by members of staff trained in playground inspections (appendix A) and annual inspections are carried out by external Inspectors. All inspections will be carried out by written report where the results of the inspections will be passed to the Clerk for filling/action.

Only staff who have received adequate training in playground inspections and relevant risk assessments are to be deployed to carry out inspections. Inspectors need to refresh their training every 3 years, or more frequently if there are changes in legislation, best practice or changes to equipment.

## Inspection Type – Definitions Routine Visual Inspections – EN 1176- 7.6.2a

LOOK & SEE - It includes the identification of obvious hazards resulting from use, weather and vandalism, broken parts or bottles, litter, graffiti, equipment misuse. Obvious hazards as described above will be reported to the Clerk for action.

## Operational Inspection – EN1176- 76.2b

POKE & PROD Operational Inspections provide a more detailed inspection to check the operation and stability of all equipment and surfaces especially for wear. It is recommended that inspections should be carried out every 2 weeks. All areas will receive a monthly operational inspection to:

- Check repairs carried out by others; rust and rot; bearings.

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- Cleanliness
- Equipment Ground Clearance
- Exposed Foundations
- Sharp Edges
- Missing Parts
- Excessive Wear (of moving parts)

## Annual Main Inspection – EN1176- 7.6.2c

These inspections will be carried out annually and carried out by an independent inspector. Inspectors will be trained to RPII Operational inspector's level enabling them to perform an operational inspection. The annual inspection will assess:

- 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.

## Accidents, Enquiries and Claims

Rackheath Community Council will record all accidents and enquires relating to the play / recreational and facilities within them. The details of the enquiry, complaint or accident will be recorded within the same system used for issuing and recording inspections. Recording incidents in this manner will enable the Council to illustrate 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.

## Summary of Risks:

### Acceptable Risks, Actions & Time Frames

<b>Immediate</b>	Action advised to be undertaken immediately and the operator or appropriate representative must be notified from the site by telephone.
<b>High</b>	May continue in use. Action required should be indicated in the inspection. Remedial action to be carried out within 3 months. Earlier intervention will be carried out if repairs are standard and there is no requirement to order specialised parts.
<b>Moderate</b>	May continue in use until budget is available to undertake the necessary action and/or repairs to form a planned maintenance schedule.
<b>Low</b>	May continue in use but should be monitored and may still require remedial action. The necessary action

## Anti-Social Behaviour

Anti-social behaviour is the behaviour of any person or group that causes harassment, alarm or distress to others. In play areas this can include a range of problems such as dumped material, graffiti, litter and vandalism of play equipment or youth nuisance. All evidence of anti-social behaviour within play areas will be recorded on each inspection. Where there is evidence of criminal activity, such as vandalism, this should also be reported directly to the Police.

## Record Keeping

- It is the responsibility of the Clerk to file all play equipment inspections and action accordingly.
- Records must be kept for 21 years.
- Any accidents or repair reports must be substantiated by photographs.

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Item/Area	Risk Identified	Risk Level	Control	Residual Risk
Toddler Area Entrance Gates	Finger entrapment/crush injury	Low	Rubber buffers fitted and slow, self-closing hinges installed. Young children required to be accompanied by an adult.	Low
Signage	Personal Injury	Low	All signage fixed and secured.	Low
Site	Personal Injury  Risk to third party, property or individuals	Low Low	Site cleared of hazards. Surface is a mix of grass, safety matting and rubber tiles. All in good condition  Grass cutting carried out by contractor regularly during growing season.  Hedge cutting carried out by contractor annually.  Signage detailing term of use displayed – No dogs in fenced toddler area, children under 5 years to be accompanied by an adult, equipment suitable from 3 – 5 years in toddler area and 5 – 10 years in junior section.  Adults required to accompany young children - No risk perceived.	Low  Low
Litter Bin	Personal injury  Risk to Health	Low Low	Floor or post fixed litter bins  Letter box style bins minimise waste escaping from the bin.	Low Low
Fencing	Personal Injury	Low	No issues identified from latest RoSPA inspection June 2022	Low
Tables/Benches	Personal Injury	Low	Tables anchored to the floor.	Low
Security	Personal Injury/Abduction	Low	Open plan layout, overlooked by housing. Adults accompany young children.	Low
Play Equipment	Personal Injury	Low	All assessed as safe at last RoSPA inspection June 2022. Visual inspection undertaken on all items weekly and any defects recorded and reported to the Clerk.	Low
Trees	Risk of injury from falling trees/branches	Low	Annual tree inspection undertaken for a certified arborist. Any work identified is undertaken immediately.	Low
Dog fouling	Risk to Health	Low	Four dog waste bins located around Jubilee Park for disposal of waste. No dogs permitted in the toddler park.	Low

## NOTE:

- Risk is perceived as low for older children. Young children must be accompanied by an adult and supervised appropriately at all times.
- All remaining risks are managed to a reasonable level.

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- This risk assessment will be reviewed annually on receipt of an Annual RoSPA inspection and when any new equipment is installed/removed.
- This risk assessment was reviewed and adopted by Rackheath Community Council on 21 March 2023.

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## Appendix A

### Playground Equipment and Structures Inspection Checklist

Date:	
Area being Inspected:	Jubilee Park, Rackheath
Name of person carrying out inspection:	

Ref No.	Inspection Item			
<b>1</b>	<b>General</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.1	Fenced toddler area, free from glass, litter and dog mess			
1.2	Older Children's area, free from glass, litter and dog mess			
	Date			
	Area being inspected	Jubilee Park Play Areas		
	Name of Person carrying out inspection			

Ref No.	Inspection Item			
<b>2</b>	<b>Climbing Frame</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
2.1	Equipment is free from damage, rust and corrosion and is solid			
2.2	Protective coats/paint and equipment surfaces are free from damage and wear (eg no peeling paint)			
2.3	All surfaces are smooth and no sharp edges, including slide			
2.4	Bolts, nuts, screws and fastening pins are in place and secure			
2.5	Rope nets secure and intact including shackles			
2.6	Are all panels and flooring of structure secure			
2.7	Rubber/synthetic pads or tiles are in good condition and have not separated from the base layer and do not have any embedded foreign objects			
<b>3</b>	<b>Swings</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
3.1	Equipment is free from damage, rust and corrosion and is solid.			
3.2	Protective coats/paint and equipment surfaces are free from damage and wear (e.g no peeling paint)			

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3.3	All surfaces smooth and no sharp edges, including seats.			
3.4	Bolts, nuts, screws and fastening pins are in place and secure including shackles and chains fixed correctly			
3.5	Rubber/synthetic pads or tiles are in good condition and have not separated from the base layer and do not have any embedded foreign objects			
<b>4</b>	<b>Maze Structure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
4.1	Equipment is free from damage, rust and corrosion or split wood			
4.2	Protective coats/paint and equipment surfaces are free from damage and wear (e.g no peeling paint)			
4.3	All surfaces smooth and no sharp edges, including seats.			
4.4	Bolts, nuts, screws and fastening pins are in place and secure			
4.5	Rubber/synthetic pads or tiles are in good condition and have not separated from the base layer and do not have any embedded foreign objects			
<b>5</b>	<b>Spring Rockers</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
5.1	Equipment is free from damage, rust and corrosion			
5.2	Protective coats/paint and equipment surfaces are free from damage and wear (e.g no peeling paint)			
5.3	All surfaces smooth and no sharp edges, including seats.			
5.4	Bolts, nuts, screws and fastening pins are in place and secure			
5.5	Rubber/synthetic pads or tiles are in good condition and have not separated from the base layer and do not have any embedded foreign objects			
<b>6</b>	<b>Fence/Bin/Gates/Tables</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
6.1	Tables are free from damage			
6.2	The tables are secure and solid			
6.3	The bins are free from damage			
6.4	The gate nearest the path opens and closes properly			
6.5	The gate nearest the ball court opens and closes properly			
6.6	The fence is secure and solid – bolts are all in place			
6.7	The two red benches are solid and free from damage			
Date				
Area being inspected		Jubilee Park Toddler Play Area		

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Name of person conducting inspection:	
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Ref No	Inspection Item			
<b>6</b>	<b>Ball Court</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
6.1	Equipment is free from damage, rust and corrosion and is solid.			
6.2	Protective coats/paint and equipment surfaces are free from damage and wear (e.g no peeling paint)			
6.3	All surfaces smooth and no sharp edges, including seats.			
6.4	Bolts, nuts, screws and fastening pins are in place and secure			
6.5	The surface is clear and intact			
<b>7</b>	<b>Blue Swing Roundabout</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
7.1	The roundabout works correctly			
7.2	Equipment is free from damage, rust and corrosion and is solid			
7.3	All surfaces smooth and no sharp edges, including seats			
7.4	Bolts, nuts, screws and fastening pins are in place and secure			
7.5	The safety surface is intact			
<b>8</b>	<b>Swings for Older Children</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
8.1	Equipment is free from damage, rust and corrosion and is solid.			
8.2	Protective coats/paint and equipment surfaces are free from damage and wear (e.g no peeling paint)			
8.3	All surfaces smooth and no sharp edges, including seats			
8.4	Bolts, nuts, screws and fastening pins are in place and secure including shackles and chains fixed correctly			
8.5	The safety surface is intact			
<b>9</b>	<b>Green Rotator Bowl Roundabout</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
9.1	The roundabout works correctly			
9.2	Equipment is free from damage, rust and corrosion and is solid.			
9.3	Protective coats/paint and equipment surfaces are free from damage and wear (e.g no peeling paint)			
9.4	All surfaces smooth and no sharp edges, including seats			

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9.5	Bolts, nuts, screws and fastening pins are in place and secure			
9.6	The safety surface is intact			
<b>10</b>	<b>Grey Mini Roundabout</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
10.1	The roundabout works correctly			
10.2	Equipment is free from damage, rust and corrosion and is solid.			
10.3	Protective coats/paint and equipment surfaces are free from damage and wear (e.g no peeling paint)			
10.4	All surfaces smooth and no sharp edges, including seats			
10.5	Bolts, nuts, screws and fastening pins are in place and secure			
10.6	The safety surface is intact			
<b>11</b>	<b>Shelter/Benches/Litter bins</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
11.1	The shelter is free from damage, rust and corrosion and is solid			
11.2	The shelter surfaces are smooth and no sharp edges, including seats			
11.3	The shelter bolts, nuts, screws and fastening pins are in place			
11.4	The brown benches/seats are solid and free from damage			
11.5	The bins are free from damage			
Date				
Area being inspected		Jubilee Park Junior play area		
Name of person carrying out inspection				

Ref No.	Notes