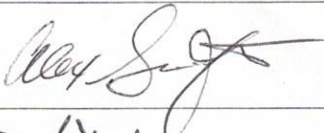





KINGSMEAD

PARISH COUNCIL

Policy Name	Playground Inspection & Maintenance Policy
Date Created	Nov-2020
Document Owner	Parks and Environment Committee
Revision Number	1.2
Date of Last Revision	Apr-2026
Review Date	Jan-2031

Signed and Dated		
Chair		20 April 2026
Clerk		20/4/26

Revision	Change Content	Date
1	Updated to reflect current procedures	09.01.25
2	Adopted a policy of exception reporting for the routine inspections	20.04.26

1. Introduction

The council is responsible for managing and maintaining nine children's play areas within Kingsmead:

- Burwardsley Way
- Campbell Close
- Capesthorpe Close
- Dukes Way 1
- Dukes Way 2
- Kensington Way
- Kingslawn Close/Mereworth Drive
- Monarch Drive
- Pulford Close

Guidance from various organisations indicates that routine inspections should be regularly performed (typically weekly, monthly and quarterly) with an independent full inspection completed annually.

Inspection and maintenance activities are carried out in order to ensure the play areas are safe for people using them. They also ensure timely maintenance to minimise major maintenance and replacement costs for equipment.

2. Types of inspection and maintenance

2.1 Routine inspection

Persons undertaking regular inspections should be competent and have received appropriate training. These people may be Councillors, Officers or externally appointed persons.

Routine inspections should be carried out monthly as a minimum and more frequently if possible. The inspection should include:

- Visually checking the equipment for any obvious faults or hazards that can be a danger to children, parents or carers.
- Ensuring the safety surface and surrounding areas are free from debris which could cause injury or be a hazard to health or the environment, for example, litter or fouling.

2.2 Quarterly inspection & maintenance activities

The inspection of the equipment should be carried out by a competent person in strict accordance with the manufacturer's instructions.

Quarterly inspections include:

- All aspects of the routine inspection
- Checking that fixings are secure

2.3 Annual inspection

These must be performed by an independent inspector, who must be suitably qualified to perform this level of inspection (i.e. an RPII Annual Inspector).

Annual inspections include:

- Site safety
- Suitability & condition of ancillary items

- Standards compliance, suitability & condition of equipment
- Dimensional compliance, suitability and condition of surfacing

2.4 Maintenance activities

Maintenance is carried out in accordance with the recommendations of the inspector following completion of any monthly, quarterly or annual inspection as appropriate.

3. Records

When an inspection is performed a record should be made of the inspection and any issues and actions arising from the inspection. A standard form will be developed and approved by the Council for regular inspections and may be completed on paper or by the use of an equivalent web application. The person or organisation performing quarterly maintenance and annual inspections would be expected to provide their own checklists.

Once an inspection is performed, the resulting completed form should be given to the Clerk for electronic filing. The inspector should email the clerk as soon after the inspection as possible, to indicate the inspection was performed.

Monthly inspections may be carried out using an exception style report as follows:

- Councillors are assigned to specific play areas. This will be regularly reviewed to ensure all play areas are being inspected.
- Each inspection visit should include a date/time stamped photo of the sign identifying the specific play area being inspected.
- If there are no defects to report, the photo should be given to the clerk to prove that an inspection has been completed. This will be filed as proof of the inspection.
- If the inspection identifies any defects, these should be reported on the Routine Inspection report – see sample report attached.
- The Operational Inspection report should be given to the clerk for remedial works to be actioned and for electronic filing.
- The clerk will maintain a record of all inspections carried out.

4. Responsibilities

4.1 Council

- Appoint a person(s) to be responsible for routine inspections.
- Ensure person(s) undertaking routine inspections are appropriately trained.
- Ensure all types of inspection are taking place, reports are filed and identified actions are undertaken in an appropriate timeframe.
- Act if the inspection regime is not following the Policy.
- Approve spending on remedial actions.
- Delegate authority to the clerk to undertake actions to resolve urgent and/or high-risk issues where such action is required before the next Council meeting.
- Delegate authority to the Parks and Environment Committee to review inspection reports and to approve maintenance work up to its approved spending limit.
- Delegate authority to the Parks and Environment Committee to make recommendations to the Council for all other repairs and for the replacement of equipment when necessary.

4.2 Clerk

- Report regularly to the Parks & Environment Committee on the receipt of inspection reports.
- File inspection reports.
- Instigate action to resolve urgent and/or high-risk issues identified in inspections, where such action is required before the next Council meeting.
- Report to the Parks & Environment Committee and/or Council on issues and actions identified in any type of inspection and provide updates on remedial actions, along with the status of such issues

4.3 Routine playground inspectors

- Perform regular monthly inspections.
- Complete inspection reports and file with the clerk.
- Inform the clerk of any issues or concerns that need addressing as soon as possible after completing the inspection.
- Accompany people performing quarterly and annual inspections where appropriate.

