

# **Bredhurst Community Field and Playground Routine and Operational Inspection procedure for fixed play equipment.**



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Reviewed: October 2025

Bredhurst Parish Council (BPC) has a legal responsibility to ensure that its services and facilities are safe for use. The purpose of this document is to outline the inspection regime and procedures.

BPC's aim is to provide a clean and safe play area through regular inspections. For the purpose of this document, 'play area' incorporates the playing field and the park, which includes fencing, seating, landscaping, signage, bins, pathways and park structures.

The Community Field and Playground is located behind Bredhurst Village Hall. The playground includes several items of fixed equipment, including a junior multi-play, 2 toddler swings, 2 junior swings, cable runway (zip line), wooden activity trail and 2 picnic tables.

## **Inspection Procedure**

There are 4 types of inspections to be completed:

- 1) **Ad hoc visual inspections** - **fortnightly** will be undertaken by a trained or competent person\*. The **visual inspection** shall identify any hazards or issues resulting from vandalism, use or weather. Issues identified to be reported to the Clerk immediately and discussed at the next Parish Council meeting, or if necessary, sooner. Councillors and the Clerk will carry out ad hoc visual inspections.
- 2) **Monthly Inspections** are undertaken by the Parish Caretaker.

The result of the Clerk's inspection will be reported to the next Parish Council meeting. Any comments, or issues raised during this inspection must be inspected during the ad hoc inspections. This ensures that any deterioration's or defects are visually inspected, and their condition is monitored regularly.

- 3) **Quarterly Inspections** are undertaken by Safeplay

The result of Safeplay's inspection will be reported to the next Parish Council meeting. Any comments, or issues raised during this inspection must be inspected during the ad hoc inspections. This ensures that any deteriorations or defects are visually inspected, and their condition is monitored regularly.

- 4) **Annual Inspection**, by a qualified (to RoSPA level) person will be undertaken. This is a thorough inspection of all equipment within the play area.

The result of the Annual inspection will be reported to the next Parish Council meeting. Any comments, or issues raised during this inspection must be added to the weekly inspection checklist. This ensures that any deterioration's or defects are visually inspected, and their condition is monitored regularly.

\* A competent person may not have undertaken the formal training; such as supplied by KCC or KALC but could still be capable of undertaking the health and safety checks. Competence will be decided by the parish council prior to allowing that person to take responsible for inspection. Any person deemed competent will be named as such on this document.

**\*\*** Winter inspections may be reduced to two weekly (fortnightly) whilst summer inspections may be increased to twice weekly. Local conditions and use will allow the personnel to decide.

### **Guidance for Emergency Work**

The inspecting personnel are authorised to arrange and order emergency work (such as fencing off an area) should they consider that there is imminent danger to the public.

The Parish Clerk must be notified immediately of any issues. Depending on the severity the Chairman of the Parish Council will also be notified. Outside of office hours the inspecting person will use common sense and contact the other inspecting personnel and if necessary other members of the parish council.

Inspecting personnel should carry an identity card during their inspection so that members of the public are aware that their presence is the result of the parish council undertaking its duties. It is up to the inspecting personnel whether they wear a reflective 'jacket'.

The Chairman of the Parish Council will be kept informed of any emergency work or incidents that occur at the play area.

### **Further guidance**

A Community Field and Playground Risk Assessment will be produced which will be reviewed annually or more frequently if required.

The parish council will ensure adequate finances are available to maintain, repair and replace the play equipment.

Litter picking to be recorded on the weekly inspection checklist.

All recorded inspections will be kept for a minimum of 5 years.

Members of the public should report any issues/defects to the Parish Clerk.