



Administration of the Play Areas

Version	Date of Adoption	Minute Reference	Review Date	Originator
2020-v1	17 March 2020	123-2020	March 2021	G White
2021-03	25 March 2021	97-2021	March 2022	G White
2022-03	24 March 2022	97-2022	March 2023	G White
2023-03	21 March 2023	130-2023	March 2024	G White
2024-03	19 March 2024	2024-104	March 2025	G White

Administration of the Play Areas

1. Procedures

- 1.1 The Groundstaff shall visually inspect the Parish playgrounds once each week, (not necessarily on the same day of each week) checking for any defects in equipment/surfacing/ gates/fences/seats and litter bins.
- 1.2 The Groundstaff must remove any litter/glass/animal faeces from the playgrounds.
- 1.3 Drug needles must be immediately reported to Surrey Police on 101. Used needles should be placed into a sharps bin using the specialist equipment provided. All staff MUST use the arm protectors, gloves, litter picker and sanitising gel provided. On **no account** should staff use their hands to collect used needles. The playground should be closed off until the offending items have been removed. The Groundstaff to be offered the opportunity to be appropriately vaccinated against contagious diseases, including Hep B and Hep C. If the situation is deemed to be too dangerous for the Parish Council's staff to deal with, the Borough Council, or an external specialist cleansing organisation will be contracted to remove the offending items.
- 1.4 Other dangerous objects must also be removed by the Groundstaff. Warning signs to be immediately erected by the Groundstaff. If necessary, the Groundstaff will close off the play area until the problem has been resolved.
- 1.5 If required to secure the play area, temporary Heras fencing can be obtained from Guildford Borough Council 24/7 (for a fee).
- 1.6 The weekly inspection reports must be passed, as soon as practicable, to the Assistant Clerk and kept for a minimum of 18 years as required by law. (Children have the right to claim compensation until they reach maturity at the age of 21).
- 1.7 Any defects or problems are to be reported to the Clerk/Assistant Clerk immediately.
- 1.8 Routine matters are to be referred to the Parish Council for approval via the Planning/General Purposes and Finance Committee meetings.

2. Emergency Action:

- 2.1 The Clerk/Assistant Clerk is authorised to act under delegated powers if immediate action is required on any defective equipment. Defective equipment must be immobilised immediately. If this is not possible, or the equipment is thought to be dangerous to the public, then the playground must be closed immediately by the Groundstaff, and notices erected to this effect. Repairs must be carried out as quickly as possible. Any action taken on this basis shall be reported to the Parish Council at the next meeting.

3. Inspections, Risk Assessment and Record Keeping

- 3.1 Quarterly playground inspections are currently carried out by Dick Randall Services Ltd – December, March, June and September.
- 3.2 The Annual Inspection to be undertaken by The Play Inspection Company in October annually.
- 3.3 Additional inspections of 'The Typhoon' at Worplesdon will be undertaken as and when considered necessary, or at least every six months due to the nature, and age of this equipment

- 3.4 An annual Risk Assessment is also to be undertaken by the Playground Inspection Company at the same time as the Annual Inspection, to confirm that adequate care is being taken to ensure the safety of children using the playgrounds.
- 3.5 Accidents: The Clerk shall record details of all accidents and report these to the Council. Details shall be kept for 21 years as required by law.
- 3.6 All play equipment erected on the Jacobs Well Recreation Ground (outside of the fenced area) requires approval from DEFRA under Section 38 of the Commons Act 2006, because the grounds are registered Common Land. Application forms can be obtained from DEFRA.
- 3.7 Play equipment is to be renewed on a rolling replacement scheme basis. Funds are to be accrued annually, in the Precept, to ensure that sufficient funding is available for replacement equipment as required.

4. Funding

- 4.1 External funding will be claimed for new playground equipment whenever possible.

5. Signage:

- No dogs
- Requesting members of the public report incidents to the Council – In the event of an accident dial 999
- Age range to use equipment.
- Other signs to be erected as advised during the Annual Inspection or as required for H&S purposes.

6. Maintenance

- Grass cutting shall be carried out on a regular basis.
- Occasional hedge trimming as required.
- Painting and other maintenance as advised by the Head Groundsman.
- Playground shall be closed during mowing and maintenance work.

Review Date: March 2025