

SALISBURY  
CITY COUNCIL



# **Play Equipment - Installation, Inspection and Maintenance Policy**

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Distribution

Internal: All SCC Staff

External: Website/Councillors/Partners

## **1. Introduction**

- 1.1 This policy has been prepared to formally recognise the responsibilities of Salisbury City Council with regard to playground facilities.
- 1.2 Salisbury City Council has a duty to take actions to ensure the safety of members of the public who may be affected by the playground facilities.
- 1.3 The policy outlines the legal responsibility of the authority and documents how Salisbury City Council will meet these responsibilities via a system of risk assessment, inspection, maintenance and response to faults and repairs.

## **2. Industry Standards and Guidance**

There is no specific legislation relating to play safety. However, key generic legislation relating to play areas includes:

- 2.1 Health & Safety at Work Act 1974
- 2.2 Management of Health and Safety at Work Act 1992
- 2.3 Health and Safety at Work Regulations 1999

## **3. Playground Inspection Methodology**

- 3.1 Salisbury City Council's inspection and maintenance regime is based on European standard EN1176. This standard provides advice on design, layout and the inspection of playground equipment. This standard and safety guidelines are not a legal requirement but are considered to be good professional working practice

## **4. Inspection Types and Frequencies**

### **4.1 Post Installation inspection**

- 4.1.1 A post-installation inspection will be carried out by an independent organisation to establish that newly installed equipment has been installed correctly and in accordance with manufactures instructions and is safe to use.
- 4.1.2 The post installation inspection also includes an individual risk assessment for each item of play equipment installed.
- 4.1.3 This is a one off inspection following the installation of new play equipment. Subsequent inspections will come under the inspection regime as itemised below.

### **4.2 Weekly - Routine Visual Inspection – EN 1176-7.6.2a**

- 4.2.1 This includes the identification of obvious hazards resulting from use, weather and vandalism, broken parts or equipment misuse. Routine visual inspections will be carried out in-house by Salisbury City Council staff.

#### 4.3Bi - Monthly Operational Inspection – EN1176-76.2b

- 4.3.1 Operational Inspections provide a more detailed inspection to check the operation and stability of all equipment and surfaces, especially for wear.
- 4.3.2 Inspections will be carried out every two months. Frequency of Operational inspectors may alter to a period of no longer than three months dependent of the usage of an area which will consider factors such as popularity and equipment type.
- 4.3.3 Operational inspections will be carried out in-house by Salisbury City Council staff.

**Note** In-house Inspectors will be trained to RPII Operational inspector's level enabling them to perform both routine visual and operational inspections.

#### 4.4 Annual Inspection – EN1176-7.6.2c

- 4.4.1 These inspections will be carried out every 12 months.
- 4.4.2 They will establish the overall safety of equipment via a risk assessment process.
- 4.4.3 They will take into consideration the effects of use, weather, evidence of rotting or corrosion and any change in the level of safety as a result of repairs made or replacement components.
- 4.4.4 The annual Inspections will be carried out by an external independent inspector.

### 5. Maintenance

- 5.1 Planned Maintenance- Incorporated within the bi-monthly operational inspection. Planned maintenance tasks will be undertaken in accordance with manufactures recommendations.
- 5.2 Reactive Maintenance – Following identified maintenance issues during inspection or concern raised by a member of the public:
  - 5.2.1 If the piece of equipment is deemed to be dangerous it will be taken out of service until such time as repairs can be undertaken.
  - 5.2.2 For other such identified issues maintenance will be undertaken on a risk based approach – all medium risk items will be scheduled for completion within a 2 month period and low risk items will be monitored.

### 6. Documentation

- 6.1 Play equipment records will include:
  - 6.1.1 Post inspection reports and risk assessments
  - 6.1.2 Weekly visual inspection reports
  - 6.1.3 Bi – monthly operational inspection and maintenance reports
  - 6.1.4 Annual inspection reports
  - 6.1.5 Manufactures maintenance recommendations
  - 6.1.6 Up to date schedule of play equipment.