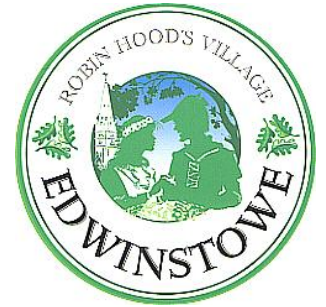


Edwinstowe Parish Council

Working to make a difference



PLAY AREA INSPECTION GUIDELINES

1. Introduction

- 1.1 There are four play areas for which the Council is responsible, located at:
 - Fourth Avenue
 - Lidgett Park on Henton Road
 - Jubilee Park
 - Skate Park
- 1.2 All play equipment at these locations is inspected annually by an Independent Assessor and checked visually weekly and recorded monthly by the Council's amenity team.

2. The Procedure

- 2.1 Every item of play equipment in each area must be inspected weekly by a member of the amenity team and any observations recorded on the 'Play Equipment for Inspection' form. This form must be signed and returned to the Office.
- 2.2 Any major defects must be reported to the Office immediately and attended to as quickly as possible. A 'Do Not Use' sign should be affixed securely to any potentially dangerous equipment and the equipment should be cordoned off using hazard tape. Where appropriate fencing/railings may be needed to secure the faulty equipment.
- 2.3 The Office is responsible for:
 - maintaining all the safety inspection records
 - filing the monthly 'Play Equipment for Inspection' forms
 - ensuring that any defects are promptly attended to by either the Council's amenity team or specialist contractors as appropriate.

3. The 'Play Equipment Inspection' form

- 3.1 This form lists all the equipment to be inspected at each area.
- 3.2 The various fields on the form should be completed as follows:

Inspection date:	the date and time inspection were carried out
List of play equipment:	if the equipment has no defects mark with a tick
Comments/Action:	a brief description of any defect(s)/ remedial action taken
Outstanding action b/f	a brief description of outstanding work to be completed
Scheduled works:	a brief description of scheduled work to be completed

The form should be signed by the person making the inspection.

- 3.3 When any reported defects have been dealt with, the form should be filed and retained in the Office.

Adopted by Full Council on 13th May 2026, Minute Reference 26/007