



BEMBRIDGE PARISH COUNCIL

The Clerk to the Council,
5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN
Tel: 01983 874160 **Email:** clerk@bembridgepc.org.uk

HEALTH AND SAFETY POLICY FOR STEYNE PARK

September 2024



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Health & Safety Policy for Steyne Park

Playgrounds and play equipment provide a valuable environment for children to develop socially and physically. The provision of equipment and maintenance of the play areas places duties and obligations on the Parish Council to ensure that the areas are maintained to the highest standards in order to minimise the risk of injury to the users.

Bembridge Parish Council shall at all times hold an appropriate level of Public Liability Insurance.

Purchase of Equipment

1. All equipment will be purchased through a specialist supplier and will be compliant with the latest British Standards (BS).
2. No equipment may be purchased for or on behalf of the Parish Council without having been first approved by full Council and after having provided full details of British Standard compliance
3. Suppliers must provide the Parish Council with full information concerning the Safety of the Equipment provided. This must include, where appropriate, maintenance specifications.
4. Following the installation, but *before* public use the Parish Council will undertake a risk assessment to satisfy itself that all potential hazards have been identified and that appropriate measures have been taken to minimise them.

Risk Assessment– Playground Equipment

Bembridge Parish Council has used a risk scoring tool developed following Rospa guidelines. Each item of equipment has been individually scored according to four criteria:

Equipment Score	Whether it meets BS EN 1176.
Condition Score	Good or bad condition.
Surfacing Type Score	Scores are given depending on the type of surfacing and its impact rating. BS EN 1177
Surfacing Area Score	The free space area in which an item stands.

Scores are rated as follows:

1-3	Very Low Risk
3-7	Low Risk
8-12	Medium Risk
13-20	High Risk
21+	Unacceptable risk



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Inspections and Maintenance

1. Equipment and its components should be maintained in accordance with the manufacturer's instructions, at a frequency not less than that given by the manufacturer.
2. A record of each item of equipment will be maintained and have an identifying number fixed to the individual item.

Equipment and its components should be inspected as follows:

Routine Visual inspections

Routine inspections enable the identification of obvious hazards that can result from vandalism, wear and tear and environmental effects.

1. These checks should at a minimum be *weekly*, however in times of heavy use *up to three times weekly*.
2. These may be performed by the Lengthsmen. Weekly findings must be *recorded, risk rated and reported* to The Clerk to the Parish Council.
3. Repairs of minor defects and faults may be undertaken by the Lengthsmen but subject to non-violation of product warranties.

Operational Inspections

Operational inspections provide a more detailed inspection to check the operation and stability of the equipment.

1. This is a non-destructive inspection by a competent person to check on wear in bearings and moving parts, ground clearances, structural integrity, safety issues, finger and toggle traps, environmental change and site health.
2. **Serious defects should be corrected without delay. Where a delay cannot be avoided, the equipment or site must be rendered inoperable (with tape or barriers), and safety notices displayed until the item is repaired or replaced.**
3. The rating scale to be used by the Lengthsmen or approved others when carrying out operational inspections shall be as follows:

High	Immediate action required
Medium	Requires appropriate action within resources and individual site assessment.
Low	Only requires monitoring.

4. A time frame for action shall be given where a risk is deemed to be of Medium Risk or Low Risk



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5. Recommendations regarding remedial works should be made in a full report to the Clerk to the Parish and recorded.
6. Operational inspections should be made *weekly*.
The person doing the inspection must be competent. Findings must be recorded, risk rated and reported to The Clerk to the Parish Council.

Annual Main Inspection

Annual Safety Inspections are done to establish the overall level of safety of equipment, structures, foundations and surfaces. Indicating the effects of weather, corrosion and rotting.

1. The person doing the inspection must be *qualified* in the construction, installation and testing of playgrounds.

Risk Assessment – Park

Risk Scoring – Ancillary Equipment (Park furniture, Goal Posts, etc):

Ancillary equipment has been rated using a simple standard format of:

Very Low Risk

Low Risk

Medium Risk

High Risk

Unacceptable risk

Vandalism

1. Upon advice that an item of equipment has been vandalised or damaged an immediate inspection will be carried out.
2. **Serious defects should be corrected without delay. Where a delay cannot be avoided, the equipment or site must be rendered inoperable (with tape or barriers), and safety notices displayed until the item is repaired or replaced.**
3. All incidents of vandalism or damage to the Play Area or equipment will be reported to the Full Council.

Accidents and incidents

1. Whenever an accident or incident associated with the play area/s and the equipment is reported, an 'accident or incident report will be completed by the Clerk for review by the full Council.



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2. Accidents involving death or serious injury will be reported to the Health and Safety Executive for investigation as soon as possible after the event.

Changing Rooms and Toilet Block

1. A risk assessment will be carried out for the changing rooms and the toilet block. The scoring will be the same as for 'Park Ancillary equipment'.

Lighting and Electrical Equipment

1. All perimeter lighting shall be fully tested by a qualified and competent person every 5 years.
2. All electrical sockets and equipment shall be P.A.T tested annually by a qualified and competent person.

Signage

1. A notice shall be erected at the entrance to the play area indicating ownership, restrictions of use and a contact telephone number for reporting damage, accidents etc.
2. A notice shall be placed at the entrance to the Park warning of the presence of children.
3. A notice advising of the prohibition of dogs in the Park at all times shall be displayed at the entrance to the grounds.
4. Other advisory notices may be placed in appropriate positions in the Park where deemed necessary and upon express permission of the Parish Council.
5. No other permanent notices other than those covered in the above will be permitted.

Grounds-Maintenance

1. The playing fields shall be mown at regular intervals according to need.
2. Perimeter hedges/boundaries under the control of the Parish Council will be kept under control and shall not be permitted to compromise Park play equipment, pitches or ancillary "furniture".
3. Hedgerows will be checked for poisonous/toxic plants and any found will be dealt with in the advised manner.
4. Football/cricket pitches shall be examined quarterly for wear and tear, potholes etc, as covered by 'Operational Inspection' criteria.



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5. Litter bins shall be emptied regularly, according to need.

Use of Grounds

1. The facilities provided in the Park shall only be used for their prescribed purpose.
2. Dogs are strictly prohibited from the Park.
3. Alcohol is strictly prohibited from the Park except in special circumstances and upon the express permission of the Parish Council.
4. Cars and motorised vehicles other than mobility scooters are prohibited from entering the grounds of the Park except in special circumstances and upon the express permission of the Parish Council.
5. No person or group of persons may hold a public or private event in the Park without the permission of the Parish Council.
6. Any person or group of persons may make application to use the grounds for an event.
7. Application must be made in writing to the Clerk to the Parish 3 months prior to the event date. In exceptional circumstances late applications may be considered.
8. Where permission has been granted the applicant/s must provide written evidence of Public Liability Insurance as required by the Parish Council.
9. The applicant shall also carry out a Risk Assessment and provide the Clerk to the Parish with a copy.
10. The applicant shall also ensure that all Health and Safety Legislation is adhered to. i.e. Food Hygiene, First Aid.

Insurance.

1. The Parish Council shall at all times ensure that it holds adequate and suitable insurance cover in order to meet and fulfil its statutory obligations under law with regard to Public Liability. It will also ensure that all equipment, park 'furniture', buildings and any other assets within the confines of Steyne Park are sufficiently insured against loss or damage.
2. The Parish Council will ensure that anyone given permission to hold an event in the Park shall also hold adequate and suitable insurance cover in order to meet and fulfil statutory Public Liability requirements under law.



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3. The Parish Council shall ensure that the Lessees of the Bembridge Youth and Community Centre at Steyne Park are at all times fully insured under the Public Liability Act and hold a valid Certificate of Fire Safety.