



## TITLE: Princetown Play Area Maintenance Procedure

### DOCUMENT MANAGEMENT

This document constitutes Version 1; adopted on 10 March 2015.

#### Introduction

Dartmoor Forest Parish Council rents the Princetown Play area from the Duchy of Cornwall and owns the play equipment. As such the Council has a duty of care to parishioners and visitors using the Play Area to ensure regular safety and maintenance checks are made on equipment and the surrounding areas, to provide assurance the equipment is fit for purpose and safe to use.

#### Process

Three forms of Play Area maintenance are required:

General safety checks.

Manufacturer recommended inspection and maintenance items.

Additional checks required by the Council's insurers.

These requirements are encompassed in a single Play Area Maintenance Schedule. Maintenance items are undertaken suitable qualified and/or experienced Councillors, volunteers, the Clerk or professional inspectors. These requirements are:

General Safety Checks and additional checks required by the Council's insurers – any person who is considered by the Council to have good common sense, a sense of responsibility and an awareness of how children play.

Manufacturer recommended inspection and maintenance items - any person who is considered by the Council to have good common sense, a sense of responsibility and a technical awareness sufficient to spot whether a particular component has undue wear. This does not include the necessary skills to undertake technical repairs.

The Clerk will maintain a list of those approved by the Council for undertaking maintenance items.

The Clerk is responsible for producing an annual programme for maintenance items each April.

#### Records

The completion of Play Area Maintenance Schedule items must be recorded as they are done and signed for. At each monthly meeting the record sheets will be passed to the Clerk for retention for a minimum period of three years.



## Schedule

This schedule is based on manufacturers' maintenance recommendations where available. Items where manufacturer's recommendations are not available are marked with an asterisk (\*).

<b>2 Bay Junior Swing</b> Sutcliffe Play - 2013	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check all chain assemblies for wear and damage, replace if required.		X			
Check rotating pivot points for wear and smooth running lubricate or replace if required.		X			
Check rubber parts for wear and/or damage, replace if required.		X			
Check stability of structure, tighten connections if required.			X		
Check parts at ground level for corrosion and/or rot. Replace any defective parts			X		
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.			X		
Check rubber safety surfaces for damage or poor performance, repair or replace if required.			X		

DRAFT



<b>Spinning Dish</b> Sutcliffe Play - 2013	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play and safety area, check condition of matting and take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check rotating pivot points for wear and smooth running lubricate or replace if required.		X			
Check stability of structure, tighten connections if required.			X		
Check parts at ground level for corrosion or rot. Replace any defective parts.			X		
Check all painted elements for damage, rub down and repaint or replace as required.				X	

<b>See Saw</b> Sutcliffe Play - 2013	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check rotating and pivot points for wear and smooth running, lubricate or replace if required.			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts			X		
Check all painted elements for damage, rub down and repaint or replace as required.				X	

<b>Springer*</b> Sutcliffe Play - 2013	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check all uprights at ground level for corrosion and/or rot. Replace any defective parts			X		
Check all painted elements for damage, rub down and repaint or replace as required.				X	



<b>Cable Ride</b> Kaiser Kuehne Play - 2011	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check chain suspensions for wear, replace if necessary		X			
Check grub screw inside chain adapter is tight with Allen wrench (without over-winding the hexagon socket)		X			
Check tension of cables, tighten if necessary		X			
Check wear of cables, replace if necessary		X			
Check pulley and trolleys for easy-running function and check wear of consumable elements, especially the impact plates, replace if necessary		X			
Check rubber parts like seats, hoses, collars etc. for wear, replace if necessary		X			
Check stability of vertical posts and/or supports, tighten bolt-connections if necessary				X	
Check other component elements for wear and tight connections, tighten connections and replace defective elements if necessary				X	
Check bearings and joints for tight fixing and easy-running function, grease or replace if necessary				X	
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.				X	
Check foundation, foundation anchoring and whole construction for corrosion or decay, repair or replace if necessary					X

<b>Single Point Swing</b> Kaiser Kuehne Play - 2011	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check chain suspensions for wear, replace if necessary		X			
Check grub screw inside chain adapter is tight with Allen wrench (without over-winding the hexagon socket)		X			
Check rubber parts like seats, hoses, collars etc. for wear, replace if necessary		X			
Check stability of vertical posts and/or supports, tighten bolt-connections if necessary				X	
Check other component elements for wear and tight connections, tighten connections and replace defective elements if necessary				X	
Check bearings and joints for tight fixing and easy-running function, replace and grease if necessary				X	
Check function of universal joint, check specification according to attached drawing, as soon as specification is met or exceeded please de-install universal joint and replace bearings.				X	
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.				X	
Check foundation, foundation anchoring and whole construction for corrosion or decay, repair or replace if necessary					X



<b>Hide and Slide Unit</b> Sutcliffe Play - 2011	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check rotating and pivot points on binocular rail for wear and smooth running lubricate or replace if required.		X			
Check rubber parts for wear or damage, replace if required.		X			
Check slide chutes for smoothness and remove any foreign elements		X			
Check stability of structure, tighten connections if required.			X		
Check all painted elements for damage, rub down and repaint or replace as required.			X		
Check all uprights at ground level for corrosion and/or rot. Replace any defective parts.					X

<b>Rock Spinner</b> Sutcliffe Play - 2011	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check rotating pivot points for wear and smooth running lubricate or replace if required.		X			
Check rubber parts for wear and/or damage, replace if required.		X			
Check stability of structure, tighten connections if required.			X		
Check parts at ground level for corrosion and/or rot. Replace any defective parts			X		
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.				X	

<b>Rocking Horse*</b> 1989	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts			X		
Check rotating and pivot points for wear and smooth running, lubricate or replace if required.			X		
Check all painted elements for damage, rub down and repaint or replace as required.				X	



<b><u>Wooden Assault Frame*</u></b>					
2004	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check all rope assemblies for wear and damage, replace if required.		X			
Check stability of structure, tighten connections if required.			X		
Check all wooden elements for rot or damage, replace as required.				X	
Check all uprights at ground level for corrosion or rot. Replace any defective parts				X	

<b><u>Wooden Climbing Frames*</u></b>					
2004	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check all chain assemblies for wear and damage, replace if required.		X			
Check rubber parts like seats, tyres, collars etc. for wear, replace if necessary		X			
Check stability of structure, tighten connections if required.			X		
Check crawl tube for smoothness and remove any foreign elements.		X			
Check all wooden elements for rot or damage, replace as required.				X	
Check all uprights at ground level for corrosion or rot. Replace any defective parts				X	

<b><u>Man Made Timber Obstacle Posts*</u></b>					
2004	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check all uprights at ground level for deterioration. Replace any defective parts				X	

<b><u>BMX Obstacle Ramps*</u></b>					
2004	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts				X	



<b><u>BMX See Saw*</u></b> 2004	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check rotating and pivot points for wear and smooth running, lubricate or replace if required.			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts				X	
Check all painted elements for damage, rub down and repaint or replace as required.				X	

<b><u>Miscellaneous Items*</u></b> Various ages	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check waste bins are being serviced regularly and contain no hazardous waste	X				
Insurance inspection for all areas for defects or risks to health or safety	X				
Check foot gate and latch for wear and smooth running, repair as necessary				X	
Check 5 bar gate and lock for wear and smooth running, repair as necessary				X	
Check stile for stability, step grip and rot, repair as necessary				X	
Check seat slats for rot and frame for corrosion, repair as necessary				X	
Check waste bins and galvanised cages for deterioration, repair as necessary				X	
Check fencing for rot, damage and corrosion, repair as necessary				X	
Check trees for rot or damage that could cause a hazard, lop if necessary				X	



## Play Area Maintenance Schedule Report Sheet

Week No:	Week commencing:	Tick when complete				
		Weekly	Monthly	2 Monthly	6 Monthly	Annually
<b>Equipment</b>						
2 Bay Junior Swing						
Spinning Dish						
See Saw						
Springer*						
Cable Ride						
Single Point Swing						
Hide and Slide Unit						
Rock Spinner						
Rocking Horse*						
Wooden Assault Frame*						
Wooden Climbing Frames*						
Man Made Timber Obstacle Posts*						
BMX Obstacle Ramps*						
BMX See Saw*						
Miscellaneous Items*						

I certify I have completed the above checks in accordance with the approved Play Area Maintenance Schedule. All is correct with the exception of the points detailed below.

Signed:

Position:

Name:

Date:





## Programme for Play Area Maintenance Schedule Items – 2015/16

Week	Date	Equipment	Weekly	Monthly	2 Month	6 Month	Annual
1	06/04/2015	All	X				
2	13/04/2015	All	X	X			
3	20/04/2015	All	X		X		
4	27/04/2015	All	X				
5	04/05/2015	All	X				
6	11/05/2015	All	X	X			
7	18/05/2015	All	X			X	
8	25/05/2015	All	X				
9	01/06/2015	All	X				
10	08/06/2015	All	X	X			
11	15/06/2015	All	X		X		
12	22/06/2015	All	X				
13	29/06/2015	All	X				X
14	06/07/2015	All	X				
15	13/07/2015	All	X	X			
16	20/07/2015	All	X				
17	27/07/2015	All	X				
18	03/08/2015	All	X				
19	10/08/2015	All	X	X			
20	17/08/2015	All	X		X		
21	24/08/2015	All	X				
22	31/08/2015	All	X				
23	07/09/2015	All	X				
24	14/09/2015	All	X	X			
25	21/09/2015	All	X				
26	28/09/2015	All	X				
27	05/10/2015	All	X				
28	12/10/2015	All	X	X			
29	19/10/2015	All	X		X		
30	26/10/2015	All	X				
31	02/11/2015	All	X			X	
32	09/11/2015	All	X	X			
33	16/11/2015	All	X				
34	23/11/2015	All	X				
35	30/11/2015	All	X				
36	07/12/2015	All	X				
37	14/12/2015	All	X	X			
38	21/12/2015	All	X		X		
39	28/12/2015	All	X				
40	04/01/2016	All	X				
41	11/01/2016	All	X	X			
42	18/01/2016	All	X				
43	25/01/2016	All	X				
44	01/02/2016	All	X				
45	08/02/2016	All	X	X			
46	15/02/2016	All	X		X		
47	22/02/2016	All	X				
48	29/02/2016	All	X				
49	07/03/2016	All	X				
50	14/03/2016	All	X	X			
51	21/03/2016	All	X				
52	28/03/2016	All	X				



**List of those approved by the Council for undertaking maintenance items.**

Name	Position	General	Technical
Stephen King	Councillor	X	X
Cliff Palmer	Councillor	X	X
Mark Renders	Councillor	X	X
Wendy Stones	Councillor	X	X
Paul Turnbull	Councillor	X	X
David Worth	Councillor	X	X
Nigel	Clerk	X	X

DRAFT