### **MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE**

(District of South Cambridgeshire)

# A meeting of the Maintenance Committee held on Thursday, 20 May 2021 at 09:30 at All Saints Community Hall, Station Road, Melbourn SG8 6DX

Present: Cllrs Travis (Chair), Barnes, Clark, Kilmurray, Baker

In attendance: Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Parish Clerk), K Rudge, M

Brierley Absent:

### MA001/21 To receive nominations to elect a Chair of the Maintenance Committee

Cllr Clark nominated Cllr Travis as Chair of the Maintenance Committee. Cllr Barnes seconded the nomination. There were no further nominations.

It was:

RESOLVED to elect Cllr Travis as Chair of the Maintenance Committee.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

Cllr Travis was duly elected Chair of the Maintenance Committee

### MA002/21 To receive nominations to elect a Vice Chair of the Maintenance Committee

Cllr Travis nominated Cllr Clark as Vice Chair of the Maintenance Committee. Cllr Barnes seconded the nomination. There were no further nominations.

It was:

RESOLVED to elect Cllr Clark as Vice Chair of the Maintenance Committee.

Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.

Cllr Clark was duly elected Vice Chair of the Maintenance Committee

### MA003/21 To receive and approve apologies for absence

Apologies were received from Cllr Cowley – acceptable reasons were given.

It was:

RESOLVED to accept Cllr Cowley's apologies for absence.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

Apologies were received from Les Brierley, Tim Stebbing, Barry Deville and Mike Sherwen.

Post meeting note: Cllr Kilmurray had emailed the Clerk in advance of the meeting to say that he may be delayed.

### MA004/21 To receive any Declarations of Interest and Dispensations

None received.

### MA005/21 To approve the minutes of the Maintenance Committee Meeting held on 22 April 2021

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 22 April 2021 as an accurate record.

Proposed by Cllr Baker, seconded by Cllr Barnes. All in favour.

# MA006/21 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)

No members of the public were in attendance.

### MA007/21 Finance Matters:

a) To consider a finance report on expenditure within the committee's remit.

Signed:	Dated:	Page 1

A member noted that the electricity charges for the pavilion still appeared to be excessive. Cllr Cowley is monitoring. The report was received.

### MA008/21 Conservation Matters:

a) To receive the EA Monthly situation report for April 2021

Noted that river levels are good. The report was received.

b) To receive a report on Stockbridge Meadows

Members noted a pictorial video compiled by a resident. It was suggested that this should be shared more widely through social media. The possibility of adding photographs was discussed. Noted that more information on how many people visit Stockbridge Meadows would be helpful for the Amey Cespa grant application. **ACTION:** Clerk to engage with local residents via social media for feedback and to attempt to gauge visitor numbers.

c) To consider a request for an additional bin in Stockbridge Meadows car park

It was

RESOLVED to approve expenditure up to £100 for installation of a bin in Stockbridge Meadows car park.

Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

**ACTION:** Clerk to order bin and check required post fixings.

d) To receive an update on the Stockbridge Meadows boardwalk project

Discussions with grant provider ongoing. Detail with regard to visitor numbers and other projects would be useful to support the application. Noted that RMRG is in discussion with Rob Mungovan re support in managing the River Mel as it flows through Stockbridge Meadows.

### **ACTIONS:**

- Clerk to forward copies of Small Mammal Survey and Ecological Report to Cllr Travis.
- Maureen Brierley to discuss with Rob Mungovan and volunteers for further information in support of the grant.
- e) To receive a report from River Mel Restoration Group

Noted that the RMRG working party is resuming activities within Covid guidelines.

f) To consider a memorial seat in Stockbridge Meadow

Three designs were considered. Noted that the area will need preparation prior to a seat being installed. Decision on bench deferred to next meeting **ACTION**: Assistant to the Clerk to seek quotes for preparing the site and marking a path to the tree prior to installation of the seat.

g) To consider locations for new trees

**ACTION:** Clerk to request John Obrien to inspect the area to advise on suitability for planting trees on Cambridge road and all other approach roads into the village. Also seek advice from lan Lorman on locations and species when he carries out tree inspections in June.

Noted that 5 heritage fruit trees will be planted in Stockbridge Meadows in the autumn.

h) To consider a request for additional recycling points in the village

Discussed request from resident for Terracycling boxes. Noted that specific materials must be recycled in boxes and delivered to collection points in Royston or Steeple Morden.

**ACTION:** Clerk to contact MVC and MPS to enquire if boxes (provided by the Parish Council) could be located on site for collection of crisp packets. Clerk to contact resident to discuss delivery of boxes to collection points.

i) To receive any other updates and consider actions

There was nothing further to report.

### MA009/21 Allotment Matters:

a) To receive any updates and consider actions

Noted that potholes on the track behind the allotments have been filled.

### MA010/21 Governance Matters:

a) To receive the weekly inspection reports and consider any necessary actions

The weekly inspection reports were received. It was noted that Dennis Bartle has left the Parish Council. We welcome Steve Pitman as part-time warden on 25 May 2021.

b) To consider any updates on vandalism in the Parish

Recent incidents of offensive graffiti and posters were noted. These have been reported to the police.

c) To consider the annual RoSPA reports for Clear Crescent and The Moor play areas

**ACTION:** Wardens to review works identified in the RoSPA reports and to report back.

d) To consider approving a revised Litter Picking Risk Assessment for Volunteers

It was noted that additional Covid specific guidance on sharing equipment was required. The Risk Assessment would be shared with all volunteer litter pickings in future.

It was:

RESOLVED that subject to the addition of Covid specific guidance, the revised Litter Picking Risk Assessment for Volunteers was recommended to full Council for approval. Proposed by Cllr Clark seconded by Cllr Barnes. All in favour.

e) To receive any other updates and consider actions

There was nothing further to report.

### MA011/21 Cemetery Matters:

a) To consider a request to install a memorial bench in New Road Cemetery

A request has been received to install a memorial bench. **ACTION:** Keith Rudge and a member of the Maintenance Committee to meet at New Road to consider a suitable location. Item deferred until the June meeting.

b) To receive any other updates and consider actions

Discussion with regard to weeds and wild flowers in the grass. To be discussed further. **ACTION:** Clerk to seek quotes for weed spraying partial areas in the cemetery.

### MA012/21 Village Maintenance Matters:

a) To consider quotations for tree work in Beechwood Avenue

It was:

RESOLVED to accept the quote from Shires in the sum of £150 + VAT for tree work. Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

b) To receive any other updates and consider actions

There was nothing further to discuss.

### MA013/21 Pavilion Matters:

a) To receive any other updates and consider actions

Noted that there is damage to the guttering. This may have been caused by footballs. **ACTIONS:** Assistant to Clerk to obtain quotes for repair to guttering.

Noted that money has been carried over from the previous year for external decoration of the building. **ACTION:** Assistant to Clerk to seek quotes for external decoration of the pavilion.

### MA014/21 Littlehands Matters:

a) To consider quotations for survey of the drains

Quotes were considered. Noted that Trimble survey will identify the fall on the pipe.

It was:

RESOLVED to accept the quote from Drain Doctor in the sum of £425 + VAT for Trimble survey with high pressure water jetting if required at an additional cost of £80 + VAT per hour. Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

b) To consider and discuss arrangements for Legionella testing and monitoring

### **ACTION:**

- Clerk to obtain quote for Legionella testing
- Clerk to contact Littlehands to advise that we intend to arrange for Legionella testing
- c) To receive any updates and consider actions

Noted that windows have not yet been replaced. **ACTION:** Clerk to write to Littlehands to enquire when this will be done.

### MA015/21 Melbourn Play Parks Working Party:

a) To receive any updates and consider actions.

Next meeting to be arranged.

MA016/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

	Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 20 May 2021									
ITEM	Details of work	Reported	Update Notes / Actions	WHO?						
	required	by	·	***************************************						
			Bin still not installed - regular rubbish discarded in							
			the area. CL has written again to Sean Gentle							
			requesting update. Email from Arnie Leader - cost							
			for installation of new bin £350 approx. Can we							
1			use round bins intended for New Road Cemetery?							
			Wardens to look at whether round bin can be							
	NA . I If . NA//		installed - CL emailed 8/4/21. Wardens to							
	Medcalfe Way /	D = =: -! = :=4	installing bin on concrete base and secure the	O.						
	Palmers Way	Resident	inner basket.	CL						
			Resident requested lines to be painted. Response							
			from Highways - " At an unmarked crossroads no							
			one has priority. If there are no road signs or							
			markings do not assume that you have priority.							
			Remember that other drivers may assume they							
			have the right to go. No type of vehicle has priority							
			but it's courteous to give way to large vehicles". JT							
2			to advise resident. Clerk to forward email from							
			Highways to JT Outside remit of Futures WP.							
			Discuss appropriate wording and seek quotes for sign. ACTION: Assistant to the Clerk to chase							
			quote for sign. Sign has been ordered from							
	Clear Crescent		Unlimited Logos - awaiting delivery. <b>Sign</b>							
	junction - request		received. Application to install sign on lamp							
	for give way		post made to Balfour Beatty - awaiting							
	markings	Resident	response.	SM						
			Increase of litter from Hot Numbers - Parish Office	2.111						
			to write raising the issue of litter. HN responded							
			positively to our regust with a litter pick. ACTION:							
			Assistant to Clerk to write suggesting that they							
3			may wish to sponsor an additional bin. To be							
			monitored - issue may be resolved when HN's							
			customer are able to eat/drink in the garden.							
	Cambridge Road	TS	Monitor	SM						
			Reported that the Ash tree is heavy with ivy and							
			swaying in high winds. Wardens inspected and							
A	Ash tree at entrance		severed ivy on trunk. Office to write to County							
4	to green lane		Farms to see if this tree is their responsibility.							
	behind Armingford		Reported to County Highways. Tree has been							
	Crescent	Resident	inspected. Does not require immediate work but	CL						

			will be reviewed in new financial year. ACTION: Clerk to follow up with Highways	
			Damage to lamp post - requires repair. Appears to	
5			have been hit by a car. TS to see if he has the	
3			key for the control plate. Clerk to arrange for a	
	Car park	Wardens	key for the wardens from CPC.	Wardens
			Graffiti - anti climb paint to be applied. ACTION:	
6	Container on New	10/	SM to order paint. Paint received. Branches on	\^/
	Rec Step at side of	Wardens	adjacent tree have been removed. Monitor.  Slab is broken. ACTION: Assistant to Clerk to	Wardens
7	pavilion	Wardens	obtain quotes for repair	SM
	pavillori	vvaluelis	Highways have removed unstable tree. Resident	OIVI
			has requested verge be cleared of brambles and	
			roots. John Obrien has indicated Highways will not	
8			carry out the works as there is no danger. <b>Work</b>	
	Cnr Chalkhill		has not been completed. To be follow up with	
	Barrow / Back Lane	Resident	Highways.	SM
9	Goal fixing on New		Old goal fixing removed from the pitch. <b>To be</b>	
9	Rec	Dynamos	collected from site.	Wardens
			Resident reported that area is overgrown. SM	
10	Greengage Rise		highlighted area to contractor - area to be cut	
	Play Area	Resident	soon.	SM
			Resident reported that verge has not been cut. SM	
1 11				
11	Cnr of Elm Way and	D	highlighted area to contractor - area is not cut	014
''	Cnr of Elm Way and Beechwood	Resident	highlighted area to contractor - area is not cut when daffodils are out, area to be cut soon .	SM
12	Beechwood		highlighted area to contractor - area is not cut when daffodils are out, area to be cut soon . Wasps in pavilion, possible wasp nest - Wardens	
12		Resident School	highlighted area to contractor - area is not cut when daffodils are out, area to be cut soon .  Wasps in pavilion, possible wasp nest - Wardens checked area could not see evidence of nest	SM Wardens
	Beechwood  Wasps in Pavilion	School	highlighted area to contractor - area is not cut when daffodils are out, area to be cut soon .  Wasps in pavilion, possible wasp nest - Wardens checked area could not see evidence of nest  Guttering damaged on Pavilion, <b>SM to obtain</b>	Wardens
12	Beechwood		highlighted area to contractor - area is not cut when daffodils are out, area to be cut soon .  Wasps in pavilion, possible wasp nest - Wardens checked area could not see evidence of nest	

MA017/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting Nothing to report.

MA018/21 To note date of next meeting: 18 June 2021

The meeting closed at 11:20

### **MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE**

(District of South Cambridgeshire)

# A meeting of this Committee was held on Thursday, 22 April at 09:30 via Zoom link <a href="https://zoom.us/j/97503993330">https://zoom.us/j/97503993330</a>

Present: Cllrs Travis (Chair), Barnes, Clark, Kilmurray, Baker

In attendance: Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Parish Clerk), K Rudge, M

Brierley, T Stebbing, M Sherwen

**Absent:** Cllr Cowley

### MA127/20 To receive and approve apologies for absence

Apologies were received from Dennis Bartle and Les Brierley

### MA128/20 To receive any Declarations of Interest and Dispensations

None received

### MA129/20 To approve the minutes of the Maintenance Committee Meeting held on 18 March 2021

It was

RESOLVED to approve the minutes of the Maintenance Committee Meeting on 18 March 2021 as an accurate record.

Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

# MA130/20 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)

There were no members of the public in attendance.

### MA131/20 Finance Matters:

a) To consider a finance report on expenditure within the committee's remit.

It was noted that the Committee's budget was underspent for the year. The following items were identified to be carried forward to the next financial year:

- Pavilion external redecoration: £2,000
- Highways brown tourist sign for Stockbridge Meadows: £200
- b) To consider insurance renewal for the parish van

It was

RESOLVED to accept the quotation from Came and Co for insurance renewal for the parish van in the sum of £508.36.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

### MA132/20 Conservation Matters:

- To receive the EA Monthly situation report for March 2021 The report was received.
- b) To receive a report on Stockbridge Meadows

Noted that a tree was blown down in strong winds – has been secured. Also poles by the river bank that had been moved were replaced. Noted an increase in dog fouling. Also path by the boardwalk has become more established. Discussion with regard to planting new trees. **ACTION:** Clerk to provide a copy of the original ecological survey report to M Brierley for information.

- c) To receive an update on the Stockbridge Meadows boardwalk project Chair noted that the grant application was in progress and a report would be made once the application was submitted.
- d) To receive a report from River Mel Restoration Group

Signed:	Dated:	Page 126
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RMRG hope to resume activities when restrictions are reduced after 17 May.

e) To consider approving a quote from Argenta Tree Surveys for tree inspections

It was

RESOLVED to accept the quote from Argenta Tree Surveys in the sum of £624.10 for tree inspections in the village.

Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

**ACTION:** Clerk to ask Ian Lorman if M Brierley can attend when the inspections are carried out in Stockbridge Meadows.

f) To discuss projects eligible for Zero Carbon Community Fund grants

Noted there may be opportunities to apply for funding for projects including tree planting. **ACTION**: Clerk to find out more details of workshop with a view to Cllr Travis and the Clerk attending.

g) To consider a memorial seat in Stockbridge Meadow

Noted that the proposal to fund a memorial seat for Rosemary Gatward was discussed by full Council in February 2020. A young oak tree in Stockbridge Meadow has been identified as a suitable location. It was noted that the area would require some preparation for installation of a seat and to create a path. **ACTION:** Assistant to Clerk to look for more hardwood seating options for further consideration.

h) To note a donation for trees and consider locations for planting

Noted a generous donation of £500 from a resident to plant trees in the village. The resident had suggested along Cambridge Road. Noted that County Highway's permission would be required. Discussion with regard to ongoing maintenance to ensure success of young trees. Also noted the possibility of new trees for Stockbridge Meadow. Wardens to contact the resident with regard to heritage fruit trees he has offered to donate from his garden – to be replanted in the autumn. To be considered further.

**ACTION:** Clerk to seek advice from Highways authority with regard to planting trees along Cambridge Road.

 To receive any other updates and consider actions Nothing to discuss.

### MA133/20 Allotment Matters:

a) To receive any updates and consider actions

Wardens reported that the bonfire heap has been cleared.

### MA134/20 Governance Matters:

To receive the weekly inspection reports and consider any necessary actions
 The inspection reports were received.

b) To consider any updates on vandalism in the Parish

Noted that offensive graffiti on the road at The Cross had been reported and removed by the District Council Environmental Team. **ACTION:** Clerk to report the graffiti to the police.

T Stebbing updated the meeting on fly tipping. Noted that damaged lamppost in the car park still requires repair. **ACTION:** TS to see if he has

a key for the control plate.

To receive any other updates and consider actions
 Nothing to discuss.

### MA135/20 Cemetery Matters:

a) To consider approving a quotation for emptying the soil store at New Road Cemetery

It was:

RESOLVED to accept the quote from Herts & Cambs Ground Maintenance in the sum of £420 + VAT

Proposed by Cllr Baker, seconded Cllr Clark. All in favour.

b) To consider an update with regard to trees at New Road Cemetery

Discussion with regard to failed trees. Wardens to monitor. Noted that Himalayan Birch needs replacing. Further discussions in the autumn with a view to replacing.

c) To consider a proposal for a wild flower area in New Road Cemetery

A member suggested a wild flower area to the west of the mound. Noted that this would require maintenance and existing grass needs to be weakened for wild flowers to establish. Suggested that grass cutting should be reduced to allow existing wild flowers to flourish naturally.

d) To receive any other updates and consider actions

Noted that Valuations Office have requested information with regard to expected future use of both cemeteries. **ACTION:** Clerk to follow up with M Sherwen for information on New Road.

### MA136/20 Village Maintenance Matters:

a) To consider a quotation for repairs to the Parish clock

It was:

RESOLVED to request Smiths of Derby to carry out the repairs detailed in their email of 1 April in the sum of £717.00.

Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

**ACTION:** Clerk to follow up with local business who have very generously offered to donate towards this repair.

b) To consider quotations for relocation of boulders in Clear Crescent play area

Two quotes were considered. Discussion with regard to necessity for this work. Noted that RoSPA inspections confirm that the boulders are considered low risk. Noted that no further complaints had been received. No further action to be taken at this time.

c) To consider quotations for tree work in Beechwood Avenue

**ACTION:** Assistant to Clerk to request Shires update their quote to lift canopy 3 meters above footpath and 5 meters above the road. Updated quotes to be considered at next meeting.

d) To receive an update on litter picking volunteers

Noted that volunteer litterpickers have been provided with equipment from the parish office. A suggestion has been received to arrange a village litterpick. Suggestion that Keep Britain Tidy campaign would be able to provide risk assessments and advice on organising safe litterpicks. **ACTION:** M Brierley to contact Keep Britain Tidy group and copy Clerk in.

e) To receive any other updates and consider actions

Noted that the gulley on the car park has been cleared. Awaiting updated quote from Willards including replacement fencing at 83 High Street.

### MA137/20 Pavilion Matters:

a) To receive an update on resumption of football training and matches

Noted that teams are permitted limited access to the pavilion. Post match cleaning being arranged through the parish office. MVC will be moving out after May half term. No additional pitch maintenance costs for extending use of pitches until end of June. **ACTION:** Assistant to Clerk to send list of fixtures to Cllr Clark.

b) To receive any other updates and consider actions

Noted that Asgard storage shed would be delivered and installed first week of June. Lock on veranda has been repaired.

### MA138/20 Littlehands Matters:

a) To receive any updates and consider actions

Discussion with regard to Legionella testing and monitoring. To be discussed further. Discussion with regard to drains. Survey of drains required before further progress can be made. **ACTION:** Assistant to Clerk to obtain quotes for survey of the drains from Littlehands out to the main road.

### MA139/20 Melbourn Play Parks Working Party:

a) To receive any updates and consider actions.

Verbal report back following inaugural meeting. **ACTION:** Assistant to Clerk to arrange next meeting.

[11:15 M Sherwen left the meeting]

Outstanding Maintenance Issues: To consider the status of the job spreadsheet

	Maintenance Con	nmittee Jobs	Spreadsheet - LISTING DATE: Meeting 22 April 2021	
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO ?
1	Dog bins - rims need replacing / concrete bins - inner basket needs replacing	SCDC operative	SCDC operative reported that rim on dog bins need replacing as bag is current falling into the big and making emptying difficult. Also, wire basket in concrete bins need replacing - same reason. He will let us know which bins this relates to. Replacement rims have been fitted. Two dog bins require full replacement - outside Esse and on Vicarage Close. Dog bins installed. ACTION:  Assistant Clerk to source supplier of inner baskets. Ongoing	CL
2	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. Email from Arnie Leader - cost for installation of new bin £350 approx. Can we use round bins intended for New Road Cemetery? Wardens to look at whether round bin can be installed - CL emailed 8/4/21. Wardens to look at installing bin on concrete base.	CL
3	Picnic bench by River Mel (nr pavilion)	CS	Damage to bench and a slat missing. KR inspected. Unable to fix. Does not appear to be a danger. ACTION: Check if there is money in the budget for replacement bench. NOTE - dedication plaque on bench which needs to be preserved. Various options discussed. ACTION: Assistant to the Clerk to seek quote from engineer for straightening metal work. Wardens to source hardwood to make repairs. Work has started with help from Mr Phipps. Existing dedication plaque to be replaced in original position.	Ward ens
4	Clear Crescent junction - request for give way markings	Resident	Resident requested lines to be painted. Response from Highways - "At an unmarked crossroads no one has priority. If there are no road signs or markings do not assume that you have priority. Remember that other drivers may assume they have the right to go. No type of vehicle has priority but it's courteous to give way to large vehicles". JT to advise resident. Clerk to forward email from Highways to JT Outside remit of Futures WP. Discuss appropriate wording and seek quotes for sign. ACTION: Assistant to the Clerk to chase quote for sign. Sign has been ordered from Unlimited Logos - awaiting delivery	SM
5	Cambridge Road	TS	Increase of litter from Hot Numbers - Parish Office to write raising the issue of litter. HN responded positively to our request with a litter pick. ACTION: Assistant to Clerk to write suggesting that they may wish to sponsor an additional bin. To be monitored - issue may be resolved when HN's customer are able to eat/drink in the garden. Monitor	SM

6	Verge Rose Lane - damaged by delivery driver	DB	Make committee aware and monitor the situation. Rose Lane resident has reported the damage. Parish Office to follow up if no response is received. <b>ACTION:</b> Clerk to check when Dennis if the repairs have been done.	CL
7	Cnr Medcalf and		Parked cars obstructing corner and causing cars on the grass. Reported to Highways - response from John Obrien - 'If cars are parking on this junction which is a Give way junction that is illegal, I would ask the police to intervene, I do not think we would get double yellow lines installed there, enforcement would be an issue, you could put in a bid for posts on the corner to stop vehicles cutting the corner.' Noted that cars are parked illegally but there is no resident parking available. ACTION: Parish Office to contact Highways. Highways have indicated Parish could pick this up as LHI. Commented that posts would be more effective. Need to address the parking issue. Further discussion. Enforcing parking restrictions outside the remit of the Parish Council. No further	
8	Ash tree at entrance to green lane behind Armingford Crescent	DB Resident	action  Reported that the Ash tree is heavy with ivy and swaying in high winds. Wardens inspected and severed ivy on trunk. Office to write to County Farms to see if this tree is their responsibility. Reported to County Highways. Tree has been inspected. Does not require immediate work but will be reviewed in new financial year. ACTION: Clerk to follow up with Highways	SM
9	Car park	Wardens	Damage to lamp post - requires repair. Appears to have been hit by a car. Wardens to get plate key from TS	Ward ens
10	Container on New Rec	Wardens	Graffiti - anti climb paint to be applied. ACTION: SM to order paint	Ward ens
11	Step at side of pavilion	Wardens	Slab is broken. ACTION: Assistant to Clerk to obtain quotes for repair	SM

**MA141/20 New Maintenance Issues:** To consider Maintenance issues arising since last meeting Nothing to report.

MA142/20 To note date of next meeting: 20 May 2021

The meeting closed at 11:15

# Melbourn Parish Council Maintenance Expenditure Tracking 2021/22

(Actuals based on paid invoices)

	(Actuals based on paid invoices)					<del>-</del>
EDGE		Budget	Actual	Committed	Balance	Notes
Code		2021/22	to date			
	Budgeted expenditure (included in Precept)		(30/04/21)			
		£	£	£	£	
	Conservation:		Paid	Unpaid		
1000	Allotments - water (2 meters)	600				
1000	Allotments - plot clearance/maintenance	500			500	
1000	Allotments - unplanned e.g. asbestos removal	500	450		50	Remove bonfire rubbish
1100	Conservation - donation to fund tree planting	500			500	Donation - Not in precept but included as a reminder for spending on trees in 2021/22
	Conservation - Christmas tree and plants for tubs	300			300	
	Conservation - tree survey	650			650	
1100	Conservation - tree works	3,850			3,850	
1100	Conservaion - emergency tree works	3,000			3,000	
1100	Conservation - move Kohima Stone to New Road Cemetery	4,000			4,000	
	Conservation - unplanned	500			500	
	Stockbridge Meadows - path cutting and rolling	300			300	
	Stockbridge Meadows - unplanned	500			500	
		15,200	450	-	14,750	1
	<u>Cemeteries</u>				,	
	Orchard Road - electricity	105	12		93	
	Orchard Road - water	95	46		49	
	Orchard Road - unplanned	100			100	
	New Road - water	100			100	
	New Road - tree & hedge work, soil store, path edging	1,000			1,000	
	New Road - pest control	400			400	
	New Road - unplanned	500	50			Turf
	New Road - headstone bases and installation	1,250	30		1,250	
2000,2	The Wilde and The Sases and This canadian	3,550	108	_	3,442	1
	Play Areas, Recreation Grounds & Pavilion	3,330	100		3,442	
	Playground - ROSPA	220	214		6	
	Playground - play area maintenance, equipment repair/renewals	1,500	214		1,500	
	Playground - tree work/edging	1,000			1,000	
	Playground - unplanned	195	105			Sign
	Recreation Ground - electricity	185	103		175	longin
	Recreation Ground - pest treatment	600	180		420	
	Recreation Ground - unplanned	500	100		500	
	Pavilion - cleaning	1,500		51	1,449	
	Pavilion - electricity	1,200		212	988	
	Pavilion - water	100		212	100	
	Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)	600			600	
	Pavilion - drain clean	300			300	
	Pavilion - legionella assessment	220			220	
	Pavilion - maintenance (PAT testing, boiler service, fire alarm service)	400			400	
	Pavilion - unplanned repairs & renewals	1,000	513			Heating repairs
	Pavilion - external redecoration (b/fwd from 2020/21 budget)	2,000	313		2,000	Treating repairs
3400	r avinon - external redecoration (b) (wu from 2020/21 budget)	11,520	1,022	263	10,235	1
	Finance & General Purpose	11,320	1,022	203	10,233	
	Wardens' materials (mower fuel, spare parts, materials)	350	111	100	139	
	Wardens' equipment	500	111	100	500	
		1	532	20	789	
	Parish Van expenses (insurance, MOT, road tax, repairs and fuel) Parish Clock - service	1,350	552	29	789 150	
		150				
	Parish Clock - repair and training costs	1,200			1,200	
12000/3	Litter picking	2,800	1	I I	2,800	ı

7100 Car park workshop - water	175	6	1	169
7100 Car park workshop - utilities	1,085	110		975
7100 Car park workshop - PAT testing	100	'		100
7100 Car park - unplanned	490	· '		490
	8,200	758	129	7,313
<u>Highways</u>		· '		
8000 Highways - gully cleaning	3,000	· '		3,000
8000 Highways - brown tourist info signs re Stockbridge Meadows (b/fwd from	200	'		200
2020/21 budget)		'		
	3,200	-	-	3,200
Rental Property		· '		
9000 Rental Property - Littlehands annual drain cleaning	450	l '		450
9000 Rental Property - unplanned	1,000	'		1,000
	1,450	-	-	1,450
		l '		1
Total Maintenance (excluding grounds maintenance contracts)	43,120	2,339	392	40,389
		'		
		'	1	
Grounds Maintenance Contracts		l '		
1200 Grass cutting contract - verges/Hub etc	7,470	623		6,848
1200 Grass cutting contract - extra cuts x 2	1,200	l '		1,200
1300 Public Open Space - maintenance (£460 per month)	5,520	460	1	5,060
1300 Public Open Space - extra cuts x 3	900	1	1	900
1300 Public Open Space - additional work (leaf/hedge works etc)	1,000	1	1	1,000
2100 Cemeteries (£405.83 x 12) = £1,000 for extra hedge work in new contract	5,870	406	1	5,464
2100 Cemeteries - extra cuts x 3	630	1	1	630
3200 Recreation Grounds (currently £755 per month but may change)	9,060	755	1	8,305
3200 Recreation Grounds - extra cuts x 4	520	1	1	520
		1	1	
	32,170	2,243	<u> </u>	29,927
		2,273		23,321



# **East Anglia**

## Summary - April 2021

April was an exceptionally dry month with East Anglia receiving a total average rainfall of 6mm (13% of the Long Term Average (LTA)). The Soil Moisture Deficit (SMD) has reached 56mm at the end of the month with a notably high category across the area. Despite the lack of rainfall the river flows and groundwater levels at majority of the indicator sites remains at or above the normal category. Reservoir storage levels at majority of the indicator site are above their normal operating curve for the time of the year.

### Rainfall

April was exceptionally dry, with an average rainfall of 6mm recorded across East Anglia which was 13% of the Long Term Average (LTA). There was slight variations of rainfall total across the catchments with majority of the catchment receiving an exceptionally low rainfall except the Upper Bedford Ouse, NW Norfolk & Wissey and North Norfolk, which received a notably low rainfall for the time of the year. The accumulated rainfall totals for the last 3 months are considered to be notably low and the 12 month rainfall accumulation remains above normal with a total of 683mm.

### Soil Moisture Deficit/Recharge

With the exceptionally dry weather in April, the Soil Moisture Deficit (SMD) has increased over the month reaching a notably high category. The SMD varies across East Anglia ending the month with an average SMD of 56mm.

### **River Flows**

River flows has decreased at all the indicator sites due to exceptionally low rainfall in April. However majority of the flow remains at or above the normal category. In general the indicator sites in the chalk catchment are recording higher flows as compared to the sites within the clay, oolite and crag. Mahram at the River Nar and Burnham Overy at the River Burn recorded a notably high river flows. Above normal flows were recorded at the River Heacham, Wissey and Lark for the time of the year.

### **Groundwater Levels**

The Groundwater levels has decreased at majority of the indicator sites in April with the exception of Hazlewood Common in the Northern Herts chalk, and Therfield Rectory in the Suffolk Crag. Despite the lack of recharge through the month, levels at all sites has recorded a normal or above groundwater levels. Out of the 20 indicator sites 3 sites in the North- West Norfolk Chalk (i.e.,Bircham Newton, South Creak and Washpit Farm) recorded an exceptionally high groundwater levels, 6 sites recorded a notably high levels and 5 sites reported an above normal levels.

### Reservoir Storage/Water Resource Zone Stocks

The reservoir storage level has increased at majority of the indicator sites with the exception of Hanningfield. Despite the dry weather, majority of the sites are above their normal operating curve and recorded a normal or higher storage level with the exception of Ardleigh which record a notably low storage level in April.

### **Environmental Impact**

Groundwater support scheme operations have remained minimal in April. The Lodes-Granta groundwater support scheme has 1 of the 6 pumps operating, with no pumping taking place in the Rhee, Hiz and Thet-Little Ouse schemes.

All data are provisional and may be subject to revision. The views expressed in this document are not necessarily those of the Environment Agency. Its officers, servants or agents accept no liability for any loss or damage arising from the interpretation or use of the information, or reliance upon views contained herein.



### **Forward Look**

### Probabilistic ensemble projections for river flows at key sites

**June 2021:** There is a reduced probability of exceptionally low flows at all the key sites with the exception of River Kym. More than half of the sites shows an increased probability of normal river flows in June.

**September 2021:** There is a reduced probability of exceptionally low flows at all the key sites except at River Gipping with a reduced probability of notably low river flows at majority of the key sites.

### Probabilistic ensemble projections for groundwater levels in key aquifers

**September 2021:** There is a greatly reduced probability of exceptionally low, notably low and below normal groundwater levels at all the key sites in September; with a greatly increased probability of normal groundwater levels at majority of the key sites.

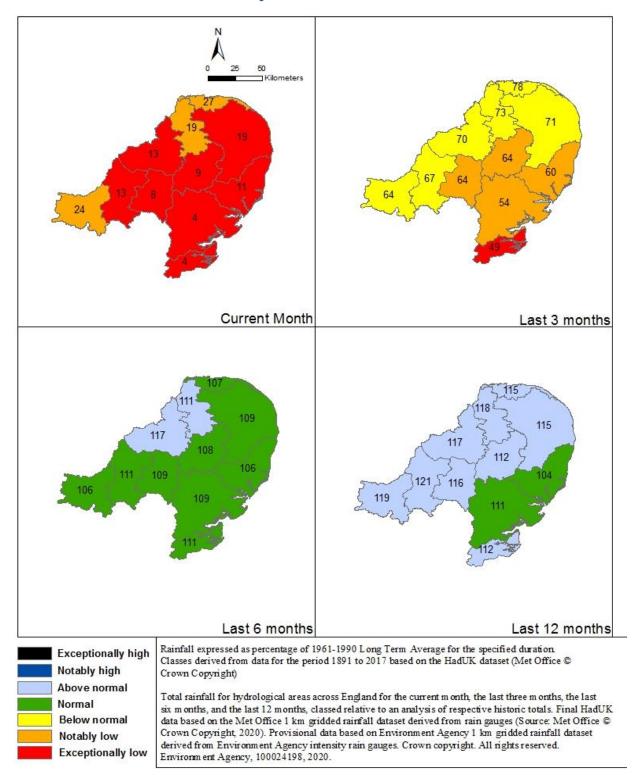
**March 2022:** There is a reduced probability of exceptionally low groundwater levels at majority of the key sites with the exception of Redlands Hall and Smeetham in March.

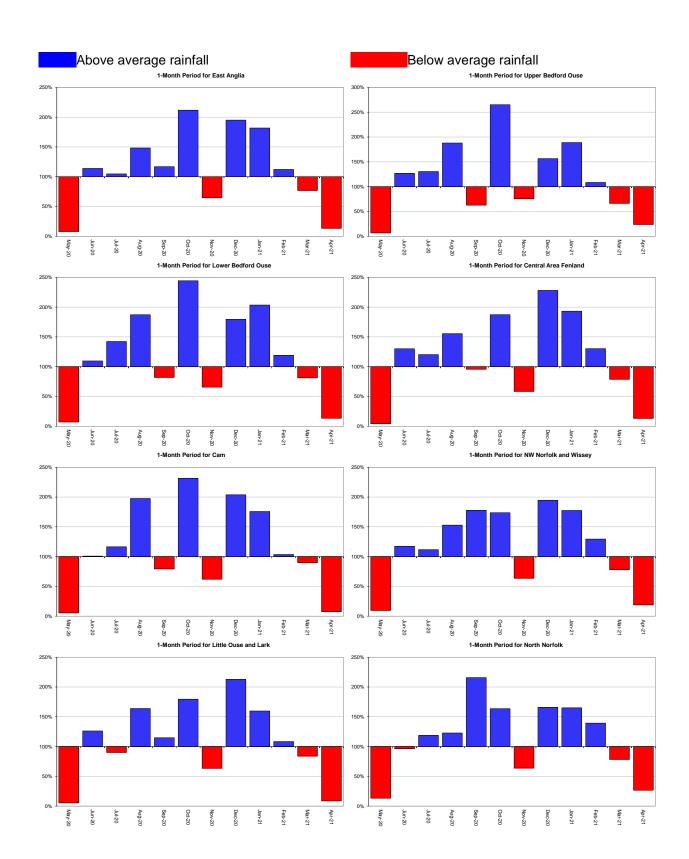
Author: ANG-Hydrology Contact details: 03708506506

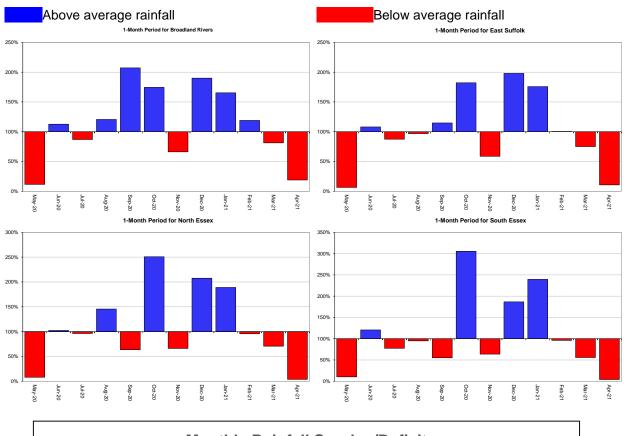
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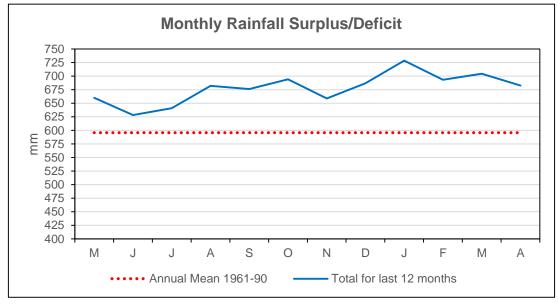
# Rainfall

# **April 2021**

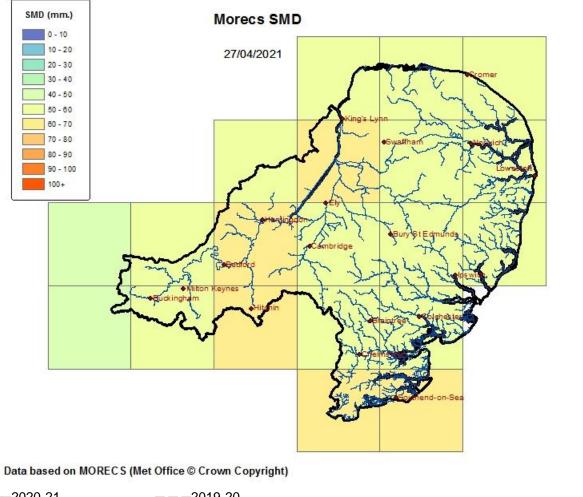




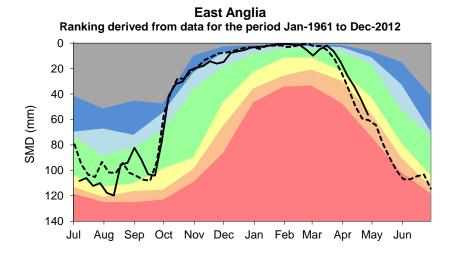


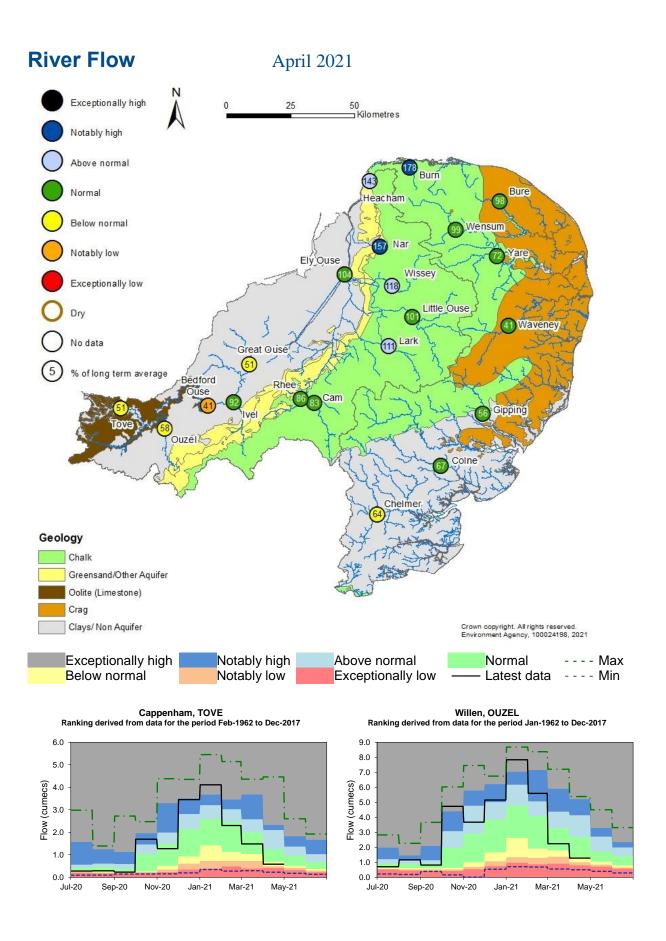


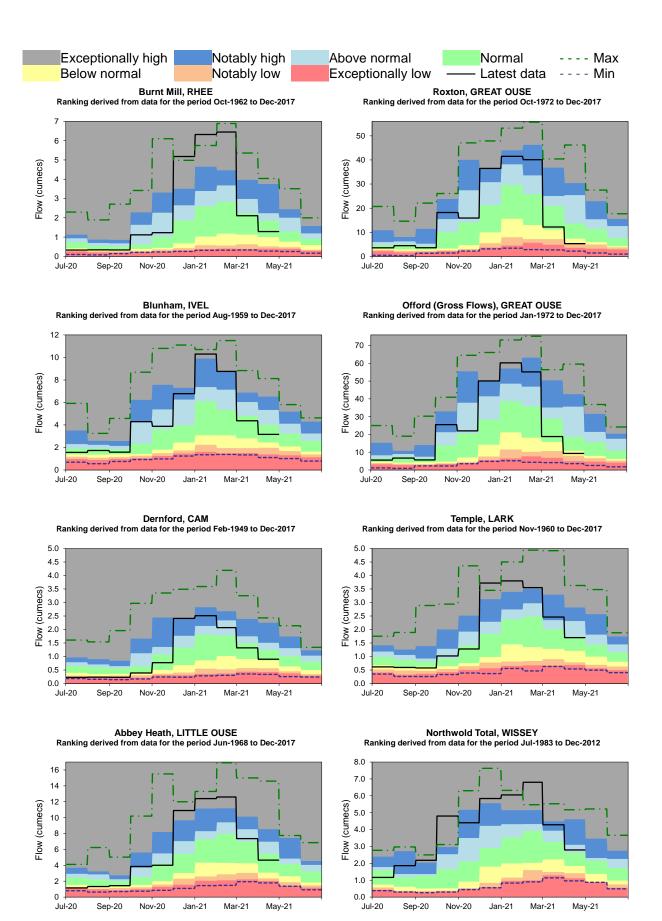
# **Soil Moisture Deficit**

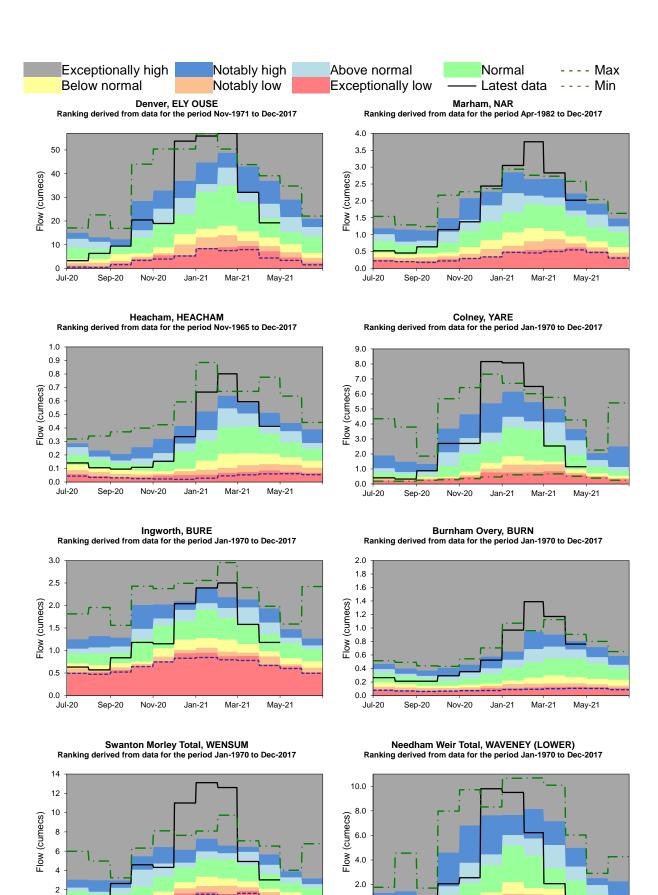












0.0

Jul-20

Sep-20

Nov-20

Jan-21

Mar-21

May-21

0

Jul-20

Sep-20

Nov-20

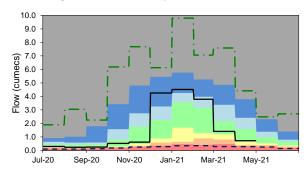
Jan-21

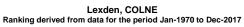
Mar-21

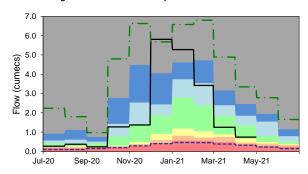
May-21



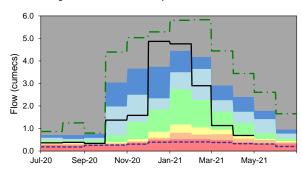
# Bramford, GIPPING Ranking derived from data for the period Jan-1970 to Dec-2017



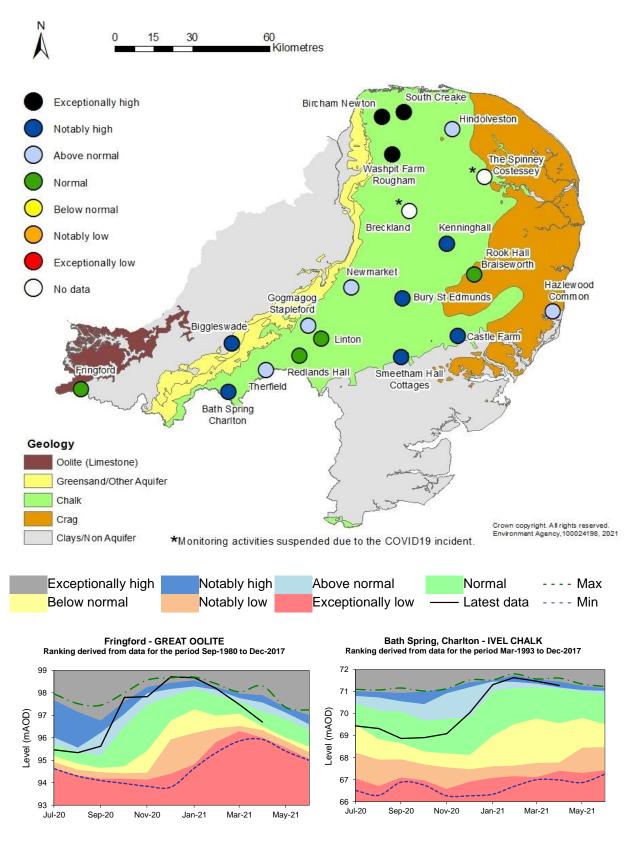


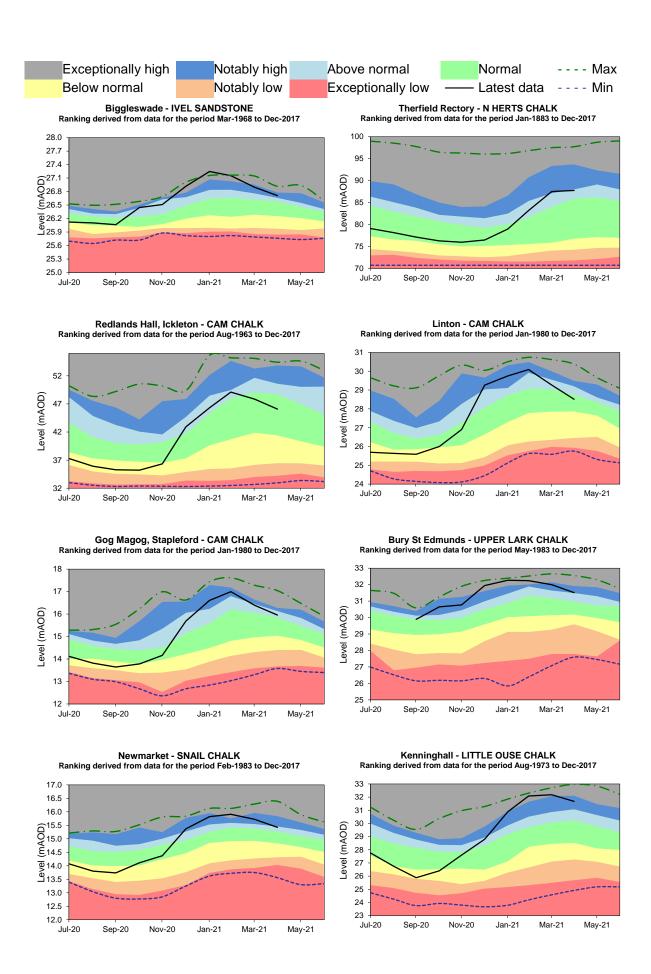


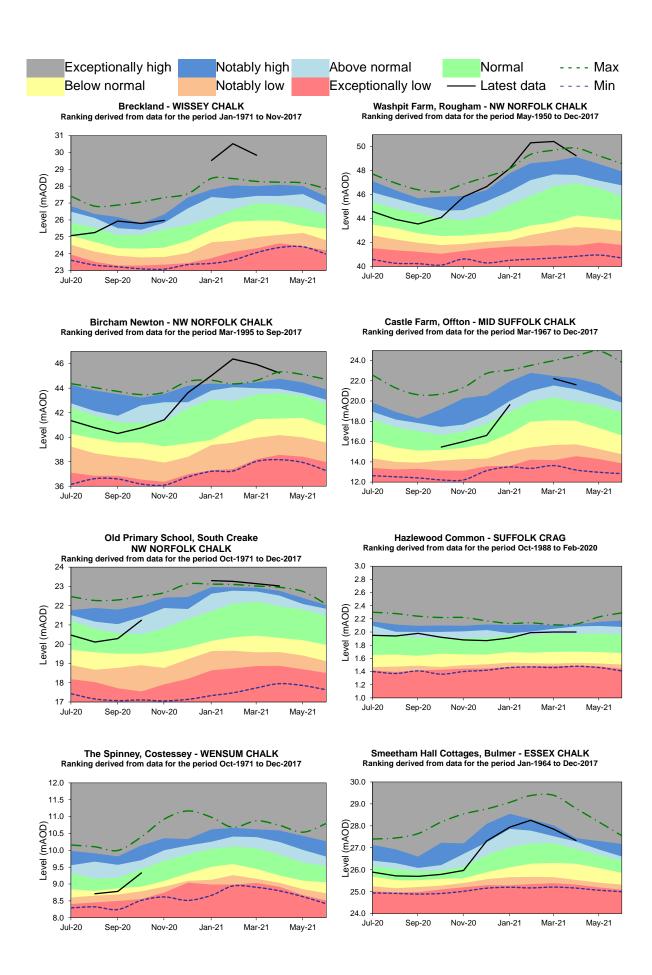
Springfield, CHELMER
Ranking derived from data for the period Jan-1970 to Dec-2017

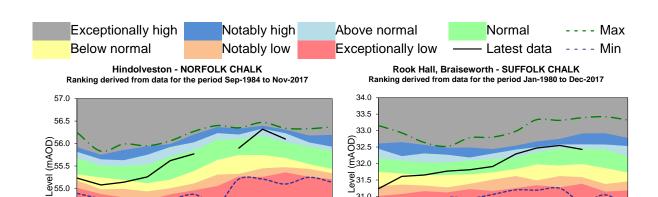


# **Groundwater Levels** April 2021









31.0

30.5 30.0

Jul-20

Sep-20

Nov-20

Mar-21

Jan-21

May-21

54.5

54.0

Jul-20

Sep-20

Nov-20

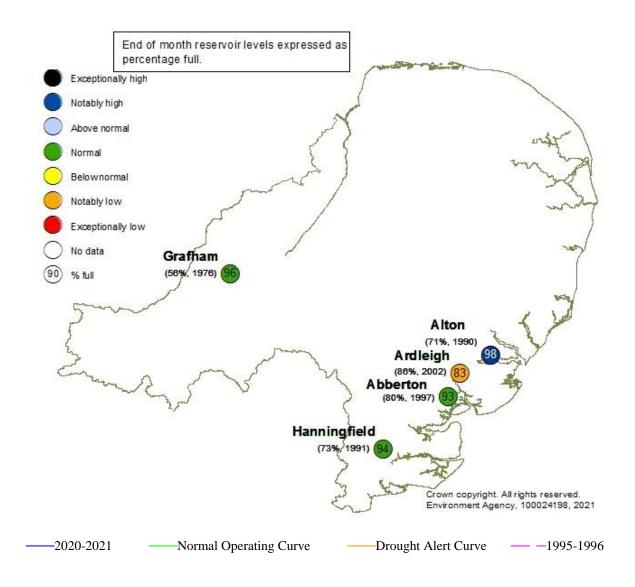
Jan-21

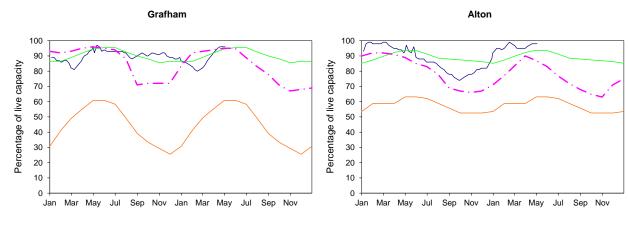
Mar-21

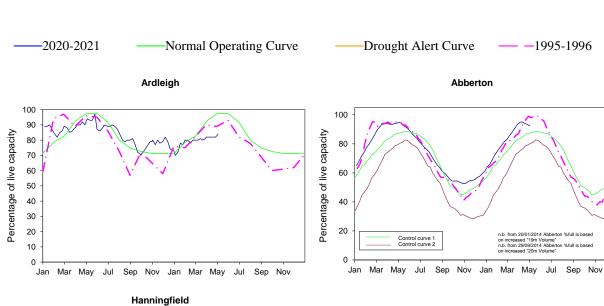
May-21

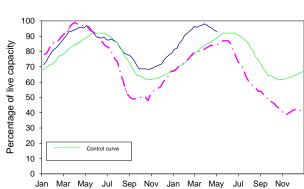
# Reservoir Stocks

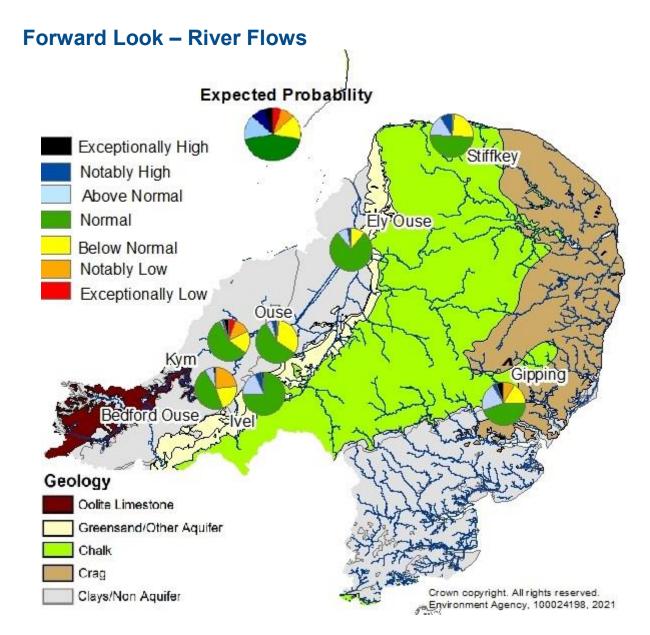
# April 2021







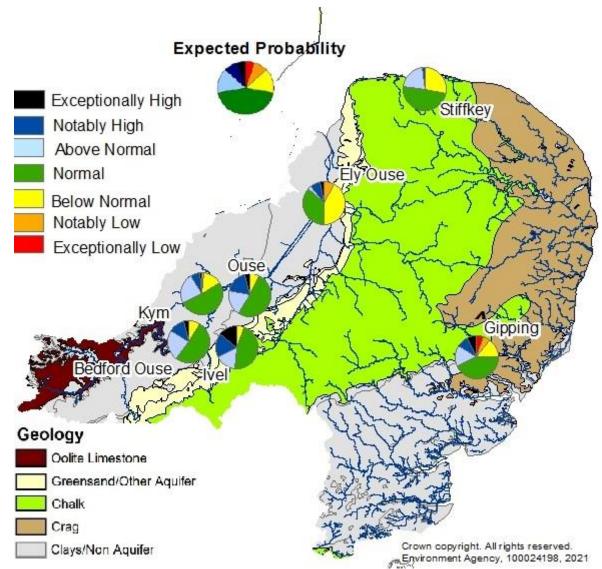




Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.

Probabilistic ensemble projections of river flows at key indicator sites in June 2021. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: Centre for Ecology and Hydrology, Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2021.

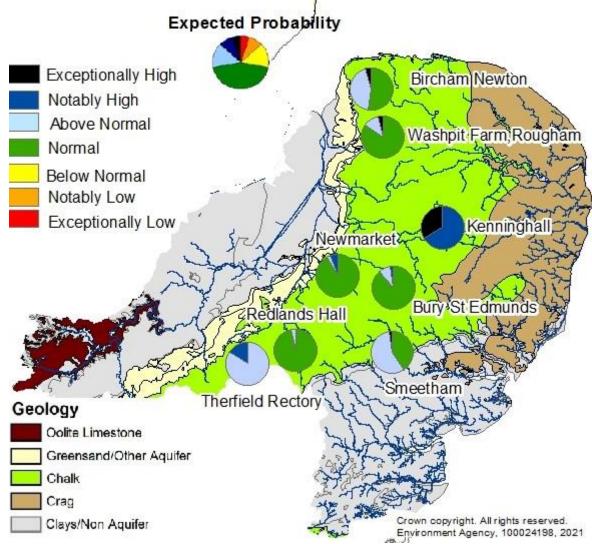
^ "Naturalised" flows are projected for these sites'



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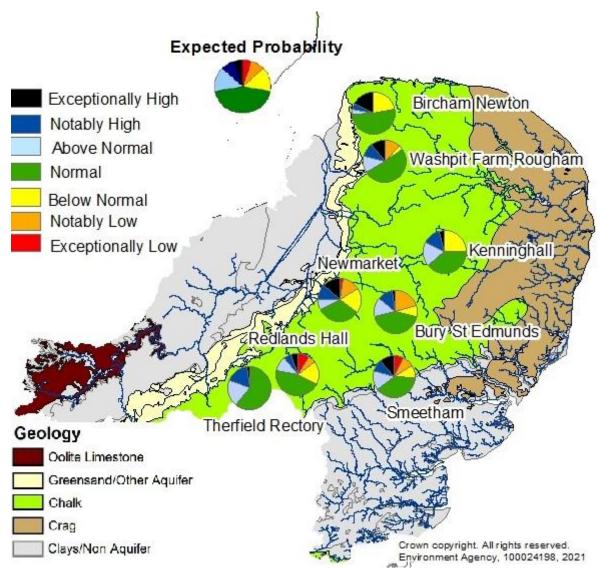
Probabilistic ensemble projections of river flows at key indicator sites in September 2021. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: Centre for Ecology and Hydrology, Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2021

## Forward Look - Groundwater



Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.

Probabilistic ensemble projections of groundwater levels at key indicator sites for end of September 2021. Pie charts indicate probability, based on climatology, of the groundwater level at each site being e.g. exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2021.



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Probabilistic ensemble projections of groundwater levels at key indicator sites for end of March 2022. Pie charts indicate probability, based on climatology, of the groundwater level at each site being e.g. exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2021.

Glossary Term

Aquifer A geological formation able to store and transmit water.

**Definition** 

Areal average rainfall The estimated average depth of rainfall over a defined area. Expressed

in depth of water (mm).

Artesian The condition where the groundwater level is above ground surface but

is prevented from rising to this level by an overlying continuous low

permeability layer, such as clay.

Artesian borehole Borehole where the level of groundwater is above the top of the borehole

and groundwater flows out of the borehole when unsealed.

Cumecs Cubic metres per second (m<sup>3</sup>s<sup>-1</sup>)

Effective rainfall The rainfall available to percolate into the soil or produce river flow.

Expressed in depth of water (mm).

Flood Alert/Flood Warning Three levels of warnings may be issued by the Environment Agency.

Flood Alerts indicate flooding is possible. Flood Warnings indicate flooding is expected. Severe Flood Warnings indicate severe flooding.

Groundwater The water found in an aquifer.

Groundwater level The water level measured in the aquifer at a borehole, which may

include the impacts of artificial influences.

Long term average (LTA) The arithmetic mean calculated from the historic record, usually based

on the period 1961-1990. However, the period used may vary by parameter being reported on (see figure captions for details).

mAOD Metres Above Ordnance Datum (mean sea level at Newlyn Cornwall).

MORECS Met Office Rainfall and Evaporation Calculation System. Met Office

service providing real time calculation of evapotranspiration, soil moisture

deficit and effective rainfall on a 40 x 40 km grid.

Naturalised flow River flow with the impacts of artificial influences removed. Artificial

influences may include abstractions, discharges, transfers, augmentation

and impoundments.

NCIC National Climate Information Centre. NCIC area monthly rainfall totals

are derived using the Met Office 5 km gridded dataset, which uses rain

gauge observations.

Recharge The process of increasing the water stored in the saturated zone of an

aquifer. Expressed in depth of water (mm).

Reservoir gross capacity The total capacity of a reservoir.

Reservoir live capacity The capacity of the reservoir that is normally usable for storage to meet

established reservoir operating requirements. This excludes any capacity not available for use (e.g. storage held back for emergency services, operating agreements or physical restrictions). May also be referred to as

'net' or 'deployable' capacity.

River Flow The flow in the river measured at a gauging station which includes the

upstream impact of artificial influences.

Soil moisture deficit (SMD) The difference between the amount of water actually in the soil and the

amount of water the soil can hold. Expressed in depth of water (mm).

### **Categories**

Exceptionally high Notably high Above normal Normal Below normal Notably low Exceptionally low Value likely to fall within this band 5% of the time within the historic record. Value likely to fall within this band 8% of the time within the historic record. Value likely to fall within this band 15% of the time within the historic record. Value likely to fall within this band 44% of the time within the historic record. Value likely to fall within this band 15% of the time within the historic record. Value likely to fall within this band 8% of the time within the historic record. Value likely to fall within this band 5% of the time within the historic record.

# MELBOURN PARISH COUNCIL

Version: 3

Review By: Jan 2020

APPENDIX 3

	& only if open)	Worcester Way	Stockbridge M.	Pavilion 2%	Ground	New Road C/metery	Orchard Road Cemetery	Clear Cres.Play Park	New Rec. Ground	Access Way	War Memorial	Village Car Park	Moor Play Park	Area	
	And the second control of the second control	62	2/10/10/10	1/4/2/11	1m 21/4	m 21/4	m 27/43	1921	The will	Im wha	m 27/4	The 27/4 :	1/4/21	Week 1	
						38/2011	35/2/18/20	Stull And	Story Me	3/8/1 M M	3/5/4 MM.	3/8/2/18/11	2/2/11/1/2/18	Week 2	Monthly Officering Mecond
10	16/5211	K = S	Mils	767 n/S	S 11 2M	10/5/2/1	10/5/21/78	10/5/21/10/	Im 11) 7	M 1/2	10/5/21/18	16/5/h/ TM	11/5	Week 3	VIII Vecola
						Mink	M. 17/5	3/11/19/1	3r. M	m 11/5	2/11	Shir Me	12/5/27/1	Week4	
								*PLAY BACK							0

Document 4.23 Melbourn Parish Council Parish Estate Safety Inspections V4 August 2019.doc

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

# MELBOURN PARISH COUNCIL

Version: 3 Review By: Jan 2020

Millennium Copse	Elm Way	Chalkhill Barrow	Beechwood Avenue	Armingford Cres.	Fire Engine Shed	Jubilee Orchard	All Saints' C/Yard	Allotments	Area	
						na 17/4	M2 2764	M 27/4	Week1	
3/5/2011/1/2/6	W CLASS	3/5/21/1/1/1/1	336/2/18/10						Week2	Monthly Che
						The deliver	10/5/21	M = N	Week 3	Monthly Checking Record
				Ten 17/5	TH 17/5				Week4	
		E	L				J.			

Date report	ed to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
- atte report		Block garages - rear Palmers Way	Fly tipping - sofa and bike	RW	Reported to SCDC		Total and total of topul
	1-701/2020	Block garages Teal Familers way	Try tipping 30th and bike	ILLAN	Reported to Sebe		+
Dec/Jan		Empty charity box discarded in hedge		TS			
an		Littlehands	Garden toys thrown on to roof	GC			
	27/02/2020	Royston Road, Greenlow Kennels drive	carpets fly tipped	TS	Reported to SCDC		
			Reports of young people causing nuisance and danger to self and others				
eb / March	1	High Street - various	along the High Street	Various	Reported to 101		Incident number INT/35/4WIZ/1132020
					Reported to PCSO		
	18/03/2020	Track to the rear of allotments	Young people smoking weed	BD	James Lynch		
	22/02/2020	Stackbridge Mandaus	Evidence of a fire	DD	Reported to PCSO		
	23/03/2020	Stockbridge Meadows	Evidence of a fire	DB	James Lynch Report to PCSO		
					James Lynch and 101		
	25/03/2020	Orchard Road cemetery	Groups of people gathering and smoking weed	Resident	online		Incident number INT/35/LUXS/2632020
					Report to PCSO		
					James Lynch and 101		
	<u> </u>	Stockbridge Meadows	People gathering	Various	online		
	18/05/2020	Track at the top of Water Lane	Fly tipping (poss asbestos material)	TS	Reported to SCDC		
		New Rec and generally around the					
Various		village	Litter left on open spaces due to groups gathering. Bins overflowing.	Various			
		Vicarage Close	Salt bin damaged - lid broken	DB			
		Bottom of London Way	Fly tipping - 2 x wings from car	TS			TS moved to pick up point by bin
	15/0//2020	Bench by River Mel (nr pavilion	Bench damaged - one slat needs replacing	CS			KR has inspected - does not seem repairable.
Various		Illegal access to High Street from	Various reports by residents - increased incidents since Mortlock Street has		Emailed SvdV, PCSO		Police have attended and observed. Sat Nav is directly people to access High Street from Norgetts.  Police have emailed suggesting repainting road markings. Resident has requesting Norgetts Lane is
		Norgetts Lane and Water Lane	been closed.	Various	James Lynch.		closed off to the High Street both ways. Discussed by MC
various		Notificite Edite und Water Edite	One of the 'No parking after 3pm' signs has been damaged and removed	Various	Junes Lynen:		closed on to the riigh offeet both ways. Discussed by the
	11/08/2020	Damage to no parking sign in car park	from the fencing.	JH			Wardens have re-installed the sign. No further action.
	<u> </u>						CL to put posters on website, facebook and notice boards. Tim Stebbings reporting back whenever
							he finds items. Problem areas generally farm tracks, London Way / Back Lane. JH also discussing
vARIOUS		Fly tipping	Various reports of fly tipping - definitely increased over the summer.				with SCDC. CL has put a call in to PCSO to share information.
09/10/20 -1							Main areas include Greenbanks, near Pig Farm and farm tracks. Pig farm reported to SCDC. TS
		Fly tipping	Various reports of fly tipping and litter over the weekend	TS			cleared the rest of the fly tipping collected from pick up point at Back Lane by SCDC on 14/10/20
	18/10/2020		Salt from the yellow bin has been spread all around the car park.	JH / Resident			Wardens to install padlock on the bin
	18/10/2020	New bus shelter	Back rest on new bus shelter broken	GC		1	GC returned damaged piece. Contractors to refit and re-enforce.
	20/10/2020	Trade bin (green) outside Littlehands	Bin damaged by fire	cc			SM to report to SCDC. SCDC to provide replacement. Bin to be kept locked - query this with SCDC
		Abandoned van on High Street	Untaxed and in poor condition	GC TS			for emptying.  CL has reported to SCDC
	11/11/2020	Abditioned vali on riigh street	ontaxed and in poor condition	13	Reported to PCSO		et has reported to see
	18/01/2021	Disused orchard behind allotments	Meeting place with signs of drug use	TS	James Lynch		SM to report to James Lynch
	27/01/2021		Fly tipping at the back of 30 Worcester Way	DB	Reported to SCDC		SM reported to SCDC
	· · · · · · · · · · · · · · · · · · ·		Fly tipping along London Way. Rubbish found includes addresses and				TS moved to pick up point by bin and retained items with addresses on and evidence of substance
	05/02/2021	Fly tipping	evidence of substance use.	TS	Reported to SCDC		use. Photos of addresses and evidence of substance use sent to SCDC
			Adandoned trailer Greengage Rise, not moved for at least 2 months. Sofa				
	11/02/2021	Abandoned trailer + fly tipping	and other rubbish left in trailer.	DB	Reported to SCDC		SM reported to SCDC
	4: - 1		"Suspicious" vehicle reported by resident behind the allotments where fly				
		Suspicious vehicle - The Moor	tipping has occurred. No illegal behaviour witnessed.	Resident	Reported to SCDC	1	SM contacted SCDC and gave description of the vehicle for their records
		Fire in the Old Orchard	Shed in Old Orchard destroyed by fire	DB		1	Described to worders, they will exist over
	16/03/2021	Graffiti on bus shelter (High Street)	Graffiti reported by neighoburing resident	Resident		-	Reported to wardens - they will paint over
			Neighbour reported noisy gathering and litter left in car park. Requested				
	23/03/2021	Littering and noise in car park	Parish Office look at CCTV. Incidents were at night so CCTV was not clear.	Resident			
Various	_5, 55, 2021	Litter	Various - littering generally on the increase around the village.	Various	+		1
	13/04/2021		Young people throwing salt around and littering	Resident		1	CCTV images available. SM to follow up with MVC
	, , ,	·		-		1	Reported to SCDC Enviro team to clean. Reported to police with follow up email sending photos.
	20/04/2021	Junction at The Cross	Offensive graffiti on the road	Resident			Police incident no. CC-28042021-0461
		Workshop on the car park	Offensive graffiti on the wall	Resident			Wardens to paint over.
	21/04/2021	Multiplay, Clear Crescent Play Park	Two burn marks inside tunnel on children play equipment	ROSPA inspector			Monitor
	·						Copy of the poster reported to the police. No further action at this time. CRIME REFERENCE
Various		Offensive poster	Offensive poster sellotaped to various locations around the village	Police			35/28349/21
various				1	1	1	CL provided contact details for PCSOs. Advised that there is a change of PCSOs in the village at this
various		Report of bullying on The Moor play area	Email reporting bullying on The Moor play area and request for PCSO	Resident			time.



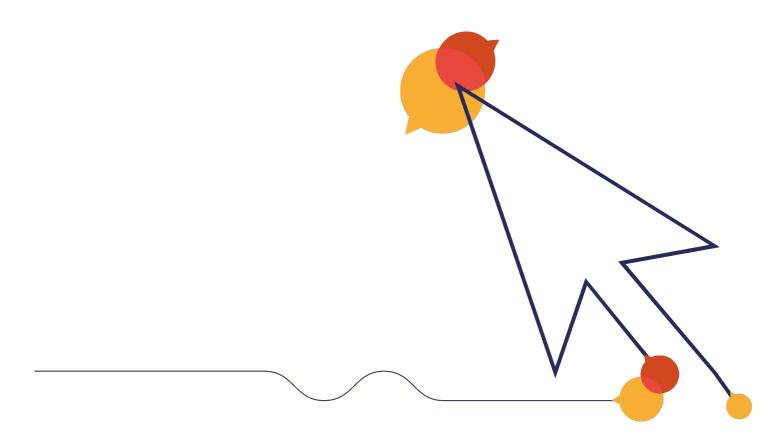
# **Safety Inspection Report**

**Annual Inspection** 

# **Clear Crescent Play Area**



21 April 2021





# **Safety Inspection Report**

# **Annual Inspection**

Site name: Clear Crescent Play Area

Date of inspection: 21 April 2021
Inspector: David Owen

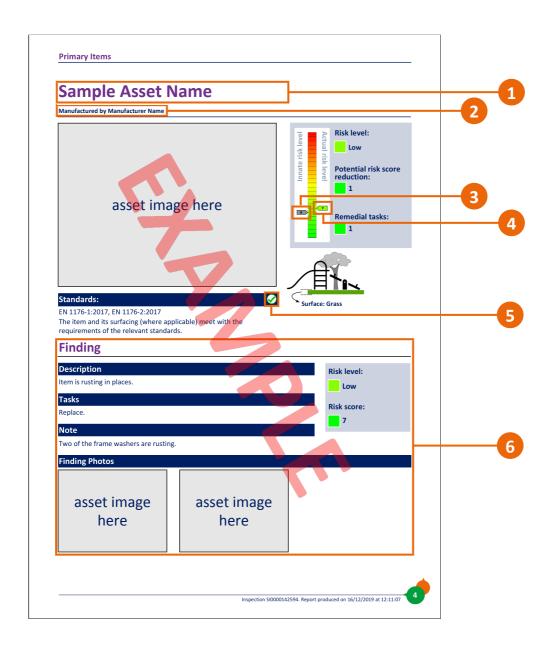




The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

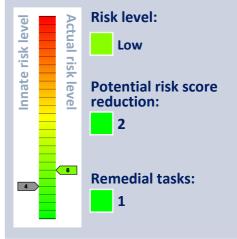
Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.



# **Gates - Combination**





# **Maintenance Finding**

### Description

The item is unlocked.

### **Tasks**

Lock.

### Note

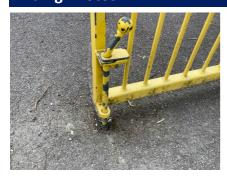
The maintenance gate is not locked and could be opened by the public.

Risk level:

Low

**Risk score:** 

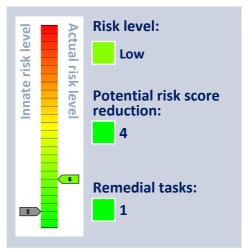






# Signage





# **Maintenance Finding**

### Description

Dog ban & ownership signs recommended.

### **Tasks**

See https://www.rospa.com/en/Play-Safety/Advice/Signs

### Note

Operator signs should be installed at each entrance with the correct information on them, operator's name and contact number etc. - please see link attached. www.rospa.com/Play-Safety/Advice/Signs.aspx

### Risk level:



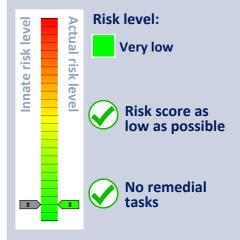
**Risk score:** 

6



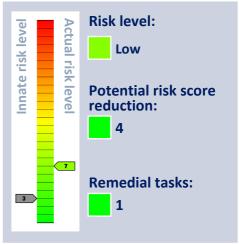
# **Litter Bins**





# **Pathways**







Risk level:

Low

**Risk score:** 

7

# **Maintenance Finding**

### Description

Surface is wearing.

### **Tasks**

Repair.

### Note

Surface wearing and creating a trip point around the edgings.





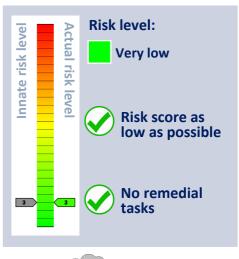
# **Fencing - Perimeter Hedgerow**





# **Seating - Picnic Tables**

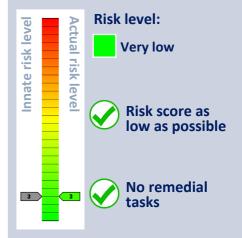






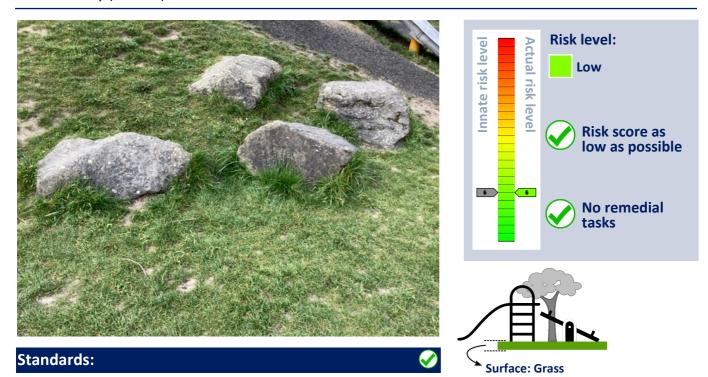
# **Seating**





# **Natural Play - Boulders**

Manufactured by (Unknown)



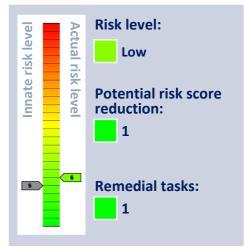
EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# **Log Stockade - With Balance Logs**

**Manufactured by Wicksteed Leisure Ltd** 







### Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

### **Maintenance Finding**

### Description

The timber components are slippery.

### **Tasks**

Remove slipperiness. Consider adding surface texture.

### Note

Log balance beams slippery when wet.

# Risk level:

Low

**Risk score:** 

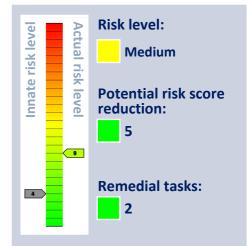




# **Rope Balance - Embankment**

**Manufactured by Wicksteed Leisure Ltd** 







### Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# **Maintenance Finding**

### Description

Bolt cap damaged.

### **Tasks**

Replace.

### Note

Replace.

### Risk level:



Risk score:





### Description

Ground erosion present.

### **Tasks**

Repair the worn areas.

### Note

Foundations exposed mound has eroded in places - reinstate mound.

### **Finding Photos**





Risk level:

Medium

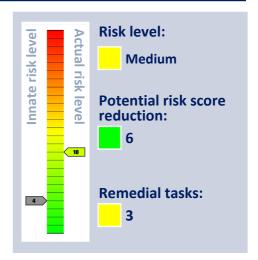
**Risk score:** 

9

# **Slide - Embankment - With Log Steps**

**Manufactured by Wicksteed Leisure Ltd** 







### Standards:

EN 1176-1:2017, EN 1176-3:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

### **Maintenance Finding**

### Description

Surface needs repair.

### **Tasks**

Repair.

### Note

Surfacing shrunk at top of embankment at entrance to slide, creating a potential entrapment.

### Risk level:

Medium

**Risk score:** 

8



### Description

Timber is decayed.

### **Tasks**

Replace affected parts.

### Note

Top log is decayed through and loose in the ground and could lead to a fall - replace.

### Risk level:

Medium

**Risk score:** 

10

### **Finding Photos**



# **Maintenance Finding**

### Description

Worn ground areas.

### **Tasks**

Build up ground levels to remove trip hazard.

### Note

Embankment has eroded around the sides and a large area has been excavated beneath the slide - reinstate the whole affected area.

### Risk level:

Medium

Risk score:

10

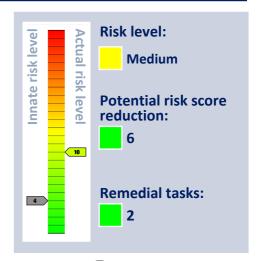




# **Agility Bars - 3 Tier**

**Manufactured by HAGS Play Ltd** 







### Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

### **Maintenance Finding**

### Description

This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.

### Tasks

Consult with the manufacturer's guidance to determine suitable maintenance.

### Risk level:

Medium

**Risk score:** 

9



### Description

Surface needs repair.

### **Tasks**

Replace.

### Note

Grass mats are damaged - replace.

### **Finding Photos**



Risk level:

Medium

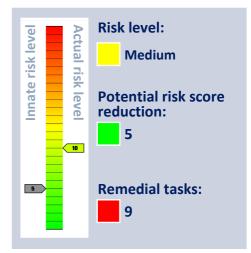
**Risk score:** 

10

# **Climber - Net & Ladder**

Manufactured by (Unknown)







### Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# **Maintenance Finding**

### Description

Cap missing.

### **Tasks**

Replace.

Risk level:

Low

Risk score:

5



### Description

There is decay to timber components which may affect structural integrity. We do not recommend replacing rotten supports with timber posts which are directly set in the ground due to the increased problem of timber rot, especially in posts in contact with the ground.

# Risk level: Low Risk score:

### **Tasks**

Read the notes for further action.

### Note

One post is showing signs of softening and decay at ground level - monitor.

### **Finding Photos**





### **Maintenance Finding**

### Description

Fixtures loose or missing.

### Tasks

Read the notes for further action.

### Note

Net fittings are loose to the posts - remove fittings to check for corrosion and replace if found and the. Secure the net.

### Risk level:

### Medium

### Risk score:

### 10



### Description

Item has some parts missing.

### **Tasks**

Replace the missing parts.

### Note

One rung and two hand holds missing - replace.

### **Finding Photos**



### **Maintenance Finding**

### Description

This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.

### **Tasks**

Consult with the manufacturer's guidance to determine suitable maintenance.

### Risk level:

Risk level:

Low

Risk score:

7

Medium

**Risk score:** 

9



### Description

RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.

### **Tasks**

The protective surface under all bars and rings must be kept in good condition.

Risk level:

Low

**Risk score:** 

5

### **Finding Photos**



# **Maintenance Finding**

### Description

There are natural splits / shakes in the timbers.

### **Tasks**

Shakes vary. Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp.

Risk level:

Low

**Risk score:** 

6



### Description

The surface is cracking.

### **Tasks**

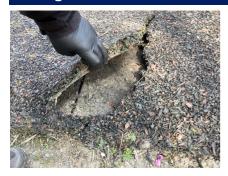
Repair.

### Note

The surfacing has cracked.

# Risk level: Low Risk score:

### **Finding Photos**



# **Maintenance Finding**

### Description

The core of the wire is exposed.

### **Tasks**

No reasonably practicable action is identified.

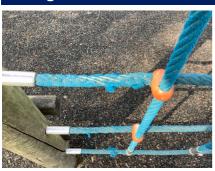
### Note

Replace net when wire is broken.

# Risk level:

**Risk score:** 

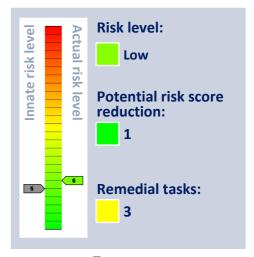




# **Multiplay - Junior**

**Manufactured by Wicksteed Leisure Ltd** 







### Standards:

EN 1176-1:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

# **Maintenance Finding**

### Description

Cap missing.

### **Tasks**

Replace.

### Note

Cap plug missing exposing the thread - replace.

### Risk level:











### Description

Vandalised (arson).

### **Tasks**

No reasonably practicable action is identified.

### Note

Two burn marks inside the tunnel - monitor.

### **Finding Photos**



# **Standard Compliance Finding**

### Description

Wedge (head/neck) entrapment is present.

### **Tasks**

Modify to eliminate the entrapment.

### Note

Wedge entrapment on both ladder climber hand rail and platform.

### **Finding Photos**







**Risk level:** 

Low

**Risk score:** 

6

Risk level:

Low

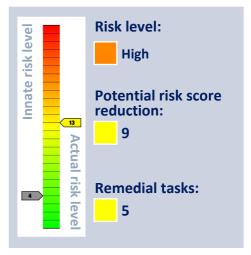
Risk score:



# **Agility Trail - 7 Element**

**Manufactured by Wicksteed Leisure Ltd** 







### Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

### **Maintenance Finding**

### Description

This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.

### Tasks

Consult with the manufacturer's guidance to determine suitable maintenance.

### Risk level:

Medium

**Risk score:** 

9



### Description

Strimmer damage to supports is likely to accelerate timber rot.

### **Tasks**

Prevent further damage.

Risk level:

Low

**Risk score:** 

4

### Finding Photos



# **Maintenance Finding**

### Description

Timber is decayed.

### **Tasks**

Replace affected parts.

### Note

Rope walk top bar is decayed from the inside out, hollowed - replace as soon as possible.

### **Risk level:**



**Risk score:** 





### Description

Timber is splintered.

### **Tasks**

Repair.

### Note

Rope Burma Bridge post has split and damaged - repair.

# Risk level: Medium Risk score:

### **Finding Photos**



# **Maintenance Finding**

### Description

The core of the wire is exposed.

### **Tasks**

Read the notes for further action.

### Note

The rope is rubbing on the balance beam and wearing down to the wire - monitor for broken wires and replace if found.

### **Risk level:**



**Risk score:** 

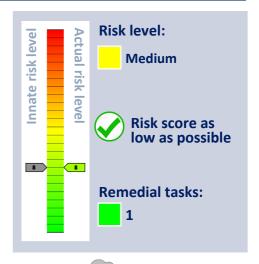




# Swing - Mixed - 3 Bay 1 Accessible 1 Basket 3 Junior Seat (2300 mm)

**Manufactured by Wicksteed Leisure Ltd** 







### Standards:

EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

### Description

Moving parts require greasing.

### **Tasks**

Apply lubricant according to the manufacturer's instrutions.

### Note

The basket seat hangers are squealing.

### **Finding Photos**



Risk level:

Low

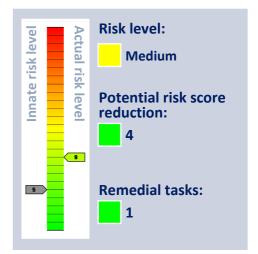
**Risk score:** 

6

# **Rocker / Rotator - Chair - Space Rocket**

**Manufactured by Wicksteed Leisure Ltd** 







### Standards:

EN 1176-1:2017, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

### Description

Surface needs repair.

### **Tasks**

Repair.

### Note

The surfacing has worn away exposing and damaging the liner beneath. Grass & weeds have grown inside. The plastic edging strips are sharp - the whole area requires immediate repairs and alterations. Bark requires topping up.

### Risk level:

Medium

**Risk score:** 

ç



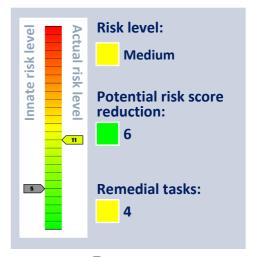




# **Cableway**

**Manufactured by Wicksteed Leisure Ltd** 







### Standards:

EN 1176-1:2017, EN 1176-4:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# **Maintenance Finding**

### Description

Chains links worn.

### **Tasks**

Replace the worn parts.

### Note

Chain link and seat connector worn.

### Risk level:



Risk score:





### Description

Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar or similar, where the wire is in contact and wears and frays over time. Damaged cables require replacement. This cannot be determined during an annual inspection, and is excluded from our inspection. This finding is generically high risk and action is required. Refer to the manufacturer's instructions to ensure the correct check is carried out.

# Risk level: Medium Risk score:

### Tasks

Conduct an appropriate dismantling inspection.

### **Finding Photos**



# **Maintenance Finding**

### Description

Item is not working.

### **Tasks**

Repair.

# Risk level:

**Risk score:** 

# 5

### Note

Traveller brake not working.



### Description

Strimmer damage to supports is likely to accelerate timber rot.

### **Tasks**

Prevent further damage.

# Risk level: Medium Risk score:

### **Finding Photos**



# **Play Panel - Bats**

**Manufactured by Wicksteed Leisure Ltd** 



# Risk level: Very low Risk score as low as possible No remedial tasks

### Standards:

EN 1176-1:2017

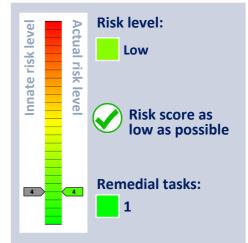
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

**Surface: Grass** 

# **Rocker - Elephant**

**Manufactured by Wicksteed Leisure Ltd** 







### Standards:

EN 1176-1:2017, EN 1176-6:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

# **Standard Compliance Finding**

### Description

Protruding handles / foot rests.

### **Tasks**

No reasonably practicable action is identified.

Risk level:

Low

**Risk score:** 

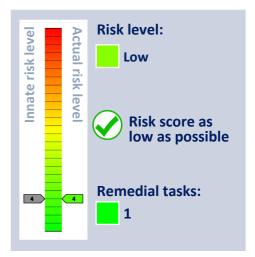
4



# **Rocker - Motorbike**

**Manufactured by Wicksteed Leisure Ltd** 







#### Standards:

EN 1176-1:2017, EN 1176-6:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

# **Standard Compliance Finding**

# Description

Protruding handles / foot rests.

#### **Tasks**

No reasonably practicable action is identified.

Risk level:

Low

**Risk score:** 

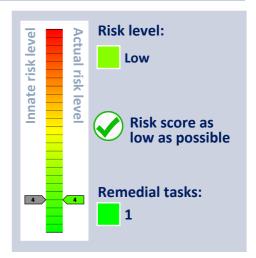
4



# Swing - Toddler - 1 Bay 2 Seat (2300 mm)

**Manufactured by Wicksteed Leisure Ltd** 







#### Standards:

EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# **Maintenance Finding**

#### Description

Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.

# Risk level:

Very low

**Risk score:** 

1

#### **Tasks**

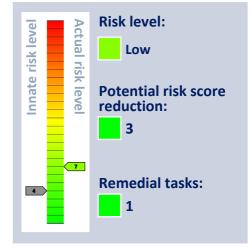
Conduct the checks and take action as necessary.



# Play Train & Carriage - With Play Panel - Station

**Manufactured by Wicksteed Leisure Ltd** 







## Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# **Maintenance Finding**

# Description

Fixtures loose or missing.

## **Tasks**

Tighten/replace.

## Note

Exhaust loose to tunnel and seat rest panels loose - secure.

## **Finding Photos**





Risk level:

Low

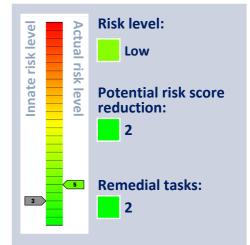
**Risk score:** 

7

# **Play Panel - Mirror**

**Manufactured by Wicksteed Leisure Ltd** 







#### Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# **Maintenance Finding**

# Description

Cap missing.

#### **Tasks**

Replace.

#### Note

Post caps missing where objects could be inserted and water ingress is likely to occur.

## Risk level:



Risk score:





# **Maintenance Finding**

## Description

Item is bent.

#### **Tasks**

Read the notes for further action.

#### Note

Mirror bent - monitor for splits / cracks, replace if found.

## **Finding Photos**



# **Stepping Posts - Mushroom x 3**

**Manufactured by Wicksteed Leisure Ltd** 



Actual risk leve Innate risk level **Very low** Risk score as low as possible No remedial tasks

Risk level:

Risk level:

Low

Risk score:

5

#### Standards:

EN 1176-1:2017

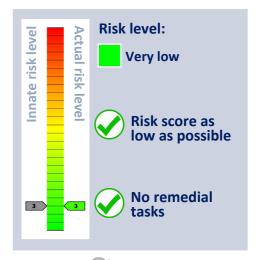
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

**Surface: Grass** 

# **Play Panel - Spooky Pairs**

**Manufactured by Wicksteed Leisure Ltd** 







# Standards:

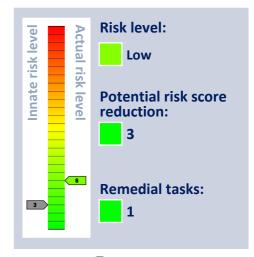
EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Play Panel - Make it Rain

**Manufactured by Wicksteed Leisure Ltd** 







## Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# **Maintenance Finding**

# Description

Bolt cap damaged.

## **Tasks**

Replace.

#### Note

Repalce.

# Risk level:

Low

**Risk score:** 

6



# **General Notes**

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

- 1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Rare
  - b. 2 = Unlikely
  - c. 3 = Moderate
  - d. 4 = Likely
  - e. 5 = Certain
- 2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Insignificant
  - b. 2 = Minor
  - c. 3 = Moderate
  - d. 4 = Major
  - e. 5 = Catastrophic
- 3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
- 4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item,
- 5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
- 6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

# **General Notes**

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of  $1 \times 5 = 5 = low risk$ . Similarly, a certain event for which the consequence is insignificant will present a score of  $5 \times 1 = 5 = low risk$ . It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

	Severity						
		1	2	3	4	5	
L		Insignifi-	Minor	Moderate	Major	Catastro-	
i		cant				phic	
k	1 = Rare	1	2	3	4	5	
е		LOW	LOW	LOW	LOW	LOW	
1	2 = Unlikely	2	4	6	8	10	
i		LOW	LOW	LOW	MEDIUM	MEDIUM	
h	3 = Moderate	3	6	9	12	15	
0		LOW	LOW	MEDIUM	MEDIUM	HIGH	
0	4 = Likely	4	8	12	16	20	
d		LOW	MEDIUM	MEDIUM	HIGH	HIGH	
	5 = Certain	5	10	15	20	25	
		LOW	MEDIUM	HIGH	HIGH	HIGH	

#### **Inspection Methodology**

The inspections are undertaken using the RPII's inspection methodology.

#### **Compliance with Standards**

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.

#### What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area up to 3.0 metres around, or the fence line if closer.

Operational inspections only take into consideration defects related to wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include for any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under

manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all standing surfaces as necessary on the equipment and assess all parts up to 2.5m above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on-site ladders may not be used to access the equipment.

#### What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

#### **Exposure to Risk**

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

#### Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

#### **General Notes**

#### **Contemporaneous Findings**

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

#### Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using a resistograph. Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using a resistograph can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs.

The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

#### **Planting and Trees**

Where planting or trees are mentioned in our report please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.

#### **How This Inspection Contributes to Your Annual Main Inspection**

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an "Annual Main Inspection", the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

#### Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA
6.1 and 6.2 c) Inspect and maintain in accordance with the manufacturer's instructions (see note 1)	Inspection?
6.2 a) Identify obvious hazards	√   • [±]
6.2 b) Check for operation, stability and wear (see note 2)	<b>√</b> [2]
6.2 b) Check sealed for life parts	× [2]
6.2 b) Check for cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) and structural integrity (see note 2)	<b>√</b> [2]
6.2 c) Overall levels of safety of equipment	✓
6.2 c) Overall levels of safety of foundations (see note 2)	<b>√</b> [2]
6.2 c) Overall levels of safety of surface (see note 3)	<b>√</b> [3]
6.2 c) Compliance with the relevant parts of the standard (see note 4)	<b>√</b> [4]
6.2 c) Undertaking the responsibility of the operator's periodic, systematic assessment of the effectiveness of all their safety measures (BS EN 1176-7, 8.2.1)	×
6.2 c) Effects of weather	✓
6.2 c) Presence of rot or corrosion (see note 2)	<b>√</b> [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	<b>√</b> [5]
6.2 c) Excavation/dismantling/additional measures	×
6.3.1 Assessment of glass reinforced plastics (see note 6)	<b>√</b> [6]
6.3.2 Maintenance of one post equipment (see note 2)	<b>√</b> [2]
N.B. The clause numbers above are taken from BS EN 1176-7. The content is equally applicable to all other relevant standards.	
Notes [1] Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards [2] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment [3] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections [4] The inspection assesses compliance where this can be tested on site using manual methods without	
dismantling, destruction and without the use of tools or specialist equipment  [5] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance  [6] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.	

# **EN 1176 Notes – Summary of Requirements**

#### PROTECTION AGAINST INJURIES IN THE FREE SPACE

- \* No obstacles in the minimum space (other than structures to assist or safeguard the user)
- \* Traffic flows should not go through the minimum space

#### PROTECTION AGAINST INJURIES IN THE FALLING SPACE

\* Free height of fall should not exceed 3m \* No obstacles in the falling space \* Platforms with fall heights of more than 1m between them require surfacing

#### PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

\* No unexpected obstacles

#### SURFACING SAFETY REQUIREMENTS

\* Surfacing should have no sharp edges or protrusions \* Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm) \* Hard surfaces should only be used outside where children fall \* Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

#### **DESIGN AND MANUFACTURE**

- \* The equipment must be suitable for the user and risks should be identifiable by the child \* Accessibility: adults must be able to gain access to help children \* Grip requirements: permitted diameter 16 45mm (i.e. overhead bars) \* Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)
- \* Requirements for easily accessible equipment

#### **FINISHING**

- \* Timber species and synthetics should be splinter resistant \* No protrusions or sharp-edged components \* Bolts should not protrude by more than 8mm \* Corners, edges or projecting parts over 8mm should have a 3mm radius. \* No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) \* No crushing or shearing points
- \* Connections should not come loose by themselves and should resist removal. \* Timber connections should not rely solely on screws or nails. \* Leaking lubricants should not stain or impair the safety of the equipment

#### FIBRE ROPES

- \* Conform to EN 701 or 919 or have a material and load certificate
- \* Ropes used by hands shall have a soft, non-slip covering

#### WIRE ROPES

\* Non-rotating and corrosion resistant with no splayed wires outside the ferrule \* Wire connector clip threads should protrude less than 8mm \* Turnbuckles should be enclosed, have a loop at each end and be secured

#### **CHAINS**

- \* Maximum opening of individual links: 8.6mm in any one direction.
- \* Connecting links between chains must be less than 8.6mm or over 12mm

#### **SWINGING SUSPENDED ROPES**

\* Not combined with swings in the same bay \* Less than 2m long: over 600mm from static parts; over 900mm from swinging parts \* 2m - 4m long: over 1000mm from anything \* Diameter: 25 - 45mm

#### **CLIMBING ROPES**

- \* Anchored at both ends and movement less than 20% of rope length
- \* Single climbing rope diameter: 18 45mm (nets comply with Grip requirements)

#### **ENTRAPMENTS**

\* Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

#### **BRIDGES**

\* The space between the flexible bridge and rigid sides should be not less than 230mm

#### **ENTRAPMENT OF FEET AND LEGS**

- \* Inclined planes (not suspension bridges) less than  $38^{\circ}$  should have no gaps over 30 mm
- \* There are no requirements for suspension bridge gaps other than the main entrapment requirements

#### FINGER ENTRAPMENTS

These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps

- \* Tube ends should be securely enclosed and removable only with tools
- \* Moving gaps should not close to less than 12mm

#### **BARRIERS AND GUARD-RAILS**

\* Hand-rail: a rail to help the child balance \* Guard-rail: a rail to prevent children falling \* Barrier: a guard-rail with non-climbable in-fill HAND-RAILS

\* Where required they should be between 600 and 850mm above the standing surface

#### EQUIPMENT FOR UNDER 3'S

\* Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

#### **EQUIPMENT FOR OVER 3'S**

\* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over \* Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing \* Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing \* No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

#### MEANS OF ACCESS

The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to  $\pm 3^{\circ}$  (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

# **EN 1176 Notes – Summary of Requirements**

#### SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

#### REQUIREMENTS

\* No all rigid suspension members (i.e. solid bar top to bottom) \* Design should be principally for use by seated children (RoSPA interpretation) \* Two seats per bay maximum. Do not mix cradle and flats seats in same bay \* Some types of swings have slightly different requirements. Information should be obtained from the supplier \* Single points swing chains should not twist round each other \* Single point swings require a secondary bearing support mechanism

#### DIMENSIONS

\* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) \* No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats \* Distance between seat and frame: 20% of swing suspension + 200mm \* Distance between seats: 20% of the swing suspension + 300mm \* Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

#### SITING

\* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

#### SURFACING REQUIREMENTS

Forward and Back

- \* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m
- \* Seat width no greater than 500mm: 1.75m minimum (i.e. .875mm each way from seat centre)
- \* Areas for two seats in one bay may overlap providing the distance between seats is correct Single point swings
- \* Circular area with a radius equal to the Forward and Backward figure for other swings

#### SLIDES

#### **SAFETY REQUIREMENTS**

\* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. \* Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it \* If the starting section is over 400mm long, platform requirements apply \* From a platform, the gap to the slide is the same width as the slide \* Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point \* Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

- \* Maximum angle: 60° at any one point and an average of 40° \*The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm \* Spiral or curved slides should have a width less than 700mm
  RUIN -OUTS
- \* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. \* Additional requirements are required for different types of slides \* Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) \* Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm \* Users should come to a stop on the run-out section (BS type only) \* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum: 1.2m 2.5m: 150mm minimum: Over 2.5m: 500mm minimum
- \* Maximum side angle from slide bed: 30° \* Tops of sides should be rounded or radiused to at least 3mm \* Tunnel slides should be a minimum 750mm high and 750mm wide \* Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

#### SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: \* DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) \* BS type: 1m each side and 1m beyond

#### **CABLE RUNWAYS**

#### SAFETY REQUIREMENTS

- \* Stop at end should progressively slow down the traveller \* Traveller should not be removable except with tools \* No access to internal mechanism \* Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle \* Where children hang by the hands, the grip should not be enclosed (i.e. a loop)
- \* Climbing should be discouraged onto the grip \* Children should be able to get off the seat at any time (i.e. no loops or straps) \* Maximum loaded (69.5kg) speed is 7m per second \* If two cables are placed parallel the min. distance between them is 2m

#### IMPACT AREAS

\* 2m either side of main cable

#### **ROTATING ITEMS**

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

#### SAFETY REQUIREMENTS

\* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) \* Max. speed at periphery under reasonable use: 5m per s econd. As no method is given, this cannot be tested \* Hand grips should be between 16 - 45mm SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are: Platform roundabouts:

# **EN 1176 Notes – Summary of Requirements**

- \* Platforms should be circular and enclosed \* All parts should revolve in the same direction \* No super-structure over the edge of the platform \* Mechanism should be enclosed \* Height between underside and ground 60 110mm for 300mm in \* Protective skirts should be of rigid material and have no burrs or other defects \* The bottom edge should be flared towards the inside or protected Giant revolving discs
- \* Clearance of underside at lowest point: 300mm \* Max. platform height: 1m \* Free space: 3m \* Upper surface should be continuous, smooth and with no handles or grips \* Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

#### MINIMUM SPACE

\* Free space: Horizontal: 2m all round \* Vertical head clearance from platform: sitting 1.5m; standing 1.8m \* Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

#### SURFACING REQUIREMENTS

\* There are no special extra requirements for surfacing areas \* Surfaces should be continuous underneath and level

#### **ROCKING ITEMS**

#### **DEFINITIONS**

- \* Rocking equipment which can be moved by the user and is supported from below
- \* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

#### **SAFETY REQUIREMENTS**

- \* Throughout the range of movement gaps in all accessible joints should be under 12mm \* Progressive restraint at extremity of movement is required \* Foot rests should be provided where the ground clearance is less than 230mm \* Hand grips should be provided for each seat or standing position
- \* Foot rests and hand grips should be firmly fixed and non-rotating \* Hand grip diameter: 16 45mm (for toddler items: 30mm maximum) \* Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

#### MINIMUM SPACE

\* 1000mm between items at maximum movement.

#### SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

# INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION SAFETY

- \* Appropriate safety systems must be established by the operator \* No access should be allowed to unsafe equipment or areas \* Records should be kept by the playground operator \* Effectiveness of safety measures should be assessed annually \* Signs should be provided giving owner details and emergency service contact points \* Entrances for emergency services should be freely accessible
- \* Information on accidents should be kept (RoSPA has a suitable form)
  \* Staff and users should be safe during maintenance operations

#### INSPECTION

\* Manufacturers will recommend the inspection frequency although some sites may need a daily check Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

- \* An inspection schedule should be prepared for each playground, listing components and methods
- \* Appropriate action should be taken if defects are noted

#### **ROUTINE MAINTENANCE**

\* Basic routine maintenance details should be supplied by the manufacturer

#### **CORRECTIVE MAINTENANCE**

\* This covers remedial work and repairs as required \* Alterations should only be carried out after consultation & agreement with the supplier or a competent person



Playsafety Ltd 78 Shrivenham Hundred Business Park Watchfield SWINDON SN6 8TY +44 (0)1793 317470

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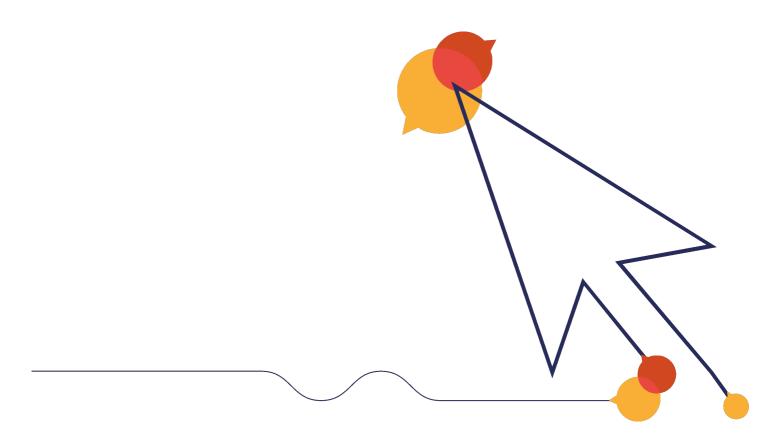
# **Safety Inspection Report**

**Annual Inspection** 

# **The Moor Play Area**

# Melbourn Parish Council

21 April 2021





# **Safety Inspection Report**

# **Annual Inspection**

Site name: The Moor Play Area

Date of inspection: 21 April 2021
Inspector: David Owen

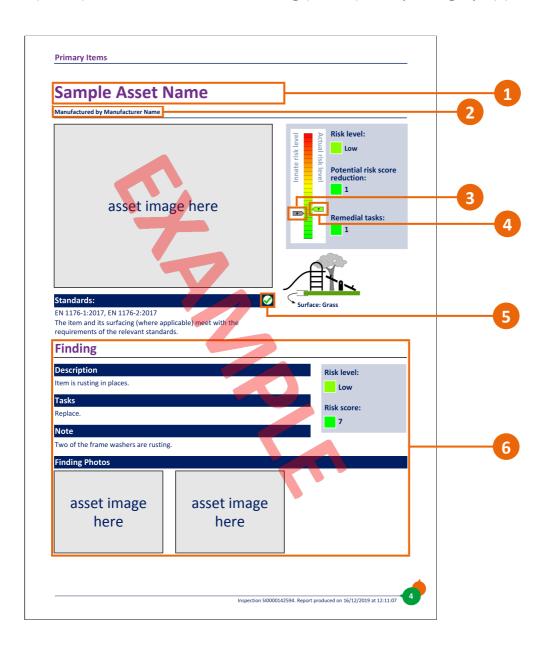




The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

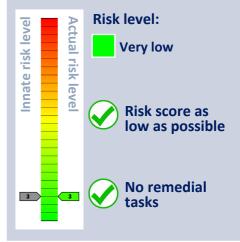
Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.



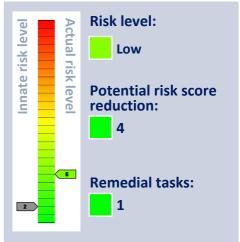
# **Fencing - Bow Top & Closeboard**





# Signage





# **Maintenance Finding**

## Description

Dog ban & ownership signs recommended.

#### **Tasks**

See https://www.rospa.com/en/Play-Safety/Advice/Signs

#### Note

Operator signs should be installed at each entrance with the correct information on them, operator's name and contact number etc. - please see link attached. www.rospa.com/Play-Safety/Advice/Signs.aspx

## Risk level:



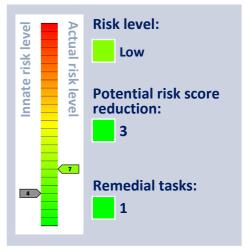
#### **Risk score:**





# **Gates**





# **Maintenance Finding**

# Description

Ground erosion present.

## **Tasks**

Repair the worn areas.

#### Note

Ground is eroding at entrance exposing concrete foundations.

# **Finding Photos**



Risk level:

Low

Risk score:

7

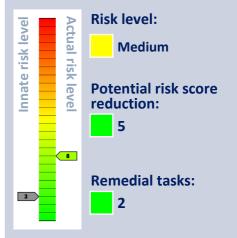
# **Litter Bins**





# **Seating - Benches & Tables**





# **Maintenance Finding**

## Description

Bird fouling present.

## **Tasks**

It is recommended that playground equipment be regularly checked for bird fouling - if found, the affected items should be cleaned with a disinfectant solution.

# Risk level:



#### Risk score:



#### Note

Clean tables.



# **Maintenance Finding**

# Description

Timber is not in good condition.

# Tasks

Replace.

# Note

Bench timbers not in good condition - replace.

# Finding Photos



Risk level:

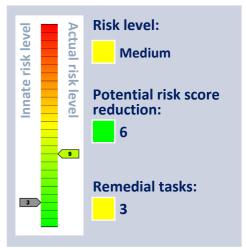
Low

**Risk score:** 

7

# **Shelters x 2 (Far Side Of Field x 1)**







# **Maintenance Finding**

# Description

Bolt is missing.

#### **Tasks**

Replace.

Roof bolt missing and others loose - replace.

#### Note

## **Finding Photos**





Risk level:

Medium

# **Maintenance Finding**

# Description

Hard or sharp projections.

## Tasks

Remove hard, pointed and sharp projections.

#### Note

Second seat from the right has been cut, leaving a sharp edge projecting - smooth off area leaving a 3 mm radius.

# Risk level: Medium Risk score:

## **Finding Photos**



# **Maintenance Finding**

# Description

Surface is wearing.

## **Tasks**

Repair.

## Note

Surface wearing exposing tree roots - reinstate.

Risk level:

Low

**Risk score:** 

7

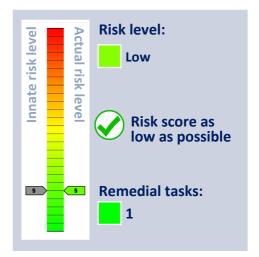




# Swing - Junior - 2 Bay 4 Seat (2300 mm)

**Manufactured by Wicksteed Leisure Ltd** 







#### Standards:

EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# **Maintenance Finding**

## Description

Gaps between the tiles present hazards.

#### **Tasks**

Eliminate the gaps.

#### Note

Repair gaps.

#### Risk level:



**Risk score:** 



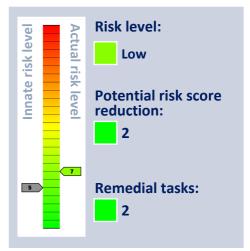




# **Cableway**

#### **Manufactured by HAGS Play Ltd**







## Standards:

EN 1176-1:2017, EN 1176-4:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

# **Maintenance Finding**

## Description

There is decay to timber components which may affect structural integrity. We do not recommend replacing rotten supports with timber posts which are directly set in the ground due to the increased problem of timber rot, especially in posts in contact with the ground.

# Risk level: Low Risk score:

#### **Tasks**

Replace decayed components where possible and plan replacement of item. Check on a routine basis, especially at ground or foundation level.

#### Note

Decay and splintering starting on the platforms slats.

#### **Finding Photos**



# **Standard Compliance Finding**

## Description

There is an obstacle in the falling space or minimum space.

#### **Tasks**

No reasonably practicable action is identified.

#### Note

Both ramps are within the falling space of the unit.

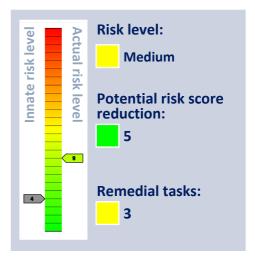
# Low Risk score:



# Swing - Toddler - 2 Bay 4 Seat (2800 mm)

Manufactured by (Unknown)







#### Standards:

EN 1176-1:2017, EN 1176-2:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

# **Maintenance Finding**

## Description

Gaps between the tiles present hazards.

#### **Tasks**

Eliminate the gaps.

#### Risk level:



**Risk score:** 





# **Standard Compliance Finding**

# Description

The distance between the seat side and the support is insufficient.

#### **Tasks**

No reasonably practicable action is identified.

# Risk level:

Very low

**Risk score:** 



## **Finding Photos**



# **Standard Compliance Finding**

# Description

Insufficient protective surfacing extent has been provided.

#### **Tasks**

Modify to meet the standard.

## Risk level:



**Risk score:** 

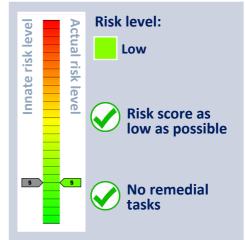




# **Climber - Metal**

#### Manufactured by (Unknown)







## Standards:

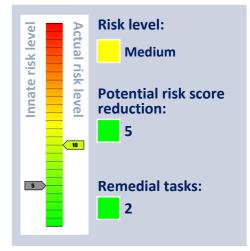
EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# **Slide - Freestanding**

**Manufactured by Record Playground Equipment Ltd** 







#### Standards:

EN 1176-1:2017, EN 1176-3:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

# **Maintenance Finding**

# Description

Fixtures loose or missing.

#### **Tasks**

Replace.

#### Note

All steps are loose to the frame due to warn timber fixing holes - replace boards.

#### Risk level:

Medium

Risk score:

10



## **Standard Compliance Finding**

#### Description

Access fails the entrapment requirements.

#### **Tasks**

No reasonably practicable action is identified.

#### Risk level:



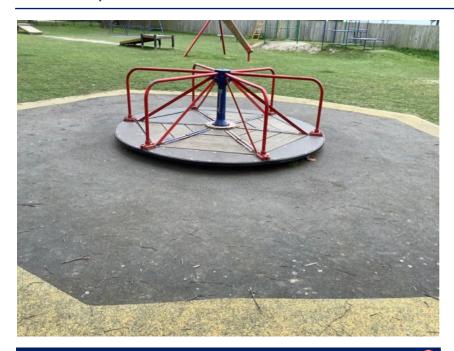
**Risk score:** 

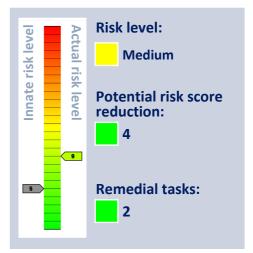




## **Carousel**

#### **Manufactured by Wicksteed Leisure Ltd**







#### Standards:

EN 1176-1:2017, EN 1176-5:2019

The item or its surfacing are not compliant with the requirements of the relevant standards.

## **Maintenance Finding**

#### Description

Shrinkage / separation of the surface. This may give a trip hazard.

#### **Tasks**

Repair.

#### Note

Wet pour joints opening up.

## Risk level:



**Risk score:** 





## **Standard Compliance Finding**

#### Description

Finger entrapment.

#### **Tasks**

Eliminate the entrapment.

#### Note

There is a finger entrapment between the boards - eliminate trap.

## **Finding Photos**



Risk level:

Medium

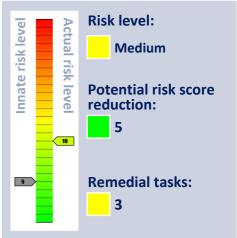
**Risk score:** 

.

# Slide - Embankment - With Cage & Steps

**Manufactured by Homemade** 







Risk level:

Low

Risk score:

7

#### Standards:

EN 1176-1:2017, EN 1176-3:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

## **Maintenance Finding**

#### Description

Ground erosion present.

#### Tasks

Repair the worn areas.

#### Note

Ground erosion exposing the slide foundations - reinstate.





## **Maintenance Finding**

#### Description

Surface needs repair.

#### **Tasks**

Read the notes for further action.

#### Note

Ground mesh exposed and loose leaving sharp edges projecting - remove mesh.

#### **Finding Photos**





## **Standard Compliance Finding**

#### Description

Wedge (head/neck) entrapment is present.

#### **Tasks**

Modify to eliminate the entrapment.

#### Note

Between the step hand rail and the platform.

#### **Finding Photos**





Risk level:

Medium

**Risk score:** 

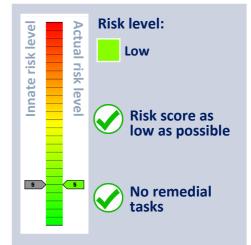
**Risk level:** 

10

## **Rocker - Seesaw**

#### **Manufactured by Wicksteed Leisure Ltd**







#### Standards:

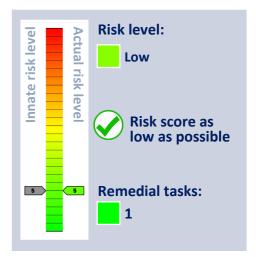
EN 1176-1:2017, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# **Rocking - Horse**

**Manufactured by Wicksteed Leisure Ltd** 







#### Standards:

EN 1176-1:2017, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## **Maintenance Finding**

#### Description

Item has corrosion.

#### **Tasks**

Treat and repair.

#### Note

Corrosion under the horse's head - descale and paint.

# Low

## Risk score:

Risk level:

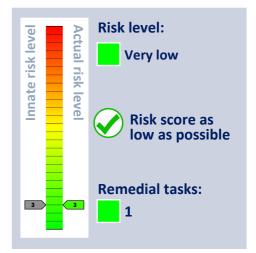




## **Rocker - Bird**

#### **Manufactured by Ausplay Ltd**







#### Standards:

EN 1176-1:2017, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## **Maintenance Finding**

#### Description

Item has some parts missing.

#### **Tasks**

Replace the missing parts.

#### Note

Tail missing - replace or blank off holes.

# Risk level:

Very low

Risk score:

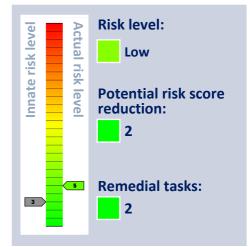




# **Rocker - Tractor**

#### **Manufactured by Ausplay Ltd**







#### Standards:

EN 1176-1:2017, EN 1176-6:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

## **Maintenance Finding**

#### Description

Monitor.

#### **Tasks**

Monitor.

#### Note

The unit is leaning - monitor.

#### Risk level:



#### **Risk score:**





## **Standard Compliance Finding**

#### Description

Protruding handles / foot rests.

#### **Tasks**

No reasonably practicable action is identified.

#### Risk level:

Very low

Risk score:



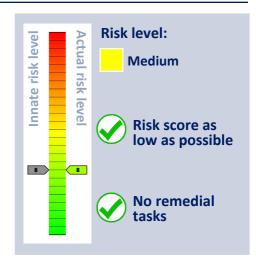
#### **Finding Photos**



## **MUGA - Goal End**

Manufactured by SMP (Playgrounds) Ltd





# Surface: Tarmac

#### Standards:

EN 15312:2007+A1:2010

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

#### **General Notes**

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

- 1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Rare
  - b. 2 = Unlikely
  - c. 3 = Moderate
  - d. 4 = Likely
  - e. 5 = Certain
- 2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Insignificant
  - b. 2 = Minor
  - c. 3 = Moderate
  - d. 4 = Major
  - e. 5 = Catastrophic
- 3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
- 4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item,
- 5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
- 6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

#### **General Notes**

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of  $1 \times 5 = 5 = low risk$ . Similarly, a certain event for which the consequence is insignificant will present a score of  $5 \times 1 = 5 = low risk$ . It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

	Severity								
		1	2	3	4	5			
L		Insignifi-	Minor	Moderate	Major	Catastro-			
i		cant				phic			
k	1 = Rare	1	2	3	4	5			
е		LOW	LOW	LOW	LOW	LOW			
1	2 = Unlikely	2	4	6	8	10			
i		LOW	LOW	LOW	MEDIUM	MEDIUM			
h	3 = Moderate	3	6	9	12	15			
0		LOW	LOW	MEDIUM	MEDIUM	HIGH			
0	4 = Likely	4	8	12	16	20			
d		LOW	MEDIUM	MEDIUM	HIGH	HIGH			
	5 = Certain	5	10	15	20	25			
		LOW	MEDIUM	HIGH	HIGH	HIGH			

#### **Inspection Methodology**

The inspections are undertaken using the RPII's inspection methodology.

#### **Compliance with Standards**

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.

#### What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area up to 3.0 metres around, or the fence line if closer.

Operational inspections only take into consideration defects related to wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include for any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under

manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all standing surfaces as necessary on the equipment and assess all parts up to 2.5m above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on-site ladders may not be used to access the equipment.

#### What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

#### **Exposure to Risk**

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

#### Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

#### **General Notes**

#### **Contemporaneous Findings**

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

#### Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using a resistograph. Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using a resistograph can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs.

The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

#### **Planting and Trees**

Where planting or trees are mentioned in our report please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.

#### **How This Inspection Contributes to Your Annual Main Inspection**

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an "Annual Main Inspection", the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

#### Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA
6.1 and 6.2 c) Inspect and maintain in accordance with the manufacturer's instructions (see note 1)	Inspection?
6.2 a) Identify obvious hazards	√   • [±]
6.2 b) Check for operation, stability and wear (see note 2)	<b>√</b> [2]
6.2 b) Check sealed for life parts	× [2]
6.2 b) Check for cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) and structural integrity (see note 2)	<b>√</b> [2]
6.2 c) Overall levels of safety of equipment	✓
6.2 c) Overall levels of safety of foundations (see note 2)	<b>√</b> [2]
6.2 c) Overall levels of safety of surface (see note 3)	<b>√</b> [3]
6.2 c) Compliance with the relevant parts of the standard (see note 4)	<b>√</b> [4]
6.2 c) Undertaking the responsibility of the operator's periodic, systematic assessment of the effectiveness of all their safety measures (BS EN 1176-7, 8.2.1)	×
6.2 c) Effects of weather	✓
6.2 c) Presence of rot or corrosion (see note 2)	<b>√</b> [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	<b>√</b> [5]
6.2 c) Excavation/dismantling/additional measures	×
6.3.1 Assessment of glass reinforced plastics (see note 6)	<b>√</b> [6]
6.3.2 Maintenance of one post equipment (see note 2)	<b>√</b> [2]
N.B. The clause numbers above are taken from BS EN 1176-7. The content is equally applicable to all other relevant standards.	
Notes [1] Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards [2] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment [3] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections [4] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment	
[5] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance [6] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.	

#### **EN 1176 Notes – Summary of Requirements**

#### PROTECTION AGAINST INJURIES IN THE FREE SPACE

- \* No obstacles in the minimum space (other than structures to assist or safeguard the user)
- \* Traffic flows should not go through the minimum space

#### PROTECTION AGAINST INJURIES IN THE FALLING SPACE

\* Free height of fall should not exceed 3m \* No obstacles in the falling space \* Platforms with fall heights of more than 1m between them require surfacing

#### PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

\* No unexpected obstacles

#### SURFACING SAFETY REQUIREMENTS

\* Surfacing should have no sharp edges or protrusions \* Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm) \* Hard surfaces should only be used outside where children fall \* Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

#### **DESIGN AND MANUFACTURE**

- \* The equipment must be suitable for the user and risks should be identifiable by the child \* Accessibility: adults must be able to gain access to help children \* Grip requirements: permitted diameter 16 45mm (i.e. overhead bars) \* Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)
- \* Requirements for easily accessible equipment

#### **FINISHING**

- \* Timber species and synthetics should be splinter resistant \* No protrusions or sharp-edged components \* Bolts should not protrude by more than 8mm \* Corners, edges or projecting parts over 8mm should have a 3mm radius. \* No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) \* No crushing or shearing points
- \* Connections should not come loose by themselves and should resist removal. \* Timber connections should not rely solely on screws or nails. \* Leaking lubricants should not stain or impair the safety of the equipment

#### FIBRE ROPES

- \* Conform to EN 701 or 919 or have a material and load certificate
- \* Ropes used by hands shall have a soft, non-slip covering

#### WIRE ROPES

\* Non-rotating and corrosion resistant with no splayed wires outside the ferrule \* Wire connector clip threads should protrude less than 8mm \* Turnbuckles should be enclosed, have a loop at each end and be secured

#### **CHAINS**

- \* Maximum opening of individual links: 8.6mm in any one direction.
- \* Connecting links between chains must be less than 8.6mm or over 12mm

#### **SWINGING SUSPENDED ROPES**

\* Not combined with swings in the same bay \* Less than 2m long: over 600mm from static parts; over 900mm from swinging parts \* 2m - 4m long: over 1000mm from anything \* Diameter: 25 - 45mm

#### **CLIMBING ROPES**

- \* Anchored at both ends and movement less than 20% of rope length
- \* Single climbing rope diameter: 18 45mm (nets comply with Grip requirements)

#### **ENTRAPMENTS**

\* Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

#### **BRIDGES**

\* The space between the flexible bridge and rigid sides should be not less than 230mm

#### **ENTRAPMENT OF FEET AND LEGS**

- \* Inclined planes (not suspension bridges) less than  $38^{\circ}$  should have no gaps over 30 mm
- \* There are no requirements for suspension bridge gaps other than the main entrapment requirements

#### FINGER ENTRAPMENTS

These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps

- \* Tube ends should be securely enclosed and removable only with tools
- \* Moving gaps should not close to less than 12mm

#### **BARRIERS AND GUARD-RAILS**

\* Hand-rail: a rail to help the child balance \* Guard-rail: a rail to prevent children falling \* Barrier: a guard-rail with non-climbable in-fill HAND-RAILS

\* Where required they should be between 600 and 850mm above the standing surface

#### EQUIPMENT FOR UNDER 3'S

\* Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

#### **EQUIPMENT FOR OVER 3'S**

\* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over \* Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing \* Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing \* No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

#### **MEANS OF ACCESS**

The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to  $\pm 3^{\circ}$  (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

#### **EN 1176 Notes – Summary of Requirements**

#### SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

#### REQUIREMENTS

\* No all rigid suspension members (i.e. solid bar top to bottom) \* Design should be principally for use by seated children (RoSPA interpretation) \* Two seats per bay maximum. Do not mix cradle and flats seats in same bay \* Some types of swings have slightly different requirements. Information should be obtained from the supplier \* Single points swing chains should not twist round each other \* Single point swings require a secondary bearing support mechanism

#### DIMENSIONS

\* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) \* No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats \* Distance between seat and frame: 20% of swing suspension + 200mm \* Distance between seats: 20% of the swing suspension + 300mm \* Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

#### SITING

\* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

#### SURFACING REQUIREMENTS

Forward and Back

- \* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m
- \* Seat width no greater than 500mm: 1.75m minimum (i.e. .875mm each way from seat centre)
- \* Areas for two seats in one bay may overlap providing the distance between seats is correct Single point swings
- \* Circular area with a radius equal to the Forward and Backward figure for other swings

#### SLIDES

#### **SAFETY REQUIREMENTS**

\* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. \* Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it \* If the starting section is over 400mm long, platform requirements apply \* From a platform, the gap to the slide is the same width as the slide \* Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point \* Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

- \* Maximum angle: 60° at any one point and an average of 40° \*The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm \* Spiral or curved slides should have a width less than 700mm
  RUIN -OUTS
- \* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. \* Additional requirements are required for different types of slides \* Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) \* Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm \* Users should come to a stop on the run-out section (BS type only) \* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum: 1.2m 2.5m: 150mm minimum: Over 2.5m: 500mm minimum
- \* Maximum side angle from slide bed: 30° \* Tops of sides should be rounded or radiused to at least 3mm \* Tunnel slides should be a minimum 750mm high and 750mm wide \* Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

#### SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: \* DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) \* BS type: 1m each side and 1m beyond

#### **CABLE RUNWAYS**

#### SAFETY REQUIREMENTS

- \* Stop at end should progressively slow down the traveller \* Traveller should not be removable except with tools \* No access to internal mechanism \* Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle \* Where children hang by the hands, the grip should not be enclosed (i.e. a loop)
- \* Climbing should be discouraged onto the grip \* Children should be able to get off the seat at any time (i.e. no loops or straps) \* Maximum loaded (69.5kg) speed is 7m per second \* If two cables are placed parallel the min. distance between them is 2m

#### IMPACT AREAS

\* 2m either side of main cable

#### **ROTATING ITEMS**

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

#### SAFETY REQUIREMENTS

\* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) \* Max. speed at periphery under reasonable use: 5m per s econd. As no method is given, this cannot be tested \* Hand grips should be between 16 - 45mm SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are: Platform roundabouts:

### **EN 1176 Notes – Summary of Requirements**

- \* Platforms should be circular and enclosed \* All parts should revolve in the same direction \* No super-structure over the edge of the platform \* Mechanism should be enclosed \* Height between underside and ground 60 110mm for 300mm in \* Protective skirts should be of rigid material and have no burrs or other defects \* The bottom edge should be flared towards the inside or protected Giant revolving discs
- \* Clearance of underside at lowest point: 300mm \* Max. platform height: 1m \* Free space: 3m \* Upper surface should be continuous, smooth and with no handles or grips \* Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

#### MINIMUM SPACE

\* Free space: Horizontal: 2m all round \* Vertical head clearance from platform: sitting 1.5m; standing 1.8m \* Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

#### SURFACING REQUIREMENTS

\* There are no special extra requirements for surfacing areas \* Surfaces should be continuous underneath and level

#### **ROCKING ITEMS**

#### **DEFINITIONS**

- \* Rocking equipment which can be moved by the user and is supported from below
- \* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

#### **SAFETY REQUIREMENTS**

- \* Throughout the range of movement gaps in all accessible joints should be under 12mm \* Progressive restraint at extremity of movement is required \* Foot rests should be provided where the ground clearance is less than 230mm \* Hand grips should be provided for each seat or standing position
- \* Foot rests and hand grips should be firmly fixed and non-rotating \* Hand grip diameter: 16 45mm (for toddler items: 30mm maximum) \* Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

#### MINIMUM SPACE

\* 1000mm between items at maximum movement.

#### SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

## INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION SAFETY

- \* Appropriate safety systems must be established by the operator \* No access should be allowed to unsafe equipment or areas \* Records should be kept by the playground operator \* Effectiveness of safety measures should be assessed annually \* Signs should be provided giving owner details and emergency service contact points \* Entrances for emergency services should be freely accessible
- \* Information on accidents should be kept (RoSPA has a suitable form)
  \* Staff and users should be safe during maintenance operations

#### INSPECTION

\* Manufacturers will recommend the inspection frequency although some sites may need a daily check Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

- \* An inspection schedule should be prepared for each playground, listing components and methods
- \* Appropriate action should be taken if defects are noted

#### **ROUTINE MAINTENANCE**

\* Basic routine maintenance details should be supplied by the manufacturer

#### **CORRECTIVE MAINTENANCE**

\* This covers remedial work and repairs as required \* Alterations should only be carried out after consultation & agreement with the supplier or a competent person



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# COVID 19: Please note the following additional precautions which must be taken during the current pandemic.

All volunteers are required to sign in and provide their name and a contact number. These details will be retained by the Parish Council for 2 weeks. Volunteers must let the Parish Council know if they develop Covid symptoms within 14 days of an organised litter picking event.

- Risk of infection: Volunteers must ensure that they adhered to current guidelines with regard to social distancing and face coverings.

  The most up to date source for guidance is the Gov.uk website.
- Volunteers who have or have been in contact with someone who has Covid symptoms must not attend the litter pick.
- **Equipment**: Volunteers **must not** share equipment. Any equipment used by you must be returned to the organiser for cleaning **before** use by another volunteer.
- Gloves: Volunteers must wear the gloves provided when litter picking. This protects against injury but also from risk of infection.
- Volunteers must use the litter picking equipment when picking up masks, gloves or other items which may carry the Covid virus.

  Caution must be used at all times to ensure that volunteers do not put themselves at risk of infection through contact with discarded masks or other PPE.

**Litter Picking in Melbourn - Risk Assessment (Volunteer)** 

#### **RISK ASSESSMENT MATRIX**

Risk = Hazard Severity(A) x Likelihood of occurrence(B) (Probability)

(A) Hazard Severity Should be assessed on a scale of 1 - 5:

- 1. Low (minor injury to one individual)
- 2. Slight (injury or disease capable of keeping one person off work 3 or more days)
- 3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
- 4. High (death to an individual)
- 5. Very High (multiple deaths)

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#### (B) Likelihood of occurrence (probability) Should be assessed on a scale of 1-5:

- 1. Not likely (an injury may occur less than once in a working year, doing this activity every day)
- 2. Possible (an injury may occur once in a working year, doing this activity every day)
- 3. Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
- 4. Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
- 5. Likely (an injury is probably going to occur)

Use the Risk Equation above to determine the level of **Risk**. This ranges from 1 (low severity and unlikely), to 25, (just waiting to happen with widespead and dangerous results). Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results). To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

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#### **Judgement of Risk Factors**

1-3 Low, improve when possible; 4-9 Medium risk factor, improve as soon as possible; 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site. A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task.

#### NB - the matrix does not need too be completed afresh for each event, as the task profiles are similar for every worker or work party

Activity: Litter Picking Site location: Melbour		Name of assessor: John Travis Date of assessment: 15/01/2017			
Description of hazard	Severity of hazard (A) score 1 – 5	Probability of harm (B), score 1 – 5	Risk factor (A x B)	Action required	Notes
General	N/A	N/A	N/A	Before starting the task ensure that the site has been walked prior to any volunteers arriving Gloves to be worn at all times	Check all paths are accessible, that no unforeseen obstructions exist such as fallen branches or excavations
Supervision of young people	<u>5</u>	3	3	All volunteers under the age of 16 MUST to accompanied and supervised by a responsible adult at all times.  It is not advised that children under the age of 5 are permitted to participate in litter picking events.	Parents/carers are responsible for ensuring that young people accompanying them are fully supervised at all times.  In the event of an accident, parents/carers must make the organiser aware immediately so that appropriate action may be taken.
				Protective equipment such as gloves, hi-viz, litter pickers will be made available. Young people MUST NOT be allowed to collect litter alone and	

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				must be closely supervised to ensure that they are not picking up items that may be harmful.	
Access to meeting point outside The Community Hub, 30 High Street, Melbourn or at a location to be advised	2	1	2	Meet volunteers in front of the Hub. Ensure people are off road and assembled away from the road  If volunteers are to meet at an alternative location, the organiser should ensure there is a safe area away from the road	Ensure arriving cars do not conflict with people waiting to begin work  Organiser to identify a safe and suitable location for the group to congregate prior to the litter pick
Contamination/back strain from collecting general litter (paper/plastic/unbroken glass/cardboard etc.)	1	1	1	Ensure volunteers use hand- operated litter pick tools to collect general litter and use gloves	Advise people to avoid constant bending and possible back strain by using the litter pick tools. Litter grabbers, gloves, bags, bag rings and hi-viz equipment is available to borrow from the Parish Office.
Strain from carrying heavy bags of collected litter	1	1	1	Ensure people are not overloaded and lift using legs not back. Leave bags on roadside for collection and advise Parish Office of the location includiing what-3-words identifier if possible.	Advise people to move methodically and walk steadily while working. Litter grabbers and bag rings should assist in limiting the amount of bending required.
Impact from passing motor traffic and bicycles	4	1	4	Advise volunteers that high- visibility tabards must be worn when working at roadside locations	Make sure working locations have sufficient off- road working space for safe operation. <u>Hi-viz vests are available to borrow from the</u> <u>Parish office.</u>
Tripping/twisting due to uneven ground	1	2	2	Advise people of potentially unseen obstacles and depressions in pavements and verges	Ask volunteers to report significant obstacles and avoid especially difficult to access areas
Eye level twigs and	1	2	2	Advise people to exercise caution	

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branches				when working near shrubs and trees	
Sharp objects such as metal lids and glass	1	2	2	Advise not to kneel while working. Separate glass and metal from other litter and collect in buckets not black bags.	Use litter pick-up tools wherever possible
Needles and syringes	4	2	8	Advise volunteers <b>NOT</b> to pick up or touch needles or syringes.	Litter found in this category to be notified to work party leader for marking and separate disposal
Unattended tools	1	2	2	Instruct people to tool leave tools safely grouped together and ensure safety	Watch for people leaving tools unattended and discretely remind them
Exposure to cold weather	2	2	4	Consider stopping task if weather is very bad (prolonged wet and cold)	Keep watch for any volunteer who is inappropriately dressed
Weil's diseases	1	1	1	Advise all of symptoms of Weil's disease and action to be taken	Cover cuts with waterproof plasters Have clean water available for washing cuts Have clean water available for washing hands prior to eating of touching eyes Wet wipe tissues should also be available
Disposal of collected litter and waste	2	1	2	Ensure consolidated litter is stacked safely and on a site with reasonable protection from children and public. Make prompt arrangements for central collection and disposal	Make advance arrangements with SCDC from collection and disposal prior to booked workparty dates. This can be done through the Parish Office. Bags should be left so as not to cause obstruction to members of the public. What-3-words identifier is useful to advise SCDC of precise location.
Contamination from dog fouling and subsequent problems such as eye damage	2	1	2	Advise volunteers look out for and to avoid touching dog waste and to ignore this material during litter collection	

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## hello@shiretrees.co.uk 01763 220880

Melbourn Parish Council 30 High Street, Melbourn Royston SG8 6DZ Date Sent: 29/04/2021 **Quote information** 

Account No: 143

Quote No: 2657

Surveyor: James Cantle

Site Ref No: 5052

Order No:

#### Quotation

Site Address Beechwood Ave/Maple way, Melbourn, Royston

Item No	Item	Description Of Work			
	Cherry	lift the tree canopy 3 meters above footpath and 5 meters above the road	£150.00		

Total Value: £150.00 Vat(20%): £30.00 Total Inc Vat: £180.00

#### **Shire Trees Limited**

#### **MELBOURN PARISH COUNCIL**

#### MAINTENANCE COMMITTEE

Date: 20 May 2021

Item: MA014 21a)

<u>Drain survey – Little Hands</u> (To survey all drains from Little Hands to the main road)

#### **Drain Doctor-**

A **Trimble survey** is recommended as this will give the exact height above sea level of each manhole so that the fall can be confirmed as well as providing the usual camera footage of all accessible drainage and a full written report detailing the current health of the drainage system and all drainage would be mapped onto an OS Tile. The cost of **£425.00 plus VAT** covers up to a maximum of 4 hours on site, which should cover the survey comfortably.

If high pressure water jetting is required to clear/clean pipes so that survey can be completed the additional cost is £80.00 plus VAT per hour or part thereof. If jetting is required on the day of survey, then the surveyor would advise contact on site to seek authorisation for this to be carried out so that survey can be completed.

**Dyno rod-** (Quotation from March for a full day CCTV Survey is still valid)

Full day of CCTV survey to locate faults in the main run £650 plus VAT