

POLICY AND PROCEDURE: Parish Estate – Safety Inspections

PURPOSE: To ensure public spaces for which the Melbourn Parish Council (hereafter the Council) has responsibility, are routinely inspected and maintained such that users are offered safe access

SCOPE: All public spaces in the Melbourn Parish Estate for which the Council has direct accountability. Aspects of the public environment that are the responsibility of other agencies, for example public highways or school grounds, are not covered by the scope of this policy.

Note: Appendix 1 lists those areas deemed in need of regular safety inspection, together with Risk Assessments defining the required frequency of inspection for each. Not all areas have similar risks, and inspection frequency varies accordingly.

1. POLICY:

- 1.1 It is the policy of the Council that all areas listed in Appendix 1 of this document are regularly inspected for hazards.
- 1.2 Because different areas present different levels of risk, not all areas will be inspected at the same frequency.
- 1.3 In order to decide the inspection frequency a formal Risk Assessment will be carried out for each affected area as listed in Appendix 1.
- 1.4 Risk levels will be divided into 'High', 'Medium' and 'Low'. High Risk areas will be inspected weekly. Medium Risk areas will be inspected every two weeks. Low Risk areas will be inspected monthly. More frequent inspections can be carried out, depending on circumstances, for example an unusual spillage or a village public event.
- 1.5 Risk Score Bands: 0 – 11 Monthly; 12 – 19 Two Weekly; 20 + Weekly
- 1.6 It is the responsibility of the Clerk to the Council to administer the safety checking system through the Village Wardens.
- 1.7 It is the responsibility of the Village Wardens to ensure that proper inspection checks are carried out on all listed areas, according to the frequencies laid out in this document.
- 1.8 Where agreed, nominated Councillors may carry out area checks, provided such checks are properly and formally recorded.

2. PROCEDURE:

- 2.1 Village Wardens will agree each week those areas that will be inspected and by whom.
- 2.2 Inspections will be shared to make the work sensibly balanced. The timing of inspections can be varied during the working week to make the visiting of remote areas time-efficient.
- 2.3 Inspections will be recorded on the Inspection Record Sheet; this is included as Appendix 3 to this document.
- 2.4 Each inspection will be signed and dated. Any issues or actions required must be noted.
- 2.5 It is the objective to leave each area in a safe condition after inspection. Should this not be possible, due to some significant problem, the matter should be notified to the Clerk so that steps can be quickly taken to correct the deficiencies.
- 2.6 Completed monthly inspection sheets must be returned to the Clerk for retention

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting:

Review Policy: Every 12 months

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APPENDIX 1

Area	Risk Factors (Score 1 low – 5 high)						Total Score	Risk Level High/Medium/Low
	Young Children Use	Youth Attention and Use	Traffic Hazards	Sports Use	Level of Footfall	Elderly Persons Use		
Moor Play Park	5	5	0	1	5	5	21	High
All Saints Churchyard	0	5	0	0	3	5	13	Medium
Orchard Road Cemetery	1	2	0	0	5	5	13	High (due to bin emptying needs)
Old Recreation Ground	2	4	0	5	4	3	18	Medium
New recreation Ground	2	3	0	5	5	3	18	Medium
Village Car Park	5	5	5	0	5	5	25	High
War Memorial	4	5	2	0	5	5	21	High
Littlehands and Access Way	5	5	4	2	5	3	24	High
Melbourn Hub and Gardens	5	5	0	0	5	5	20	High
Stockbridge Meadows	3	5	0	0	3	4	15	Medium

MELBOURN PARISH COUNCIL

Area	Risk Factors (Score 1 low – 5 high)						Total Score	Risk Level High/Medium/Low
	Young Children Use	Youth Attention and Use	Traffic Hazards	Sports Use	Level of Footfall	Elderly Persons Use		
Fire Engine Shed	0	2	3	0	1	1	7	Low
Jubilee Orchard	3	3	0	1	3	3	12	Medium
Clear Cres.Play Park	5	5	0	1	5	5	21	High
Armingford Cres.	2	2	2	2	1	1	10	Low
Worcester Way	3	3	1	2	2	1	12	Medium
Beechwood Avenue	2	3	0	2	3	1	11	Low
Chalkhill Barrow	2	2	2	1	2	1	10	Low
Elm Way	2	2	2	1	2	1	10	Low
Millenium Copse	2	5	0	0	3	1	11	Low
BMX Site	4	5	0	5	3	0	17	Medium
Allotments	1	4	0	0	4	4	13	Medium
New Road Cemetery	3	3	1	3	5	5	20	High

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APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week4	
Moor Play Park					
Village Car Park					
War Memorial					
Littlehands and Access Way					
New Rec. Ground					
Clear Cres.Play Park					
Orchard Road Cemetery					
New Road C/metery					
Old Recreation Ground					
Pavilion					
Stockbridge M.					
Worcester Way					
BMX Site (Summer & only if open)					

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Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments				
All Saints' C/Yard				
Jubilee Orchard				
Fire Engine Shed				
Armingford Cres.				
Beechwood Avenue				
Chalkhill Barrow				
Elm Way				
Millennium Copse				

MELBOURN PARISH COUNCIL

Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens				
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens				
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens				
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

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HOT AND COLD-WATER SERVICES – RECOMMENDED TESTING & MAINTENANCE PROGRAMME

SERVICE	TASK	FREQUENCY
HOT WATER SERVICE	Arrange for samples to be taken from hot water calorifiers, in order to note conditions of drain water.	ANNUALLY
	Visual check on internal surfaces of calorifiers for scale or sludge. Check representative taps for temperatures as above on a rotational basis.	ANNUALLY
	Check temperatures in flow and return at calorifiers.	MONTHLY
	Check water temperatures up to one minute to see if it has reached 50°C at the sentinel taps. (55°C Healthcare)	MONTHLY
COLD WATER SERVICE	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis.	ANNUALLY
	Check tank water temperatures remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted.	BI-ANNUAL
	Check that temperature is below 20°C after running the water for up to 2 minutes in sentinel taps.	MONTHLY
SHOWER HEADS	Dismantle, clean and descale shower heads and hoses.	AS NECESSARY
LITTLE-USED OUTLETS	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols.	WEEKLY

MELBOURN PARISH COUNCIL

HOT AND COLD-WATER SERVICES – TEMPERATURE CONTROL REGIME

FREQUENCY	CHECK	ACQUIRED STANDARD		NOTES
		COLD	HOT	
MONTHLY	Sentinel Taps	The water temperature should be below 20°C after running the water for up to two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	This check makes sure that the supply and return temperatures on each loop are unchanged, i.e. the loop is functioning as required.
	If fitted, input to TMV's on sentinel basis.		The water supply to the TMV temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	One way of measuring this is to use a surface temperature probe.
	Water leaving and returning to water heater/calorifier.		Outgoing water should be at least 60°C and the return at least 50°C.	If fitted, the thermometer pockets at the top of the water heater/calorifiers and the return leg are useful points for accurate temperature measurements. If installed, these measurements could be carried out and logged by a building management system.
BI-ANNUAL	Incoming cold-water inlet (at least once in the winter and once in the summer).	The water should preferably be below 20°C at all times.		The most convenient place to measure is usually at the ball valve inlet to the cold-water storage vessel.
ANNUALLY	Representative number of taps on a rotational basis.	The water temperature should be below 20°C after running the water for two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control.

MELBOURN PARISH COUNCIL

SUBJECTS REVIEWED	YES/NO	COMMENTS	DATE ACTIONED
RISK ASSESSMENT			REVIEWED
Are the current system details correct?	New risk assessment	Available within this Assessment	18/02/2021
Is there a current up to date cold water cistem/tank survey?	No water tanks found	Available within this Assessment	
Is there a current photograph of the cistem/tank(s)?	n/a	Available within this Assessment	
Is there a current up to date hot water survey?	YES	Available within this Assessment	
Is there a current photograph of the calorifier/water heater(s)?	YES	Available within this Assessment	
Are the schematic drawing details correct?	YES	Available within this Assessment	
Does the assessment need up dating?	NO	Available within this Assessment	
LOG BOOK			
Is the maintenance schedule up to date?	NO		
Are the Responsible Person details up to date?	YES		
Is the training log up to date?	NO		
Have any training requirements been identified?	YES		
Is there an annual review of the system?	YES		
Are the disinfection procedures being followed?	NO		
Are all the log sheet entries up to date?	NO		
Has any remedial works been identified and recorded?	YES		
Has identified remedial work been rectified?	NO		
Are outlets cleaned/disinfected on a minimum of annually and certified?	NO		
Has the system been tested for legionella and certified?	YES		
Has the annual mains water analysis been recorded and certified?	NO		
SUMMARY OF COMPLIANCE WITH ACOP			
Has the system been adequately risk assessed?	YES	Available within this Assessment	
Is the scheme satisfactory for minimising the risk?	No scheme in place		
Has the scheme been fully implemented?	NO		
Are the records being kept up to date by all responsible/competent personal?	NO		
Does the scheme effectively function in line with the requirements of the ACOP (L8)?	NO		

Client is to fill in actioned section to conform to current legislation.

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Water plants and newly lawned areas	Weekly - April to Sept					
Weed grassed area and mound, weed killer if necessary. Also inspect paths and car park.	Quarterly - April to Sept					
Cut grass including mound	Fortnightly - April to Oct					
Orchard Road Cemetery						
Water plants	Weekly - April to Sept					
Weed burial areas and paths (treat for moss)	Quarterly - April to Sept					
Cut grass and strim	Fortnightly - April to Sept					
All Saints Church Yard						
Weed grass areas and inspect paths for weeds, moss	Quarterley - April - March					
Cut Grass	Fortnightly - April to Sept					

General Maintenance

Shrub and hedge maintenance	How often annually / when	Date inspected	Date inspected	Date inspected	Date inspected	Comments
Armingford Cres	2					
Cnr Beechwood (opp Elm Way)	2					
Clear Crescent park - boundary hedge (maintained at 4.5')	2					
Junction Back Lane & High Street	2					
Orchard Road Cemetery hedges (maintained at 7')	2					
Worcester Way open rec space, boundary hedges back and front	2					

MELBOURN PARISH COUNCIL

Elm Way (and green to Orchard Road surgery)	2					
Chalkhill Barrow	2					
Hedge at junc Maple Way / Orchard Rd (opp Black Horse)	2					
23A Orchard Road - cutting back hedge bordering Orchard Road cemetery	1					

Grass cutting						
Grass verges and rec spaces	How often and when	Date inspected	Date inspected	Date inspected	Date inspected	Comments
	<i>Fortnightly - April to October</i>					
Armingford Cres						
Elm Way						
Rose Lane / Dolphin Lane						
Grassed area outside Leeches						
Grassed area around War Memorial						
Triangle at phone box by The Cross						
Chalkhill Barrow						
Clear Cres play park						
The Moor play park						
Grass verge Orchard Road cemetery in front of hedge						
Worcester Way open rec and grassed area leading to houses						
Lawn in front of Hub						

MELBOURN PARISH COUNCIL

Greengage Rise (three areas) - road entrance, half way point and green space at end of road						
Other Grass Spaces	<i>Monthly - April to October</i>					
Triangle by bus stop and Vicarage Close						
Beechwood Ave grassed area opp Elm Way						
Verge on The Moor in front of park and bowls club						
Path beside Bowls Club						
Cnr of Medcalfe Way and Orchard Road						
Verge opposite Black Horse Pub						
Back Lane to Greengage Rise						
Car park perimeter area to LHS of entrance						
Royston Road to Bury turning, both sides						
Church Walk down to All Saints Community Hall						
Orchard Road opp Orchard Gate (approx 20 feet)						
Entrance to Grays Allotments						
Cnr Mortlock Close and Mortlock Street						
Cambridge Rd both sides to Garden Centre and Wrights						

MELBOURN PARISH COUNCIL

Path Perimeters Stockbridge Meadows (by agreement with Clerk only)						
Verge next to Hub with notice board						
Other grass spaces at village entrances	<i>Every 8 weeks - April to Sept</i>					
From A10 Cambridge Road to Wrights Mowers (both sides)						
From A10 Station Road to village (both sides)						
From A10 (village sign) to Melbourn Bury turning (both sides)						
Garden maintenance - Hub, car park apron area (not grass)	<i>Every 8 weeks - April to Oct</i>					
Back and front areas of Hub gardens (weeding, pruning, dead heading and removing fallen leaves in autumn)						
Prune bushes at back of verge next to Hub with notice board						
Shrub bed in car park						