

NON-FINANCIAL RISK MANAGEMENT

Risk	Public Open Spaces: Play Parks
Degree of risk	High <i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment</i>
Persons Involved	Suitably qualified inspectorate – carries out inspections and undertakes repairs/replacement of equipment as necessary The Clerk liaises with the Parish Maintenance Committee. Oversees work carried out by Wardens and appoints contractor for any other work The Wardens carry out work not completed by contractor.
Control Measures	<ul style="list-style-type: none"> • All Play Parks are inspected annually by a qualified inspectorate usually in April. A report is prepared for the Parish Council and considered by the Maintenance Committee at its next meeting. • If faults pose a H&S risk, immediate action is taken following consultation with the Chair of the Maintenance Committee. • The Maintenance Committee (recorded in its minutes) identifies which tasks are to be carried out by a suitably qualified contractor or by the Wardens and passes the list to the Clerk for action. • Completed actions are recorded on the Maintenance Committee’s on-going job spreadsheet and also in the minutes. • The Maintenance Committee minutes are published on the Council’s website. • Play areas are inspected on a weekly basis by the Wardens to check for damage/vandalism. There is a written checklist. Inspection outcome recorded with information on date, time, person and outcome. The Wardens’ inspection sheets are noted at the monthly Maintenance Committee meeting. The sheets are then filed in Parish Office.

MELBOURN PARISH COUNCIL

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Actions/comments	

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(Chair to Melbourn Parish Council)

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