MELBOURN PARISH COUNCIL

Doc. No.: 4.23
Version: 6
Date approved: September 2026
Review date: September 2027

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 and reported at the next relevant Maintenance Committee meeting.

Document Approval: 

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 30 September 2026

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

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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 Cresent 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 Ave	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
Allotments	1	4	0	0	4	4	13	Medium
New Road Cemetery	3	3	1	3	5	5	20	High
Rosemary Place	2	2	0	1	2	1	8	Low
Hopkins Homes SGB	3	3	0	0	4	2	12	Medium

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 Cemetery					
Old Recreation Ground					
Pavilion					
All Saints' C/Yard					
Jubilee Orchard					
Armingford Cres					

Rosemary Place					
Hopkins Homes – Strategic Green Belt Area					
Pavilion Defibrillator					
Doctors Surgery Defibrillator					
Beechwood Avenue					
Millennium Copse					
Worcester Way					
Allotments					
Fire Engine Shed					
Chalkhill Barrow					
Elm Way					
Stockbridge M.					

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 values 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				

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.	MONTHTLY
SHOWER HEADS	Dismantle, clean and descale shower heads and hoses.	AS NECCESARY
LITTLE-USED OUTLETS	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols.	WEEKLY

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.