









Certified Inspection Report for: Barby & Onley Parish Council Hopthorne Farm, 18 Kilsby Road, Barby Rugby, Warwickshire CV23 8TT			Contact: <b>Catherine Camp</b> Tel: <b>01788 891 184 / 07759 271 507</b> Email: <b>clerk@barbyandonleyparishcouncil.co.uk</b>	Order No: <b>407727</b>	Site Address: <b>Barby Village Hall</b> <b>Daventry Road, Barby CV23 8TT</b>	SHEET <b>1</b> of <b>5</b>		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
<b>Multiplay Unit on Bark</b>	<b>Playdale</b>	<b>M</b>	Wood rot evident at the base of 2 tall posts each side of the slide chute. Also cuts in post to the right of the slide when viewed from ground level may affect structural integrity. Recommend both posts are replaced. Posts are 3m above bark surface x 140mm diameter. First reported February 2016.			Cost to replace parts is available on request		
		<b>M</b>	Wood rot evident at the base of the post nearest to the gate. Recommend this post is replaced.					
		<b>M</b>	Recommend the extensive bramble growth at the scramble net is removed to reduce hazards to users.					
		<b>L</b>	Wear on edges of the green painted timber panel at the top of the slide chute may create splinter / abrasion hazards. Recommend this panel is replaced. Panel is approximately 1200 x 970mm.					
		<b>L</b>	Non-manufacturer's panel has been fitted at the platform. Recommend genuine manufacturer's parts are used for repairs (Ref BS EN 1176:2017 Part 1 Section 6.1.4) Fails BS EN 1176:2017 design recommendations at the following areas:-					
		<b>L</b>	Access net ground fixing bar creates a potential trip and impact hazard within the falling space (ref: BS EN 1176:2017, Part 1 Sections 4.2.8.6 & 4.2.8.4 respectively. No remedial action is possible with the unit design.					
<b>2.7m 1 Bay Timber Swing 2 x Flat Seats on Bark with Inlaid Tiles</b>	<b>Playdale</b>	<b>MH</b>	Bark level is low. Exposed tile edges and concrete foundations create trip / impact hazards. Recommend bark is added as soon as possible.			Continues on next sheet...		
		<b>MH</b>	Wood rot evident in base of 1 support post. Also splits in other posts. Swing frame is in generally poor condition. Replacement of individual posts may not be satisfactory. Recommend the swing is replaced or removed. Both the above notes were first reported December 2014. This swing should NOT be left in its current condition.					
  <b>Wicksteed Leisure Ltd</b> <b>Digby St., Kettering</b> <b>Northants, NN16 8YJ</b> <b>Tel: 01536 517 028</b>		<b>INDICATION OF RISK RATING ASSESSMENT</b> H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY : - <b>A J Hayes</b> DATE : - <b>28. 08. 2019</b>	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) ESTIMATE TO FIT PARTS * Based on all works ordered	<b>£0.00</b> <b>£0.00</b> <b>£0.00</b> <b>See sheet 5</b>		

Certified Inspection Report for: Barby & Onley Parish Council Hopthorne Farm, 18 Kilsby Road, Barby Rugby, Warwickshire CV23 8TT			Contact: Catherine Camp Tel: 01788 891 184 / 07759 271 507 Email: clerk@barbyandonleyparishcouncil.co.uk	Order No: 407727	Site Address: Barby Village Hall Daventry Road, Barby CV23 8TT	SHEET 2 of 5		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Bark Surface		M	Monitor and maintain the bark depth at a minimum 300mm. Remove any weed growth and deep rake regularly to ensure even distribution and the removal of foreign objects including animal faeces. Displacement of Bark under areas of movement may reduce impact attenuation properties. (ref BS EN 1176:2017 Part 1 Section 4.2.8.5.1.)					
Rolling Barrel on Grass	unknown		Satisfactory condition.					
Net Tunnel on Grass	Pentagon 2018/19	VL	Satisfactory condition, but does not have a manufacturer's Identification label (Ref BS EN 1176:2017 Part 1 Section 7)					
Log / Rope Climber on Grass	Pentagon 2018/19		Satisfactory condition.					
Chin Up Bars on Grass	Pentagon 2018/19	VL	Satisfactory condition, but does not have a manufacturer's Identification label (Ref BS EN 1176:2017 Part 1 Section 7)					
Trapeze Rings on Safety Grass	Pentagon 2018/19	VL  L	Satisfactory condition, but does not have a manufacturer's Identification label (Ref BS EN 1176:2017 Part 1 Section 7)  Monitor security of the ground fixing. Slight movement evident at the time of the inspection.					
						Continues on next sheet...		
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028		H/MH M VL/L	<b>INDICATION OF RISK RATING ASSESSMENT</b> HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes	INSPECTED BY : - <b>A J Hayes</b> DATE : - <b>28. 08. 2019</b>	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) ESTIMATE TO FIT PARTS * Based on all works ordered	<b>£0.00</b> <b>£0.00</b> <b>£0.00</b> <b>See sheet 4</b>		

<b>Certified Inspection Report for:</b> <b>Barby &amp; Onley Parish Council</b> <b>Hopthorne Farm, 18 Kilsby Road, Barby</b> <b>Rugby, Warwickshire CV23 8TT</b>		<b>Contact:</b> <b>Catherine Camp</b> <b>Tel: 01788 891 184 / 07759 271 507</b> <b>Email: clerk@barbyandonleyparishcouncil.co.uk</b>	<b>Order No: 407727</b> <b>Site Address:</b> <b>Barby Village Hall</b> <b>Daventry Road, Barby CV23 8TT</b>	<b>SHEET</b> <b>3</b> <b>of</b> <b>5</b>
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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Roundabout on Safety Grass	unknown	M	Vertical movement of platform deck may indicate either bearings are worn, or spindle is loose in ground fixing. Fails BS EN 1176:2017 design recommendations at the following areas:-					
		M	Fails BS EN 1176 Ground Clearance (Ref BS EN 1176:2017 Part 5 Section 5.2.1) Ground clearance below deck should be between 60mm and 110mm, for a distance of 300mm towards centre of rotation. Clearance on this item is currently approx 120mm to 140mm, and varies due to undulations in safety grass surface. Also, lifting edges of safety grass mats may create risk of foot / ankle injuries to users undergoing forced movement with the rotation of the roundabout.					
		M	Underside of the platform is not smooth, which may cause injury in the event of a child becoming trapped below deck. (Ref BS EN 1176:2017 Part 5 Section 5.2.3) We cannot identify the manufacturer, and are unable to quote for repairs to this item.					
Timber Ship on Bark	Sovereign 2017/18	L	Fails BS EN 1176 Head & Torso Probe Test at the opening below the angled braces at 3 places (Ref BS EN 1176:2017 Part 1 Section 4.2.7.2) Refer to Sovereign for advice and rework to reduce entrapment hazards.					
		VL	This item does not have an original manufacturer's information label (Ref BS EN 1176:2017 Part 1 Section 7.)					
Bike Spring Mobile on Bark	Wicksteed 2009/10	L	Generally satisfactory, but foot rests fail BS EN 1176 Ring Gauge Test (Ref BS EN 1176:2017 Part 6 Section 4.7) No remedial action is recommended at present.					
						Continues on next sheet...		



 	<b>Wicksteed Leisure Ltd</b> <b>Digby St., Kettering</b> <b>Northants, NN16 8YJ</b> <b>Tel: 01536 517 028</b>	<b>INDICATION OF RISK RATING ASSESSMENT</b> H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes	INSPECTED BY : - <b>A J Hayes</b> DATE : - <b>28. 08. 2019</b>	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) ESTIMATE TO FIT PARTS * Based on all works ordered	<b>£0.00</b> <b>£0.00</b> <b>£0.00</b> <b>See sheet 5</b>
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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Timber Cabin Slide on Bark	Sovereign 2017/18	L	Area of damage to 1 corner post has been filled. The filler has been removed. This creates splinter hazards. Refer to Sovereign for rework as required.					
1.8m 1 Bay Timber Swing 2 x Cradle Seats on Bark	Playdale	VL	This item does not have an original manufacturer's information label (Ref BS EN 1176:2017 Part 1 Section 7.)					
Bark Surface		L	Monitor timber condition for wood rot and splinter hazards.					
		L	Monitor wear on the bushes. Consider replacing this item in the longer term.					
		M	Monitor and maintain the bark depth at a minimum 300mm. Remove any weed growth and deep rake regularly to ensure even distribution and the removal of foreign objects including animal faeces. Displacement of Bark under areas of movement may reduce impact attenuation properties. (ref BS EN 1176:2017 Part 1 Section 4.2.8.5.1.)					
Memorial Seat on Concrete	unknown		Satisfactory condition.					
Litter Bin	unknown		Satisfactory condition.					
General		M	Access by dogs is not physically prevented and routine inspection should include monitoring and removal of animal faeces. (Litter (animal droppings) order 1991 of The Environment Protection Act 1990 requires public walks and pleasure grounds to be free from animal faeces)					
						Continues on next sheet...		
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028		<b>INDICATION OF RISK RATING ASSESSMENT</b> H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes	INSPECTED BY : - <b>A J Hayes</b> DATE : - <b>28. 08. 2019</b>	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) ESTIMATE TO FIT PARTS * Based on all works ordered	<b>£0.00</b> <b>£0.00</b> <b>£0.00</b> <b>See sheet 5</b>			

<b>Certified Inspection Report for:</b> <b>Barby &amp; Onley Parish Council</b> <b>Hopthorne Farm, 18 Kilsby Road, Barby</b> <b>Rugby, Warwickshire CV23 8TT</b>		<b>Contact:</b> <b>Catherine Camp</b> <b>Tel: 01788 891 184 / 07759 271 507</b> <b>Email: clerk@barbyandonleyparishcouncil.co.uk</b>	<b>Order No: 407727</b> <b>Site Address:</b> <b>Barby Village Hall</b> <b>Daventry Road, Barby CV23 8TT</b>	<b>SHEET</b> <b>5</b> <b>of</b> <b>5</b>
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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
<b>General (continued)</b>		L	The provision of a sign (pictogram) is recommended giving the following information: a) General emergency telephone number (999 or 112) b) Telephone number to contact maintenance personnel c) Name of the playground d) Address of the playground e) Other relevant local information, if applicable (ref: BS EN 1176-7:2017 clause 8.2.4)			A variety of signs are available from Wicksteed sales Dept		
<b>Multi Sports Goal on Tarmac</b>	<b>SMP</b>	L L	Monitor minor damage to 1 goal mesh panel. Recommend missing fixing at the backboard, and 2 missing fixings on the mesh panels are replaced.					
<b>Litter Bin</b>	<b>unknown</b>		Satisfactory condition.					
<b>Seat Rest</b>	<b>unknown</b>		Satisfactory condition.					
<b>2 x Football Goals on Grass</b>	<b>unknown</b>	L	Monitor security of the ground fixing.					
<b>Combination Power Push Pull Down Challenger on Grass</b>	<b>Sunshine Gym 2019</b>		Satisfactory condition.					
<b>Free Standing Basketball Goal on Tarmac</b>	<b>unknown</b>		Satisfactory condition, but ensure that this area is not used for play when it is in use as an overflow car park for the Village Hall or church.					
<b>Gates</b>		L	Recommend intrusive brambles etc are cut back as required to allow safe access, in particular at eye level.					



  <b>Wicksteed Leisure Ltd</b> <b>Digby St., Kettering</b> <b>Northants, NN16 8YJ</b> <b>Tel: 01536 517 028</b> <a href="http://www.wicksteed.co.uk">www.wicksteed.co.uk</a>		<b>INDICATION OF RISK RATING ASSESSMENT</b> H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes	INSPECTED BY : - <b>A J Hayes</b> DATE : - <b>28. 08. 2019</b>	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) ESTIMATE TO FIT PARTS * Based on all works ordered TOTAL COST OF WORKS, EXC VAT	<b>£0.00</b> <b>£0.00</b> <b>£0.00</b> <b>£0.00</b>

# Risk Assessment



Pages 1, 2 & 3 are to be completed by the Operator of the site

Wicksteed Leisure Ltd, Digby Street, Kettering NN16 8YJ

Written Document checklist for : Barby & Onley Parish Council

Sheet

Site address: Barby Village Hall, Daventry Road, Barby CV23 8TT

1 of 6

## 1 : MAINTENANCE POLICY (Interpreted from BS EN 1176 - 7 : 2017. Part 6)

**VISUAL PLAYGROUND SAFETY INSPECTION** - Designed to identify hazards such as broken parts, excessive or dangerous debris, vandalism, etc.

It should be carried out as often as possible by the playground operator, i.e. at daily to weekly intervals

Who carries out the visual inspection ? (Please state name and position)	
How often do they complete an inspection ? (Please state frequency)	
Does the frequency of the inspection vary ? (Please give reasons)	

**OPERATIONAL PLAYGROUND SAFETY INSPECTION** - Designed to assess the stability and effectiveness of all playground equipment, with special attention given to the sealed for life parts. It should be carried out at frequencies of 1 - 3 months or under guidance by the individual manufacturer and be conducted by a competent person in strict accordance with the manufacturer's instructions. The level of competence will vary with the task

Who carries out the operational inspection ? (Please state name and position)	
Are they competent to assess all manufacturers equipment on the play site ?	
How often do they complete an inspection ? (Please state frequency)	
Does the frequency of the inspection vary ? (Please give reasons)	

**ANNUAL MAIN PLAYGROUND SAFETY INSPECTION** - Designed to assess the overall level of safety of the equipment, foundations, surfacing and surroundings (i.e. environmental factors). It should be carried out at intervals not exceeding 12 months by a competent person (i.e. someone with sufficient skill, through experience, knowledge and training). During this inspection use should be made of the current head, neck, torso, finger and toggle probe tests.

Who carries out the annual inspection ? (Please state name and position)	
How often do they complete an inspection ? (Please state frequency)	
Does the frequency of the inspection vary ? (Please give reasons)	



## 2 : EQUIPMENT SUPERVISION

See attached continuation sheet(s) for details of Equipment & Site(s). Where possible details on the forms should be expanded upon by the site operator or a responsible member of staff - using local knowledge - to generate a comprehensive record of known problems - Both past & present - to assist in the correct formulation of Maintenance, Reaction & Development Policies for each Site(s). The information gathered should then be stored with the risk assessment sheet(s). NB - Should the information requested be unknown - Please state so within **the relevant areas of the attached continuation sheet(s).**

## 3 : REACTION POLICY (Interpreted from BS EN 1176 - 7 : 2017. Part 6)

Records of all actions taken concerning each playground site (including all of the above continuation sheet details) should be maintained. On a basic level a diary format may be acceptable. Any problems that occur on each site need to be noted (What, when, where, who and why, etc.), statements may be taken on site or later hospital reports may be noted. The subsequent action taken should be noted, including any manufacturers advice / requests. NB : Immediate action may need to be taken to prevent children using a piece of equipment that has become dangerous, e.g. Cordon off. Immobilize. Block access to, etc. Further monitoring records should be kept with responsibilities clearly outlined and checks made.

## 4 : DEVELOPMENT POLICY

Any plans for the longer term concerning the playground equipment or site in general should also be preserved as a record of intent. This could take the form of minutes of meetings, financial plans or references to playground monitoring or problem areas that have been resolved.

## 5 : RISK ASSESSMENT POLICY (as per BS EN 1176:2017 Part 7; 8.1.2, 8.2.1, and 8.2.3.)

The operator should set up an appropriate system for the safety management of the playground and should at least once a year assess the effectiveness of the measures used. These are designed to improve site safety as a whole.

### FORMS UPDATED/COMPLETED FOR SITE OPERATOR BY : -

Name : - \_\_\_\_\_

Signed : - \_\_\_\_\_

Position : - \_\_\_\_\_

Date : - \_\_\_\_\_

# Risk Assessment – continuation sheet to be completed by the Operator of the site



<b>Operator:</b> Barby & Onley Parish Council Hopthorne Farm, 18 Kilsby Road, Barby Rugby, Warwickshire CV23 8TT		<b>Site Address:</b> Barby Village Hall	<b>Sheet</b> 3 of 6
		<b>Site usage:</b> unrestricted public access	

## 2 : EQUIPMENT SUPERVISION - Continuation Sheet - Equipment and Site Details

Description of Item	Maker (if known)	Year of supply (if known)	Typical user age group	Daily users (approx no.)	Details of previous problems encountered



# Risk Assessment – continuation sheet



<b>Detailed Risk Analysis for:</b> Barby & Onley Parish Council Hopthorne Farm, 18 Kilsby Road, Barby Rugby, Warwickshire CV23 8TT			<b>Prepared by:</b> A J Hayes <b>Date:</b> 28. 08. 2019 <b>Order Reference:</b> 407727	<b>Site Address:</b> Barby Village Hall Daventry Road, Barby CV23 8TT	<b>SHEET</b> 4 of 6
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Description of equipment & details of hazard	Level of risk 1 = Negligible 5 = Severe	Occurrence Probability 1 = Negligible 5 = Severe	Assessment of risk (level of risk x probability)	Assessed Risk Rating	Proposed Action and timescale for recommendations	Monitor & review of actions (months)
<b>Multiplay Unit on Bark</b>						
Wood rot at the base of the posts	4	3	12	Medium / High	Replace the post, or remove from service	1
Extensive bramble growth	3	3	9	Medium	Remove brambles as required	1
Wear on edges of the green painted timber panel	2	2	4	Low	Rub down smooth as required	3
Non-manufacturer's platform panel has been fitted	2	2	4	Low	Monitor	12
Access net ground fixing bar trip / impact hazards	2	2	4	Low	Monitor	12
<b>2.7m 1 Bay Timber Swing 2 x Flat Seats</b>						
Exposed tile edges	4	3	12	Medium / High	Top up and maintain adequate Bark levels	1
Wood rot evident in base of 1 support post	4	3	12	Medium / High	Replace the post, or remove from service	1
<b>Bark Surface</b>						
Maintain bark levels	4	2	8	Medium	Top up and maintain adequate Bark levels	1
<b>Rolling Barrel on Grass</b>					Satisfactory condition	
<b>Net Tunnel</b>						
No manufacturer's ID label	2	1	2	Very Low	Monitor	12
<b>Log / Rope Climber</b>					Satisfactory condition	
<b>Chin Up Bars</b>						
No manufacturer's ID label	2	1	2	Very Low	Monitor	12
<b>Trapeze Rings</b>						
No manufacturer's ID label	2	1	2	Very Low	Monitor	12
Slight movement in the ground fixing	3	2	6	Low	Monitor	3

# Risk Assessment – continuation sheet



<b>Detailed Risk Analysis for:</b> Barby & Onley Parish Council Hopthorne Farm, 18 Kilsby Road, Barby Rugby, Warwickshire CV23 8TT	<b>Prepared by:</b> A J Hayes <b>Date:</b> 28. 08. 2019 <b>Order Reference:</b> 407727	<b>Site Address:</b> Barby Village Hall Daventry Road, Barby CV23 8TT	<b>SHEET</b> 5 of 6
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Description of equipment & details of hazard	Level of risk 1 = Negligible 5 = Severe	Occurrence Probability 1 = Negligible 5 = Severe	Assessment of risk (level of risk x probability)	Assessed Risk Rating	Proposed Action and timescale for recommendations	Monitor & review of actions (months)
<b>Roundabout</b>						
Vertical movement of platform deck	3	3	9	Medium	Monitor	3
Fails BS EN 1176 Ground Clearance	4	2	8	Medium	Monitor	3
Underside of the platform is not smooth	4	2	8	Medium	Monitor	3
<b>Timber Ship</b>						
Fails BS EN 1176 Head & Torso Probe Test	4	1	4	Low	Monitor	12
No manufacturer's ID label	2	1	2	Very Low	Monitor	12
<b>Bike Spring Mobile</b>						
Fails BS EN 1176 Ring Gauge Test	4	1	4	Low	Monitor	12
<b>Timber Cabin Slide</b>						
Splinter hazards at the posts	2	2	4	Low	Rub down smooth as required	3
No manufacturer's ID label	2	1	2	Very Low	Monitor	12
<b>1.8m 1 Bay Timber Swing 2 x Cradle Seats</b>						
Timber condition - wood rot and splinter hazards	4	1	4	Low	Monitor	6
Wear on the bushes	4	1	4	Low	Monitor	6
<b>Bark Surface</b>						
Maintain bark levels	4	2	8	Medium	Top up and maintain adequate Bark levels	1
<b>Memorial Seat on Concrete</b>					Satisfactory condition	
<b>Litter Bin</b>					Satisfactory condition	
<b>General</b>						
Access by dogs - animal faeces	4	2	8	Medium	Monitor & remove faeces - daily / weekly	weekly
No Operator's sign	4	1	4	Low	Install Operator's Sign	12

# Risk Assessment – continuation sheet



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Description of equipment & details of hazard	Level of risk 1 = Negligible 5 = Severe	Occurrence Probability 1 = Negligible 5 = Severe	Assessment of risk (level of risk x probability)	Assessed Risk Rating	Proposed Action and timescale for recommendations	Monitor & review of actions (months)
<b>Multi Sports Goal</b>						
Minor damage to 1 goal mesh panel	2	2	4	Low	Monitor - replace parts as required	3
Missing fixings	2	2	4	Low	Replace missing fixings	3
<b>Litter Bin</b>					Satisfactory condition	
<b>Seat Rest</b>					Satisfactory condition	
<b>2 x Football Goals</b>						
Slight movement in the ground fixing	3	2	6	Low	Monitor	3
<b>Combination Power Push Pull Down Challenger</b>					Satisfactory condition	
<b>Free Standing Basketball Goal</b>					Satisfactory condition	
<b>Gates</b>						
Intrusive bramble growth	3	2	6	Low	Cut back as required	1



# Risk Assessment



Pages 1, 2 & 3 are to be completed by the Operator of the site

Wicksteed Leisure Ltd, Digby Street, Kettering NN16 8YJ

Written Document checklist for : Barby & Onley Parish Council

Sheet

Site address: Barby Sports Field, Longdown Lane, Barby CV23 8TE

1 of 4

## 1 : MAINTENANCE POLICY (Interpreted from BS EN 1176 - 7 : 2017. Part 6)

**VISUAL PLAYGROUND SAFETY INSPECTION** - Designed to identify hazards such as broken parts, excessive or dangerous debris, vandalism, etc.

It should be carried out as often as possible by the playground operator, i.e. at daily to weekly intervals

Who carries out the visual inspection ? (Please state name and position)	
How often do they complete an inspection ? (Please state frequency)	
Does the frequency of the inspection vary ? (Please give reasons)	

**OPERATIONAL PLAYGROUND SAFETY INSPECTION** - Designed to assess the stability and effectiveness of all playground equipment, with special attention given to the sealed for life parts. It should be carried out at frequencies of 1 - 3 months or under guidance by the individual manufacturer and be conducted by a competent person in strict accordance with the manufacturer's instructions. The level of competence will vary with the task

Who carries out the operational inspection ? (Please state name and position)	
Are they competent to assess all manufacturers equipment on the play site ?	
How often do they complete an inspection ? (Please state frequency)	
Does the frequency of the inspection vary ? (Please give reasons)	

**ANNUAL MAIN PLAYGROUND SAFETY INSPECTION** - Designed to assess the overall level of safety of the equipment, foundations, surfacing and surroundings (i.e. environmental factors). It should be carried out at intervals not exceeding 12 months by a competent person (i.e. someone with sufficient skill, through experience, knowledge and training). During this inspection use should be made of the current head, neck, torso, finger and toggle probe tests.

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### FORMS UPDATED/COMPLETED FOR SITE OPERATOR BY : -

Name : - \_\_\_\_\_

Signed : - \_\_\_\_\_

Position : - \_\_\_\_\_

Date : - \_\_\_\_\_

# Risk Assessment – continuation sheet to be completed by the Operator of the site



<b>Operator:</b> Barby & Onley Parish Council Hopthorne Farm, 18 Kilsby Road, Barby Rugby, Warwickshire CV23 8TT		<b>Site Address:</b> Barby Sports Field, Longdown Lane, Barby CV23 8TE <b>Site usage:</b> unrestricted public access	<b>Sheet</b> <b>3 of 4</b>
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## 2 : EQUIPMENT SUPERVISION - Continuation Sheet - Equipment and Site Details

Description of Item	Maker (if known)	Year of supply (if known)	Typical user age group	Daily users (approx no.)	Details of previous problems encountered

# Risk Assessment – continuation sheet





<b>Detailed Risk Analysis for:</b> Barby & Onley Parish Council Hopthorne Farm, 18 Kilsby Road, Barby Rugby, Warwickshire CV23 8TT			<b>Prepared by:</b> A J Hayes <b>Date:</b> 28. 08. 2019 <b>Order Reference:</b> 407727	<b>Site Address:</b> Barby Sports Field Longdown Lane, Barby CV23 8TE	<b>SHEET</b> 4 of 4
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Description of equipment & details of hazard	Level of risk 1 = Negligible 5 = Severe	Occurrence Probability 1 = Negligible 5 = Severe	Assessment of risk (level of risk x probability)	Assessed Risk Rating	Proposed Action and timescale for recommendations	Monitor & review of actions (months)
<b>Half Pipe Skate Ramp</b>  <b>General</b> No Operator's / instruction sign Intrusive bramble growth Hole in the grass at 1 edge	  4 4 2	  1 2 2	  4 8 4	  Low Medium Low	Satisfactory condition  Install Operator's / instruction sign Cut back the brambles Fill the hole	  12 1 3



<b>Certified Inspection Report for:</b> <b>Barby &amp; Onley Parish Council</b> <b>Hopthorne Farm, 18 Kilsby Road, Barby</b> <b>Rugby, Warwickshire CV23 8TT</b>		<b>Contact:</b> <b>Catherine Camp</b> <b>Tel: 01788 891 184 / 07759 271 507</b> <b>Email: clerk@barbyandonleyparishcouncil.co.uk</b>	<b>Order No: 407727</b> <b>Site Address:</b> <b>Onley Park, Onley, Willoughby CV23 8AN</b> <b>Next to No 89</b>	<b>SHEET</b> <b>1</b> <b>of</b> <b>3</b>
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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
1.9m 1 Bay Timber Swing 1 x Cradle Seat on Safety Grass	Playdale	L	Monitor the splits and damage to the base of the timber posts.					
		L	Monitor minor surface corrosion on the chains.					
Multiplay Unit on Safety Grass	Playdale	M	Wear / damage to the rope net climber creates hazards to users. Recommend this is replaced. First reported December 2014.			Cost to replace parts is available on request		
		M	The fixings at the top of the access ramp into the platform are loose. Recommend these are tightened to prevent the ramp falling under the weight of a child climbing. Fails BS EN 1176:2017 design recommendations at the following areas:-					
		L	Access net ground fixing bar creates a potential trip and impact hazard within the falling space (ref: BS EN 1176:2017, Part 1 Sections 4.2.8.6 & 4.2.8.4 respectively. No remedial action is possible with the unit design.					
		L	Metal slide chute faces towards the sun. Monitor for high temperatures during hot, sunny weather conditions.					
		L	Non-manufacturer's parts have been used to cover over the original platform deck. Recommend genuine manufacturer's parts are used for repairs (Ref BS EN 1176:2017 Part 1 Section 6.1.4)					
High Arch Climber on Safety Grass	Wicksteed 1993	L	Monitor the corroded fixings at the top centre joint.					
2.3m 1 Bay Swing 2 x Flat Seats on Safety Grass	Hags SMP 2013	M	Recommend the missing safety grass mats are replaced as soon as possible to reduce trip hazards and risk of foot / ankle injury to users undergoing forced movement. Refer to the manufacturer / installers for advice. First reported December 2014.					
						Continues on next sheet...		



 	<b>Wicksteed Leisure Ltd</b> <b>Digby St., Kettering</b> <b>Northants, NN16 8YJ</b> <b>Tel: 01536 517 028</b>	<b>H/MH</b> <b>M</b> <b>VL/L</b>	<b>INDICATION OF RISK RATING ASSESSMENT</b> <b>HIGH &amp; MEDIUM HIGH RISK - See Introductory Notes</b> <b>MEDIUM RISK - See Introductory Notes</b> <b>VERY LOW &amp; LOW RISK - See Introductory Notes</b>	<b>INSPECTED BY :-</b> <b>A J Hayes</b> <b>DATE :-</b> <b>28. 08. 2019</b>	<b>PARTS SUB TOTAL</b> <b>BALANCE C / FORWARD</b> <b>PARTS TOTAL EXC. CARRIAGE &amp; VAT (E&amp;O.E.)</b> <b>ESTIMATE TO FIT PARTS * Based on all works ordered</b>	<b>£0.00</b> <b>£0.00</b> <b>£0.00</b> <b>See sheet 3</b>
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Certified Inspection Report for: Barby & Onley Parish Council Hopthorne Farm, 18 Kilsby Road, Barby Rugby, Warwickshire CV23 8TT			Contact: Catherine Camp Tel: 01788 891 184 / 07759 271 507 Email: clerk@barbyandonleyparishcouncil.co.uk	Order No: 407727	Site Address: Onley Park, Onley, Willoughby CV23 8AN Next to No 89	SHEET 2 of 3		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
2.4m Rota Web Climber on Safety Grass	Tayplay 2001	VL	Generally satisfactory but fails the design recommendations of BS EN 1176:2017 in the following areas; Fails BS EN 1176 Ground Clearance (Ref BS EN 1176:2017 Part 5 Section 5.) Ground clearance below outer ring should be 400mm (370mm actual in places) Recommend monitoring at present.					
Dog Spring Mobile (Green / Brown) on Safety Grass	Ausplay		Satisfactory condition.					
Butterfly Spring Mobile (Brown / Blue) on Safety Grass	Ausplay		Satisfactory condition.					
Animal Spring Mobile (Blue / Yellow) on Safety Grass	Ausplay	L	Generally satisfactory, but foot rests fail BS EN 1176 Ring Gauge Test (Ref BS EN 1176:2017 Part 6 Section 4.7) No remedial action is recommended at present.					
Memorial Seat	unknown		Satisfactory condition.					
Timber Fence & Gate	unknown	M	The gate slam post has broken off, and is lying on the ground. Recommend this is replaced.					
General		L	The area lacks litter facilities (recommended)					
		L	Recommend the fungus growth on the grass area is removed or treated, as this may be toxic. Refer to a competent person for advice as required.					
		L	The plant with berries near the gate may be harmful, in particular to younger children. Refer to a competent person for advice as required.					
						Continues on next sheet...		
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028		H/MH M VL/L	<b>INDICATION OF RISK RATING ASSESSMENT</b> HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes	INSPECTED BY :- <b>A J Hayes</b> DATE :- <b>28. 08. 2019</b>	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT (E&O.E.) ESTIMATE TO FIT PARTS * Based on all works ordered	<b>£0.00</b> <b>£0.00</b> <b>£0.00</b> <b>See sheet 3</b>		

<b>Certified Inspection Report for:</b> <b>Barby &amp; Onley Parish Council</b> <b>Hopthorne Farm, 18 Kilsby Road, Barby</b> <b>Rugby, Warwickshire CV23 8TT</b>		<b>Contact:</b> <b>Catherine Camp</b> <b>Tel: 01788 891 184 / 07759 271 507</b> <b>Email: clerk@barbyandonleyparishcouncil.co.uk</b>	<b>Order No: 407727</b> <b>Site Address:</b> <b>Onley Park, Onley, Willoughby CV23 8AN</b> <b>Next to No 89</b>	<b>SHEET</b> <b>3</b> <b>of</b> <b>3</b>
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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Operator's Sign		L	Generally satisfactory, but note that the following information is recommended, in pictogram form: a) General emergency telephone number (999 or 112) b) Telephone number to contact maintenance personnel c) Name of the playground d) Address of the playground e) Other relevant local information, if applicable (ref: BS EN 1176-7:2017 clause 8.2.4) Note that the emergency number shown on the sign is 101 not 999.			A variety of signs are available from Wicksteed Sales Dept		



 	<b>Wicksteed Leisure Ltd</b> <b>Digby St., Kettering</b> <b>Northants, NN16 8YJ</b> <b>Tel: 01536 517 028</b>	<b>INDICATION OF RISK RATING ASSESSMENT</b> H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes	<b>INSPECTED BY :-</b> <b>A J Hayes</b> <b>DATE :-</b> <b>28. 08. 2019</b>	<b>PARTS SUB TOTAL</b> <b>BALANCE C / FORWARD</b> <b>PARTS TOTAL EXC. CARRIAGE &amp; VAT (E&amp;O.E.)</b> <b>ESTIMATE TO FIT PARTS * Based on all works ordered</b> <b>TOTAL COST OF WORKS, EXC VAT</b>	<b>£0.00</b> <b>£0.00</b> <b>£0.00</b> <b>£0.00</b>
	<a href="http://www.wicksteed.co.uk">www.wicksteed.co.uk</a>				

# Risk Assessment



Pages 1, 2 & 3 are to be completed by the Operator of the site

Wicksteed Leisure Ltd, Digby Street, Kettering NN16 8YJ

Written Document checklist for : Barby & Onley Parish Council

Sheet

Site address: Onley Park, Onley, Willoughby CV23 8AN

1 of 5

## 1 : MAINTENANCE POLICY (Interpreted from BS EN 1176 - 7 : 2017. Part 6)

**VISUAL PLAYGROUND SAFETY INSPECTION** - Designed to identify hazards such as broken parts, excessive or dangerous debris, vandalism, etc.

It should be carried out as often as possible by the playground operator, i.e. at daily to weekly intervals

Who carries out the visual inspection ? (Please state name and position)	
How often do they complete an inspection ? (Please state frequency)	
Does the frequency of the inspection vary ? (Please give reasons)	

**OPERATIONAL PLAYGROUND SAFETY INSPECTION** - Designed to assess the stability and effectiveness of all playground equipment, with special attention given to the sealed for life parts. It should be carried out at frequencies of 1 - 3 months or under guidance by the individual manufacturer and be conducted by a competent person in strict accordance with the manufacturer's instructions. The level of competence will vary with the task

Who carries out the operational inspection ? (Please state name and position)	
Are they competent to assess all manufacturers equipment on the play site ?	
How often do they complete an inspection ? (Please state frequency)	
Does the frequency of the inspection vary ? (Please give reasons)	

**ANNUAL MAIN PLAYGROUND SAFETY INSPECTION** - Designed to assess the overall level of safety of the equipment, foundations, surfacing and surroundings (i.e. environmental factors). It should be carried out at intervals not exceeding 12 months by a competent person (i.e. someone with sufficient skill, through experience, knowledge and training). During this inspection use should be made of the current head, neck, torso, finger and toggle probe tests.

Who carries out the annual inspection ? (Please state name and position)	
How often do they complete an inspection ? (Please state frequency)	
Does the frequency of the inspection vary ? (Please give reasons)	



## 2 : EQUIPMENT SUPERVISION

See attached continuation sheet(s) for details of Equipment & Site(s). Where possible details on the forms should be expanded upon by the site operator or a responsible member of staff - using local knowledge - to generate a comprehensive record of known problems - Both past & present - to assist in the correct formulation of Maintenance, Reaction & Development Policies for each Site(s). The information gathered should then be stored with the risk assessment sheet(s). NB - Should the information requested be unknown - Please state so within **the relevant areas of the attached continuation sheet(s).**

## 3 : REACTION POLICY (Interpreted from BS EN 1176 - 7 : 2017. Part 6)

Records of all actions taken concerning each playground site (including all of the above continuation sheet details) should be maintained. On a basic level a diary format may be acceptable. Any problems that occur on each site need to be noted (What, when, where, who and why, etc.), statements may be taken on site or later hospital reports may be noted. The subsequent action taken should be noted, including any manufacturers advice / requests. NB : Immediate action may need to be taken to prevent children using a piece of equipment that has become dangerous, e.g. Cordon off. Immobilize. Block access to, etc. Further monitoring records should be kept with responsibilities clearly outlined and checks made.

## 4 : DEVELOPMENT POLICY

Any plans for the longer term concerning the playground equipment or site in general should also be preserved as a record of intent. This could take the form of minutes of meetings, financial plans or references to playground monitoring or problem areas that have been resolved.

## 5 : RISK ASSESSMENT POLICY (as per BS EN 1176:2017 Part 7; 8.1.2, 8.2.1, and 8.2.3.)

The operator should set up an appropriate system for the safety management of the playground and should at least once a year assess the effectiveness of the measures used. These are designed to improve site safety as a whole.

### FORMS UPDATED/COMPLETED FOR SITE OPERATOR BY : -

Name : - \_\_\_\_\_

Signed : - \_\_\_\_\_

Position : - \_\_\_\_\_

Date : - \_\_\_\_\_

# Risk Assessment – continuation sheet to be completed by the Operator of the site



<b>Operator:</b> Barby & Onley Parish Council Hopthorne Farm, 18 Kilsby Road, Barby Rugby, Warwickshire CV23 8TT		<b>Site Address:</b> Onley Park, Onley, Willoughby CV23 8AN  <b>Site usage:</b> unrestricted public access	<b>Sheet</b> 3 of 5
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## 2 : EQUIPMENT SUPERVISION - Continuation Sheet - Equipment and Site Details

Description of Item	Maker (if known)	Year of supply (if known)	Typical user age group	Daily users (approx no.)	Details of previous problems encountered

# Risk Assessment – continuation sheet



<b>Detailed Risk Analysis for:</b> Barby & Onley Parish Council Hopthorne Farm, 18 Kilsby Road, Barby Rugby, Warwickshire CV23 8TT			<b>Prepared by:</b> A J Hayes <b>Date:</b> 28. 08. 2019 <b>Order Reference:</b> 407727	<b>Site Address:</b> Onley Park, Onley, Willoughby CV23 8AN	<b>SHEET</b> 4 of 5
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Description of equipment & details of hazard	Level of risk 1 = Negligible 5 = Severe	Occurrence Probability 1 = Negligible 5 = Severe	Assessment of risk (level of risk x probability)	Assessed Risk Rating	Proposed Action and timescale for recommendations	Monitor & review of actions (months)
<b>1.9m 1 Bay Timber Swing 1 x Cradle Seat</b>						
Splits and damage to the base of the timber posts	4	1	4	Low	Monitor	6
Minor surface corrosion on the chains	3	2	6	Low	Monitor - replace chains as required	3
<b>Multiplay Unit</b>						
Wear / damage to the rope net climber	3	3	9	Medium	Replace the rope net	1
The fixings at the top of the ramp are loose	4	2	8	Medium	Tighten or replace the fixings	1
Access net ground fixing bar trip / impact hazards	2	2	4	Low	Monitor	12
Metal slide chute faces towards the sun	4	1	4	Low	Monitor	1
Non-manufacturer's parts have been used	3	2	6	Low	Monitor	12
<b>High Arch Climber</b>						
Corroded fixings at the top centre joint	2	2	4	Low	Monitor	12
<b>2.3m 1 Bay Swing 2 x Flat Seats</b>						
Missing safety grass mats	3	3	9	Medium	Replace the missing grass mats	1
<b>2.4m Rota Web Climber</b>						
Fails BS EN 1176 Ground Clearance	2	1	2	Very Low	Monitor	12
<b>Dog Spring Mobile</b>						
					Satisfactory condition	
<b>Butterfly Spring Mobile</b>						
					Satisfactory condition	
<b>Animal Spring Mobile</b>						
Fails BS EN 1176 Ring Gauge Test	4	1	4	Low	Monitor	12
<b>Memorial Seat</b>						
					Satisfactory condition	
<b>Timber Fence &amp; Gate</b>						
Gate slam post is broken	3	3	9	Medium	Replace the post	1

# Risk Assessment – continuation sheet



<b>Detailed Risk Analysis for:</b> Barby & Onley Parish Council Hopthorne Farm, 18 Kilsby Road, Barby Rugby, Warwickshire CV23 8TT			<b>Prepared by:</b> A J Hayes <b>Date:</b> 28. 08. 2019 <b>Order Reference:</b> 407727	<b>Site Address:</b> Onley Park, Onley, Willoughby CV23 8AN	<b>SHEET</b> 5 of 5
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Description of equipment & details of hazard	Level of risk 1 = Negligible 5 = Severe	Occurrence Probability 1 = Negligible 5 = Severe	Assessment of risk (level of risk x probability)	Assessed Risk Rating	Proposed Action and timescale for recommendations	Monitor & review of actions (months)
<b>General</b>						
The area lacks litter facilities	4	1	4	Low	Consider installing a litter bin	12
Fungus growth on the grass area	4	1	4	Low	Remove or treat as required	1
Plant with berries near the gate may be harmful	4	1	4	Low	Remove as required	1
<b>Operator's Sign</b>						
Does not show all information recommended	4	1	4	Low	Monitor - replace as required	12