

This checklist records the monthly inspection of the Play Area, which is required to maintain the safety of persons using the Play Area, and to indicate responsible duty of care for insurance purposes. It identifies equipment and areas within the Play Area, and any issues such as sharp edges, finger entrapments, broken or damaged items and general tidiness and adequacy of the facility. It also looks at fencing / gates / litter bins.

**Persons performing check:**

Name 1		Signature	
Name 2		Signature	
Date		Time	

**Entrance from Memorial Hall Car Park.....to Toddler/Junior Play Park (area with TRAIN/SAND PIT)**

Hoop Fencing	Metalwork, fixings and footings free of damage, corrosion etc.	
Entrance Gate	Metalwork, fixings and footing free of damage and corrosion, etc. Closing as should and completely.	
Sign	Clean and undamaged, fixings secure and undamaged and no sharp edges.	
General	If anyone has had any notices on fencing please cut cable ties off for tidiness	

**Play Park**

Large Mound	Grassed area free from debris and ruts.	
Short Slide	Slide fixed firmly to ground Platform is free of splinters and damage Slide surface smooth, handrail fixed Fall area clear and damage free	
Tyre (by Slides)	Tyre clear of debris, no damage Tyre secure to ground	
Tyre Steps	All tyres firmly fixed and damage free Concrete fixing and infill free of damage No slippery areas, moss growth etc.	
Long Slide	Slide fixed firmly to ground Entry area free of debris and damage Slide surface smooth, handrail fixed Fall area clear and damage free	

Poskett Bench	Firmly affixed to ground Metalwork undamaged and paintwork ok Wooden slats splinter free and clean Brass plaque intact and clean	
Litter Bin (1)	Firmly affixed to ground Plastic undamaged.	
Wooden Train	Clear of debris and graffiti Wood free of splinters and damage No finger entrapments All sections firmly attached (funnels, wheels, steering wheel, seats and roof) Tunnel section clean	
Springy Animal	Fall area clear of debris Animal firmly affixed to ground Animal freely springs and returns Structure undamaged and clean Handholds and foot bars intact and secure	
Flat Swings (near hedge)	Frame firmly affixed to ground Metalwork and paintwork in good order D-Loops and chains in good order Fall area clear of debris Hedgerow vegetation not intruding Seat condition in good order and secure	
Small Mound	Grassed area free from debris and ruts.	
Cradle Swings	Frame firmly affixed to ground Metalwork and paintwork in good order D-Loops and chains in good order Fall area clear of debris Cradle condition in good order and secure	
Sandpit and Sleepers	Sandpit raked clear of debris Level of sand sufficient Pit edges intact and splinter free Sleeper surface clean, moss & algae free Grassed area clear of debris	
Medium Mound	Grassed area free from debris and ruts.	
Tyre on Med Mound	Tyre clear of debris, no damage Tyre attached securely to ground	

Tunnel	Edges clean and undamaged Tunnel clear of debris and ponding water Wooden Tunnel End free from splinters and intact Climbing holds all secure	
Foot Bridge	Clear of debris and graffiti Wood free of splinters and damage Side fall protection intact Anti-Slip treads firm and undamaged	
SuperNova Roundabout	Fall area clear of debris and matting secure Roundabout moves smoothly and freely in both directions. Ground anchors are secure	

### SMP Play Area and Climbing Frame / Wall

Main Structure	Firmly affixed to surface Grab handles all secure* Metalwork and paintwork in good order	
Platforms	Secure, damage free and clean	
Slide Pole	Firmly affixed and undamaged	
Slide	Firmly affixed and undamaged	
Traverse Climber	Firmly affixed and undamaged	
Sloped Steps	Firmly affixed and undamaged Backboard paint in good order	
Rope Climber	Firmly affixed and no loose strands	
Rope Net Wall	Firmly affixed and no loose strands	
Climbing Wall	All handholds and footings firmly affixed* Backboard paint in good order and no graffiti	
Wet Pour Surface	No compaction, damage or puddling	
Red Benches x2	Firmly affixed to ground Metalwork undamaged and paintwork ok	
Litter Bin (2)	Firmly affixed to ground Plastic undamaged.	
Boundary Fence	Firmly fixed (chain link not unravelling)	
Boundary Hedge	Clear of debris	

Plants / Trees	Not encroaching on play area / hazard	
Sign	Not obscured by vegetation Clean and safely secured Displaying correct information	

\*Note: the special tool for the vandal proof bolts is held by Mark Rosher

### MUGA Multi-Use Games Area

Tarmac	Checked clear of debris	
Markings	Confirmed markings satisfactory	
goal/hoop	Checked goal/hoop structure satisfactory	
fencing	Checked fencing satisfactory	

### “The Track” Skateboard Arena

Noticeboards x2	Secure, clean and legible	
Grind Rails x2	Secure and vegetation free	
‘Fun Box’ Ramp	Intact and in good condition Clean underneath	
Half Pipe	Surface undamaged and clean Structure intact and firmly affixed Clear of debris, esp. under structure	
Tarmac Surface	Undamaged and vegetation free Clear of debris	
Litter Bin (3)	Firmly affixed to ground Plastic undamaged.	
Bench	Firmly affixed to ground Metalwork undamaged and paintwork ok	
Gate (by Skate Park)	Metalwork undamaged and paintwork ok Shuts securely	
Boundary Fence	Firmly fixed (chain link not unravelling and or green fence intact)	
Litter Bin(4)Other side of playing field by path to Catherine Close	Firmly affixed to ground Plastic undamaged	

**Tennis Court**

Stile bordering road	Intact, no splinters, no missing pieces.	
Fencing	Chain link fence intact and not sagging	
Sign	Adjacent entry gate, intact and legible	
Surface and Edging	Clean, undamaged and well marked out	
Net	Intact, tensioned and undamaged	
Court	Free of debris and vegetation.	

**General**

Any other comments	
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Please feel free to add any additional comments that might help in maintaining the Play Area in good order. Highlight any comments which refer to areas which require urgent attention such as safety defects, and as mentioned before PLEASE contact the CLERK immediately so that remedial actions can be taken. Thank you.