



## OUTDOOR PLAY EQUIPMENT SAFETY GUIDANCE FOR SCHOOLS

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### 1. INTRODUCTION

Play is an essential part of every child's life. It provides the mechanism for children to explore the world around them and the medium through which skills are developed and practiced.

Risk taking and challenge have an especially important role to in children's play and development.

Well designed, supervised and maintained play grounds and play equipment provides an additional stimulus for children and gives them an opportunity to improve their motor skills and test their physical abilities in a controlled and supervised environment.

### 2. THE LAW

The general requirements of the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 extend to the provision of playgrounds and play equipment. European Standards BS EN1176 (Playground Equipment) and BS EN 1177 (Impact absorbing playground surfacing) are guides to good practice.

The Occupiers Liability Act 1957 and 1984 impose a 'duty of care' on the occupier of the premises to people visiting and using them. The 1957 Act imposes this duty in respect of lawful visitors. Section 2(3)(a) of the Act states that greater care is required where children are concerned and is therefore of particular importance in respect of play areas. The 1984 Act extends a limited duty of care over trespassers by applying a 'test of liability'.

### 3. KEY ACTION POINTS

- Consideration should be given as to the location of Play Areas
- Safety and suitability must be considered before acquiring and installing any playground equipment
- All play equipment and safety surfaces must be subject to a regular inspection programme by competent persons
- All play equipment and safety surfaces must be maintained in a safe condition
- Staff and children should be made aware of safety and supervision arrangements
- Documented risk assessments must be produced.

### 4. LOCATION OF PLAY AREAS

#### 4.1 Consideration should be given as to the location of play areas.

##### Factors to consider are:

- a. **Access** – For children, including any children with disabilities, adults with pushchairs and emergency services etc.
- b. **Access routes** – Hard surfaces should be non-slip so they are not affected by weather conditions. Avoid the need to cross roads/car parks to reduce risk of injury by traffic. Consider relationship to other buildings or facilities such as toilets.
- c. **Supervision** – In most circumstances children do require some level of supervision and this is increased the younger the children are. Risk assessments should be conducted to determine the appropriate number of people required to supervise. This should take into account observation points, lines of sight etc.

Supervising staff should be familiar with the equipment, the rules for use and of the ability of the children.

- d. **Security** – Is the site protected from vandalism or improper use outside of opening hours?
- e. **Topology** – The site should be level and have adequate drainage so as to reduce the risk of corrosion to equipment and surfaces.

### 5. DESIGNING AND INSTALLING PLAYGROUND EQUIPMENT

The following points should be considered before acquiring and installing any playground equipment:

- All new playground equipment must comply with European Standards.
- No playground equipment should be purchased without DESIGN DRAWINGS, details of inspection and maintenance requirements.
- Ensure that materials and product finishing treatments meet European Standards requirements and be suitable for their purpose.

- The equipment must be suitable for the users.
- The type of timber and similar synthetic products should be splinter resistant.
- There should not be any hard and sharp-edged parts (eg razor blade effect caused by sheet steel).
- There should be no crushing or shearing points.
- There must be no possibility of head or neck entrapment.

Climbing elements must not be any higher than 3.0 meters.

For children under the age of 5 years the height should be restricted to a maximum of 1.6 meters

When procuring wooden play equipment you will need to consider that the life expectancy may be reduced and will need to have robust maintenance , inspection and management plan.

Timber deteriorates most when buried in, or in contact with, the ground. Good design of play equipment helps to extend equipment life

For further information [.rospsa.play-safety/advice/wooden-play-equipment/](https://www.rospsa.gov.uk/industry-guidance/wooden-play-equipment/)

No playground equipment should be purchased without details of inspection and maintenance requirements.

## 5.1 Space around equipment

There must be sufficient space around and between play equipment to minimise any risk of injury whilst in use.

## 5.2 Surfacing

New surfaces should comply with BS EN 1176.

- Surfacing should have no sharp edges or protrusions.
- Surfacing should have no entrapments.
- Technical advice needs to be sought if loose fills is to be used.
- Hard surfaces should only be used outside the impact area.
- Impact absorbing surfaces should be used where falls over 600 mm are possible.
- Manufacturers should provide a minimum time indication of longevity

Impact absorbent surfacing (safety surfacing) can be provided in a variety of materials. Where used the depth of material must comply with the regulations relating to the critical fall height, and this must be considered in relation to the maximum height of the equipment.

Although impact absorbing surfaces cannot prevent accidents they may reduce the level of injury. The type of surface under play equipment is a risk factor which must be considered when providing play equipment.

A surface with test requirements is not required for low level play equipment items, less than 600mm fall height, that do not introduce a 'forced movement' on the user. Items with higher fall heights or those producing 'forced movement' still require a tested surface to reduce life threatening head injuries to a child.

**The extent of surfacing around static equipment is dependent on the fall height of the equipment. For example, where the fall height is 2.0 metres surfacing should extend 1.83 metres.**

Some Wet pour rubber does not permanently adhere to edge kerbs or posts so gaps develop between the edge/post and the surfacing so good drainage is vital. The longevity of the surface will be affected if water cannot escape from the base. A suitable base should be installed as this will ensure good drainage.

**A different calculation applies for moving equipment and advice should be sought from the independent competent person carrying out annual inspection and maintenance.**

### **5.3 Where should the equipment be purchased from?**

The European Play Equipment Standard BS EN 1176 "Playground Equipment" intended for permanent installation outdoors specifies the standards that such equipment should meet. Whilst these standards are not mandatory and compliance is not required by law, they represent good practice and may be referred to in any civil or criminal court action.

It is therefore, strongly recommended to purchase equipment complying with these standards in order to demonstrate your commitment to safety and duty of care.

**When purchasing equipment Heads should obtain written documentation confirming that the equipment complies with BS EN 1176 and copies of the test results are provided where necessary.** In particular the British Standard Kitemark or the TuV mark provides a good guarantee of quality. Preference should be given to companies holding BS 5750 or ISO 9000 series certification.

A list of competent Play Equipment providers is available via the Local Authority.

**\*N.B. It is STRONGLY ADVISED that the purchase and installation of new equipment is undertaken via the LA Property & Design Team. A list of competent contractors is available from them.**

## **6. INSPECTIONS**

There is no specific legal requirement to provide inspection and maintenance programmes but the British Standards Institute, the Health & Safety Executive, Insurers and the major safety organisations recommend inspections as "best practice".

Heads have a legal and moral responsibility of care to children using the site - and at the same time need to meet the expectations of the courts.

A regular series of inspections is recommended for children's playgrounds.

For those schools that buy back into elements of Facilities Management, assistance on carrying out these inspections is available – contact details are available in section 13.

For new equipment a **post installation inspection is required.**

A note should be kept of the age of the equipment and a special inspection carried out before the expiry of the warranty.

On completion of the play equipment installation, an independent post-installation inspection is required if the company who installed the equipment cannot provide a certificate to state the equipment has been built to the required play safety standards and sited appropriately on the correct surfacing for the equipment provided. **An organisation independent of the contractor or Council must carry out this inspection e.g. RoSPA to certify that sites meet the required European Standards BS EN 1176 / BS EN 1178.**

From then on BS EN 1176 recommends three categories of inspection:

### **6.1 Routine Inspection (Visual)**

This looks at the equipment's basic condition, especially faults due to recent vandalism, breakages and cleanliness of the playground. Inspections need to be carried out by the Head or a nominated member(s) of his/her staff (such as your caretaker) and should be recorded on a simple sheet or book. There should be sufficient resilience within the staff to ensure that these checks are carried as required.

Example checklists can be found in **Appendix 1**

Frequency will vary with the site and local usage although weekly should be seen as a minimum. This will depend on the risk assessment of the site.

**All staff who have been delegated to carry out this task will need instructions and information on how to undertake these checks and how to report faults/defects or be in possession of an Outdoor Play Inspector qualification.**

### **6.2 Operational Inspection**

A more detailed inspection of the equipment, providing a quality control check on the regular inspection and identifies certain types of minor wear and tear. Such inspections may be carried out by the Head or his/her staff or suitably qualified contracted person and should be recorded. The equipment supplier should provide a checklist. For schools with wooden play equipment consideration needs to be given to equipment that is deemed as higher risk i.e with large overhead supporting beams, large upright supporting beams.

These inspections should be carried out every 1- 3 months per academic year and should not happen in the month that the annual RoSPA inspection is carried out.

Example checklists can be found in **Appendix 1.**

**An Outdoor Play Operational Inspector qualification is required to undertake this task.**

### **6.3 Annual Inspection**

The HSE and British and European Safety Standard BS EN 1176 strongly recommend that all play areas have at least one inspection every year carried out by an independent suitably qualified specialist.

Essentially it looks at vandalism, minor and major wear, long-term structural problems, changes in the Standards, compliance and design practices, risk assessment etc. This should be carried out by a specialist not connected with the playground operator or manager giving an independent written report of the site(s). **Only a recognised body e.g. RoSPA or other registered RPII Inspectors should undertake annual independent inspections.**

Any defects identified will be given a risk rating e.g. high, medium and low and a time period to remedy the problem either by the installer or manufacturer. There will be a cost involved unless the equipment is still under warranty.

### **What does high, medium and low risk mean?**

These risk ratings have been identified by RoSPA:

**High** - this must be reported immediately and action taken within 7 days. Depending on how serious the risk is, it may be necessary to immobilise or remove the piece of equipment where reasonably practicable. Otherwise cordon off the area until the issue is resolved.

**Medium** - up to 3 months to implement remedial measures.

**Low** - monitor the situation and review in 12 months.

Where schools have wooden play equipment and the risk assessment process has identified any area as high risk i.e. equipment with large overhead supporting beams and large upright supporting beams, it is recommended that a higher level annual inspection is carried out by RoSPA or other accredited body.

## **7. MAINTENANCE**

No inspection programme is worthwhile unless a structure exists for repairing faults and replacing parts. A system should exist for recording and checking on repairs. Only the supplier or installer of the equipment should provide the maintenance. Only manufacturer's original parts should be used if they are available.

Maintenance of timber play equipment is particularly important due to natural properties and the potential for both wet and dry rot.

For further information [.rospa.play-safety/advice/wooden-play-equipment/](http://rospa.play-safety/advice/wooden-play-equipment/)

## **8. SAFE USE OF EQUIPMENT**

To assist schools in the development of appropriate arrangements the guidelines detailed below should be followed.

- The pupils should be educated about the use of climbing equipment.

- Staff/supervisors on duty must ensure that outdoor play equipment is visible and can be appropriately supervised when in use.
- Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate.
- Consideration should be given to a rota for use, taking into consideration the age and number of children using it at any one time.
- Staff/supervisors have a responsibility to ensure appropriate behaviour policy.
- Consideration needs to be given to weather conditions, outdoor play equipment should not be used during wet or icy conditions.
- Where equipment is sited on grassed areas it should be kept out of use in wet weather and for appropriate length of time afterward to allow ground to be sufficiently dry.
- Apparatus must only be used at appropriate times when supervised. Parents need to be informed that the apparatus is for school aged children only and not to be used before and after school.

### **8.1 Supervision**

- Children must be supervised at all times whilst using outdoor play equipment.
- Supervising staff should ensure that the number of children using any piece of equipment and the activities on it are controlled at all times. Supervising staff must be familiar with the equipment, the rules for its use and the levels of response which may reasonably be expected from children in its use.
- If ancillary staff are employed for this they will be fully insured, paid employees of the County Council. If volunteer helpers are used to assist they may not be allowed sole charge of any group. In either case the Headteacher or other manager must ensure that they are given adequate instructions and clearly understand their duties.
- Arrangements must be in place to ensure that all new and temporary staff are sufficiently informed of the procedures for outdoor play activities and their supervisory responsibilities before being required to undertake such tasks.

### **8.2 Clothing/Footwear**

Suitable clothing should be worn. Hazards can arise from - unfastened coats, woollen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc.

Children should not be permitted to use the equipment if they are not wearing suitable clothing and footwear.

### **8.3 Zoning of Activities**

Consideration should be given to the range of activities occurring within the playground area;

- Ball games/chasing games should be sited away from the climbing area.
- In a nursery garden, wheeled toys in particular, should be used away from the climbing area.

## 9. RISK ASSESSMENT

The design, installation, use and maintenance of playgrounds and equipment should be subject to a risk assessment. This should identify hazards and the necessary measures necessary to control risk to a reasonably practicable level.

Typical hazards to consider will be:

- Slips, trips and falls associated with equipment use
- Use of equipment by children with special needs
- Damaged or faulty equipment and safety surface
- Inadequate or poor levels of supervision
- Inclement weather
- Older equipment/use of second-hand equipment
- Poor maintenance and inspection regimes
- Use of equipment by inappropriate age groups
- Use of equipment by large numbers of children
- Children wearing inappropriate clothing
- Type/material used i.e. wood, rope, play surface
- Structure and design of wooden play equipment i.e. those with large overhead supporting beams and large upright supporting beams

## 10. RECORD KEEPING

Records of all inspections should be maintained in a register, along with:

- A site plan.
- Documentation of the planning and development of the site.
- Full equipment details.
- Inspection and Maintenance requirements and programme including an annual report by an independent inspector.
- Details for responsibility of inspections and action on hazards.
- Risk assessment for the safe use of the play equipment (An example can be found in **Appendix 2** and is also available on TORCH and Intranet to adapt for use).
- Emergency procedures.

Heads should ensure that the records are regularly reviewed to make sure that effective and appropriate action is being taken where necessary. The results of any such reviews should be recorded in the register. Such records will assist in demonstrating compliance with the legal responsibilities.

Documented records should be kept following your school retention policy.

## 11. TRAINING

Staff who undertake ROUTINE visual inspections should be provided with the appropriate instruction and information, this can be provided by Telford and Wrekin's Internal Health and safety team.

Staff who undertake OPERATIONAL inspections need to be provided with appropriate training to undertake the task and records of this training kept.

This training can be obtained from RoSPA: [www.rospa.com/playsafety](http://www.rospa.com/playsafety) or RPII: [www.playinspectors.com](http://www.playinspectors.com)

If you wish your caretaker to perform this task and you buy back into facilities management then this task would be undertaken on behalf of the school and would not be managed by the Facilities Management Service

Facilities Management will as part of its caretaking service perform the twice yearly inspections on behalf of those schools buying back this service and Anthony Brasenell, Sites & Premises Officer, would be happy to offer advice on inspections and maintenance regimes.

## **12. REFERENCES**

**BS EN 1176: Play Equipment** [1176-equipment-standard](#)

**BS EN 1177 Impact absorbing playground surfacing**

**BS 7188 Impact Absorbing Playground Surfaces**

**RoSPA - The Royal Society for the Prevention of Accidents**

**Playground Management and Safety** - National Playing Fields Association

**Children's Play Area Design Guide** -HMSO, London

**RPII** – Register of Play Inspectors International

<http://www.rospa.com/play-safety/inspections/>

<http://www.rospa.com/play-safety/advice/wooden-play-equipment/>

## Appendix 1: Example Checklists

### 1. DAILY PLAY AREA CHECKLIST

Name of School:.....

Date:..... Inspected by:.....

Area to be checked	Checked	Comments
<b>General</b>		
Is the seating secure/safe in play area		
Are fences complete and in good repair		
Can gates be closed/secured		
Are footpaths unobstructed		
Is site free from litter, glass and other objects		
Are there any plants or trees obstructing play area		
Is there adequate spacing between equipment		
<b>Surfacing</b>		
Is all safety surfacing in good repair		
Are loose fill surfaces at right level		
<b>Swings</b>		
Is swing frame secure		
Are the chains hanging correctly		
Are the chains in good condition		
Are eyebolts in place and undamaged		
Are the seats fixed securely		
Are seats undamaged		
<b>Slides</b>		
Is the slide secure		
If there is a risk of falling from height is guarding secure		
Are the steps undamaged		
Is the chute undamaged		
Is it clear of foreign objects		
Is the ground worn away at base of chute		
<b>Ropes</b>		
Are the ropes secure and undamaged		
Are all fixings undamaged, tight & have no protruding sharp edges		

<b>Area to be checked</b>	<b>Checked</b>	<b>Comments</b>
<b>Roundabouts</b>		
Is the underside clear of litter and other debris		
Does it revolve smoothly		
Is it undamaged i.e. timbers		
If it has a speed governor does this work		
Is there access to moving parts		
<b>Seesaws</b>		
Is the seesaw in good repair		
Does the item move smoothly		
Are all safety guards present		
Is there access to moving parts		
Does it strike the ground		
Is the ground worn away beneath equipment		
Are stops present		
Are stops in good repair		
<b>Climbing frames</b>		
Is the frame secure		
Are all the bars in place and securely fixed		
Are the bolts in good condition		
<b>Sand pits</b>		
Is the sand free of rubbish, animal faeces etc		
Is cover in good condition		
Is the level of sand a minimum of 450mm		
<b>Multi-play items</b>		
Is the equipment secure		
Have any pieces been removed (affecting stability)		
Are the guard rails present		
No excessive damp or areas of concern.		
<b>Trampoline</b>		
Is trampoline secure		
Is the frame twisted/damaged		
Is the bed in good repair		
Is the bed secure		
Are there any damaged/missing springs		
Are the frame pads and safety netting secure		

Area to be checked	Checked	Comments
<b>Animals</b>		
Are areas free from animal faeces		
<b>Others</b>		
Are litter bins secure and undamaged		
Are they regularly emptied		
Are chemicals and gardening equipment stored safely		

**Additional comments:**

**Defects Reported to Responsible Person for the school**

**Name**..... **Date** .....

**Signed by Head Teacher**.....

**Date:**.....

**Site Map (insert drawing of site plan and location of equipment)**

## 2. OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST

SCHOOL NAME:..... AREA INSPECTED:.....

DATE INSPECTED:..... INSPECTED BY:.....

SIGNATURE:.....

### ITEMS OF EQUIPMENT CHECKED

Description & Age of equipment	Age	Description & Age of equipment	Age
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

FEATURE	CHECK FOR	SATISFACTORY			COMMENTS / ACTIONS NEEDED
		Y	N	N/A	
STRUCTURE	Cracking, breaking, warping, loosening, rotting & bending				
SURFACE FINISH	Protective coating missing, rust, cracks, splinters				
CONSUMABLE ITEMS E.G. ROPES, CHAINS	Missing, bent, broken, loosened, worn, open hooks				
EDGES	Protrusions, sharp edges				
PINCH OR CRUSH POINTS	Exposed mechanisms, joints or moving components				
MOVING PARTS	Worn, lack of lubrication, seizure or excessive motion				
GUARDS / HAND RAILS / SWING BARRIERS	Missing, bent, broken, loosened				
ACCESS	Missing or broken rungs, steps or treads etc.				
SWING AND OTHER SEATS	Missing, damaged, loosened etc.				
IMPACT ABSORBING SURFACES	Ineffective by being compacted, displaced or not extensive enough to cover possible impact area				
FOUNDATIONS	Cracked, loose in ground exposed, rotting				
<b>OTHER ITEMS SPECIFIC TO YOUR SCHOOL</b>	Wooden outdoor play equipment. Higher risk equipment				

## Appendix 2: EXAMPLE RISK ASSESSMENT TO ADAPT FOR YOUR USE

 <b>Telford &amp; Wrekin COUNCIL</b>		<b>Risk Assessment</b> of (task/ area)	<b>School:</b>	<b>Area:</b>	<b>Carried out by:</b>		
Date:		<b>Review date:</b>	<b>Specialist assessment needed**:</b>				
What are the Hazards?		Who might be harmed and how?	Existing control measures What are we already doing?	Risk rating* L,M or H	What further actions are necessary?	Action	
						By Who?	When?
1.	<b>Equipment too large, high or technical for authorised pupil use</b>	Pupils Siblings Trespassers	Play Equipment complies with the European Standard (BS EN 1176 Playground Equipment Standard) and installed by manufacturer or competent contractor who are aware of the age of the pupils using the equipment. In Telford & Wrekin Council Schools the critical fall height for equipment must not exceed 2 metres and safety surfaces must comply with European Standard (BS1177 Impact absorbing playground surfacing). N.B. in most cases a safety surface will be required above 600 mm.		e.g. Staff trained to be able to undertake basic inspections		
2.	<b>Falls from height</b>	Pupils Siblings Trespassers	Safety play surfaces are installed where required and must be in accordance with the European Standard (BS EN 1177 Impact absorbing playground surfacing). All surfaces need inspecting but loose fill surfaces will require maintaining and replenishing on a regular basis.		e.g. Staff trained to undertake inspections.		

3.	<b>Too many pupils</b> using the equipment at one time.	Pupils Siblings	Maximum number of pupils on the equipment at any one time has been identified ( <b>state the number allowed</b> ).		Continue to monitor on a regular basis.		
4.	<b>Equipment unsuitable</b> for younger siblings;	Pupils Siblings Trespassers	Procedures in place for the safe use of equipment and appropriate instruction and supervision. Segregation of the different age groups.		Continue to monitor on a regular basis.		
5.	<b>Insufficient space</b> for layout of equipment, poor design, proximity hazard; collision of individuals.	Pupils Siblings Trespassers	This should not be an issue if the play equipment complies with British Standard (BS1176 Playground Equipment Standard) and installed by the manufacturer or competent contractor.		No further action necessary at this moment in time		
6.	<b>Faulty equipment</b> e.g. collapse of uprights or horizontals falling, suspended ropes/nets coming loose; poor finish, proud bolts, rough surfaces.	Pupils Siblings Trespassers	Equipment checks are undertaken by (the Site Manager\Caretaker\Cleaner in Charge) These checks are documented e.g. usage checks; daily, weekly visual inspections, monthly checks, regular maintenance checks are undertaken by competent contractors. Staff report defects to <b>Name:.....</b> Annual inspections are undertaken by RoSPA play inspectors RPII Structural survey carried out.		Staff reminded to report any issues. Wooden play equipment due to it's natural properties and being placed in ground are more inclined to rot – effective monitoring and inspections are necessary. Consider life expectancy of wooden play equipment		
7.	<b>Entrapment</b> – gaps, cracks, pinch points; Wear and tear on equipment – joints seize, fittings loosen, frayed ropes,	Pupils Siblings Trespassers	Equipment checks are in place and documented e.g. usage checks; daily, weekly visual inspections, monthly checks, regular maintenance checks are undertaken by competent contractors. Annual inspections undertaken by RoSPA play inspectors RPII		e.g. Ensure site staff have received appropriate training to undertake the inspections		

	weld integrity, stressed joints						
8.	<b>Slippery surfaces</b> – due to rain, ice, mud, grass, bird droppings.	Pupils Siblings Trespassers	Procedures are in place to check equipment is in a safe condition before use. Staff rota is in place to ensure checks are undertaken and recorded.		Continue to monitor on a regular basis.		
9.	<b>Vandalism</b> – attempts to burn, dismantle, destroy equipment. Foreign objects e.g. discarded glass bottles cans, needles etc.	Pupils Siblings Trespassers	Ensure site is secure on a regular basis and procedures are in place to check equipment is in a safe condition before use.  Procedures are in place for safe disposal of foreign objects		Continue to monitor on a regular basis.		
10.	<b>Dogs</b> Excrement; bites.	Pupils Siblings Trespassers	No dogs are allowed onto the school site. (Exceptions are guide dogs for the blind or hearing). Signs are displayed to inform people coming onto the site. Procedures are in place for safe disposal of animal excrement.		Remind parents not to bring dogs onto site.		
11.	<b>Animal faeces (disease)</b>	Pupils Siblings Trespassers	Play areas are checked daily before use. Any faeces found is removed and disposed of correctly		Staff should adhere to Infection Control processes		
12.	<b>Are there any other foreseeable hazards associated with the play equipment used by pupils?</b>		List any additional control measures where appropriate e.g. working with children with special needs.				

## Other possible controls:

### \*Delete bullet points which are not applicable to your site.

- Play Equipment complies with British Standard (BS1176 Playground Equipment Standard and the design and installation guidelines have been followed;
- Play Equipment installed by manufacturer or competent contractor; (**Add Name of Contractor**).
- Site survey completed to identify existing features of site e.g. other equipment, fences, pathways, etc;
- Equipment placed to minimise collisions and manufacturers guidance followed to spacing of equipment, etc;
- Play equipment is suitable for the age range of pupils;
- Certificated inspection carried out by a competent person before equipment is put into use and then at a minimum an annual check or greater as deemed by the risk rating (**specify inspection interval**); **Add Name of Contractor or Inspector e.g. RoSPA RPII Inspector**.
- Site staff are trained\instructed to undertake daily, weekly, monthly, quarterly checks and details are recorded. (**staff will need training to undertake detailed, operational checks**). **Named member of staff:.....**
- Where you have wooden outdoor play equipment – you must ensure effective maintenance, inspection program and management (to include items identified as higher risk i.e. those that have large overhead supporting beams and large upright supporting beams.
- The maximum number of pupils on the equipment at any one time has been identified (**state number**);
- Appropriate supervision has been identified and instruction is given to pupils at the beginning of each term.
- Equipment checks – usage checks; daily and weekly visual inspections, monthly documented checks, regular maintenance checks;
- The Telford & Wrekin Council Guidelines for Play Equipment Safety has been adopted;
- Develop and implement a policy to restrict the use of equipment by siblings and communicate this to parents\guardians\carers.  
Written procedures should include: Restrict use in wet/icy conditions; ensuring surfaces are clear of mud and other substances such as bird excrement before use;  
Equipment not used if weather conditions e.g. icy/wet which makes the structure unacceptably slippery;  
Wearing appropriate footwear and clothing; Sun protection (see separate risk assessment).  
Arrangements in case of emergency or accident;  
Reporting procedure for faulty equipment or other defect in between main checks.
- There is restricted access with fences/gates;
- There are security measures in place for the site;
- Supervise area – enforce school policy and procedures;
- Display notice stating equipment is only for use by pupils up to the age of (**add ages here**).....

**N.B.** If the play equipment is used by the community, club or hirer after the normal school day additional measures will be required e.g. additional signage and checks first thing in the mornings before school starts to ensure it is in good order. Record the findings.

