



For the love of learning, friendship and faith

Melling (St Wilfrid) Church of England Primary School

Melling Community Playground Policy

Philosophy

Melling Community Playground has been built as a joint venture between the Parish Council, and Melling (St Wilfrid) C.E. Primary School with support from the Countryside Agency and various other local groups.

The playground has been designed to enable the children of Melling and surrounding environs to enjoy a range of play opportunities as the community believe that play is an essential part of children's physical and mental growth. It provides the mechanism for children to explore the world around them and through which they develop and practise skills. It is essential for:

- Physical, emotional and spiritual growth
- Intellectual and educational development
- Acquiring social and behavioural skills.

Siting

The playground has been sited in the grounds of Melling (St Wilfrid) C. E. Primary School and is used by the Community. The Local Authority has agreed to this usage of part of the school grounds for a further period of 5 years.

Design

The design of the playground was overseen by the Local Authority Grounds Maintenance division and following advice and suggestions from playground equipment providers. The design complies to normal safety requirements and BS EN 1176. Reference has also been made to various RoSPA publications namely:

"Developing the Children's Playground - a basic management guide" Peter Heseltine 2001,
RoSPA

"Regular Inspection of Children's Playgrounds" Peter Heseltine 1999 RoSPA

Equipment

The equipment design and items included were specifically chosen to provide play opportunities for children from toddlers (under adult supervision) to approx 14 years old. A range of equipment was therefore included and the children who were attending Melling (St Wilfrid) C. E. Primary School were also consulted.

Paths and Surfacing

Appropriate surfaces and paths were installed. Sloping paths were installed to ensure disabled access throughout the site. Similarly impact absorbing surfaces were laid around the play equipment.

Installation

The installer provided written confirmation that the equipment had been installed correctly and the Local Authority officer regularly checked the whole process, including a post-installation inspection. (Melling School has copies of these documents)

Ancillary items

Fences were also built around some of the pieces of playground equipment to help ensure the pupils safety. These have been built to appropriate standards.

Signs

A sign indicating ownership has been clearly displayed at the entrance to the school grounds and a second sign displayed within view of the playground itself. The signs clearly indicate that in case of a problem with the equipment then the fault should be reported to the school. It has been agreed with the Parish Council that during the school holidays that they will put up a sign showing an alternative telephone number to call (usually the Parish Clerk).

Once a fault has been reported to the school or Parish Council then the item of equipment will be inspected and roped off with appropriate warning signs to discourage use should it be necessary. The school, or the Parish Clerk in the holiday period, will then contact the equipment installers to repair the item (see Appendix A regarding the payment of this work).

Management

The playground has been developed under the auspices of a joint working group constituted from members of Melling with Wrayton Parish Council, Melling School PTA, Melling Institute Committee and Melling (St Wilfrid) C. E. Primary School.

The Parish Clerk will act as the playground representative for the Parish Council and liaise with the Head Teacher on a regular basis.

A Playground Management group consisting of Chair of the Parish Council, the Clerk to the Parish Council, the Chair of Governors, the Head Teacher and a representative of Melling Institute will be convened as necessary in the event of major repairs and expenditure needing to be approved and actioned.

All groups have contributed financially to the building of the playground but good management will also involve the continued financial contribution of these groups. (see Appendix A for financial agreement)

As the playground is on school grounds it is insured for all users through the Local Authority school insurance and also through the Diocese of Blackburn insurance policy taken out by the school.

The playground area has been designed and built to minimise risks to children though it is understood that it is impossible to remove totally the possibility of harm. However, to ensure that these risks are minimal the contributors have drawn up a Health and Safety management plan (see Appendices B; Bi; Bii; and Biii). Appendix B shows a map of the site. This involves daily visual checks, regular three-monthly checks and then an annual risk assessment. Written records of these and of any repairs will be kept within the school for the duration of the life of the equipment or at least fifteen years.

This policy has been reviewed and agreed by representatives of Melling (St Wilfrid) C. E. Primary School on **18th October 2016** and by Melling Parish Council on **1st December 2016**. The policy will be reviewed on a five-yearly basis and will therefore be due for review in December 2021.

Signed: Date:

Mrs Jodie Lumb

Head Teacher, Melling (St Wilfrid) C. E. Primary School

Signed: Date:

Mrs Mary Jackson

Chair of Governors, Melling (St Wilfrid) C. E. Primary School

Signed: Date:

Councillor JAC Beeson

Chair Melling with Wrayton Parish Council

Melling Community Playground

Appendix A

Financial Agreement

It has been agreed jointly by the Governors of Melling (St Wilfrid) C. E. Primary School and Melling Parish Council that the following financial contributions will be made:

Body responsible	Action required
Governors of Melling (St Wilfrid) C. E. Primary School	To purchase the annual Service Level Agreement for Grounds Maintenance from Lancashire Education Authority. This Service Level Agreement includes an annual Health and Safety Check (RoSPA approved) on the playground equipment. To contribute the cost to the Parish Council for one visit by Lancaster City Council to carry out an interim RoSPA check.
Melling-with-Wrayton Parish Council	To make provision for three RoSPA approved checks by Lancaster City Council to be carried out in May, August and November of each year (see Appendix C). Any resultant repairs will then be carried out by the lengthsman.
Governors of Melling (St Wilfrid) C. E. Primary School and Melling Parish Council	To share any repair or maintenance cost to the playground (50% by each group) on receipt of a) a quote from the manufacturer of the playground equipment or b) for general repairs the best value quote from three tenders as agreed by the Management Committee.

Appendix B

Melling Community Playground

Health and Safety Management Plan

Frequency of Check	Purpose	Group Responsible
Weekly Visual Check during the School week completed by the Site Supervisor (See Appendix B)	To identify any hazards from vandalism, use or weather conditions.	Melling (St Wilfrid) C. E. Primary School
Three Termly Checks during the year - May, August and November. (See Appendix C)	To check operation, stability, wear etc	Melling (St Wilfrid) C. E. Primary School
Annual Check to be carried out in February. (RoSPA approved) Notification of repairs to the school and reported to the Parish Council.	To check long-term levels of safety.	Melling (St Wilfrid) C. E. Primary School and Melling with Wrayton Parish Council

Written records of the above checks and any repairs necessitated will be stored in Melling (St Wilfrid) C. E. Primary School.

Signed: Date:
Mrs Jodie Lumb
Head Teacher, Melling (St Wilfrid) C. E. Primary School

Signed: Date:
Mrs Mary Jackson
Chair of Governors, Melling (St Wilfrid) C. E. Primary School

Signed: Date:
Councillor JAC Beeson
Chair Melling with Wrayton Parish Council

Appendix Bi: Melling (St Wilfrid) C. E. Primary School
Site Supervisors Weekly Checklist

Name:

Indicate by X if there is a problem and note action required below.										
Date:										
Siting and Access										
Are pathways and surfaces in good condition?										
Is the site free of litter?										
Ancillary Items										
Are fences securely fixed?										
Are seats and tables complete and undamaged?										
Swings										
Are the seats and chains in good condition?										
Slides										
Are the supports and steps secure?										
Are the steps and slide in good condition?										
Multi-play Items										
Is everything unbroken?										
Are the ropes in good condition?										
Are all steps, ramps, ladders in good condition?										
Is the internal surfacing in good condition?										
Miscellaneous items (Trail, Ship etc)										
Is everything in good condition?										
Action Required							Work completed			
							Date		Initials	

Appendix Bi: Melling St Wilfrid CE Primary School
Site Supervisors Termly Checklist

Name:

Date:

Appendix C

Date:	X	Comments:
Indicate by X if there is a problem and note action required opposite.		
Siting and Access		
Are all barriers complete and securely fixed?		
Pathways		
Are pathway surfaces in good condition?		
Have all weeds been removed?		
Is planting cut back from pathways?		
Fences		
Are the fences complete and undamaged?		
Signs		
Are all signs present and legible?		
Are they securely fixed?		
Play Surfaces		
Is the surface in good condition?		
Is the surface complete ie No holes		
Are the joins between different sections secure?		
Are the surfaces well drained?		
Are the surfaces free of protrusions or trip hazards?		
Swings - Supports		
Are they free of corrosion / decay at ground level?		
Are they free of corrosion / decay elsewhere?		
Are the supports secure in the ground?		
Are all nuts and bolts secure?		
Are all safety barriers secure?		
Swings - Swing mechanism		
Does the swing move freely backwards and forwards?		
Does the swing move noiselessly? (If not, lubricate)		
Do anti-wrap devices work?		
Are the chain connectors secure?		
Are the chains free from wear?		
Swings - Seats		
Are the seat connections tight?		
Are the seat fixings secure? (Turn seat over to check underside)		
Is the centre bar secure on cradle seats?		
Slides - Supports		
Are they free of corrosion / decay at ground level?		
Are they free of corrosion / decay elsewhere?		
Are the supports secure in the ground?		
Are all nuts and bolts secure?		
Slides - Steps and Platforms		
Are the steps secure?		
Are the steps in good condition?		
Are all anti-slip measures on steps on place?		
Are the hand-rails secure?		
Are the platform guard-rails and barriers complete?		
Slides - chutes		
Is the chute securely fixed?		
Is the chute clear of obstructions?		

Are the chute sides smooth?		
Are the sections butted tightly together?		
Multi-Play Items - supports		
Are they free of corrosion / decay at ground level?		
Are they free of corrosion / decay elsewhere?		
Are the supports secure in the ground?		
Are all nuts and bolts secure?		
Is it free from protrusions? (especially underneath)		
Is everything unbroken and in good condition?		
Are all bars or other parts secure?		
Are bars free from wear?		
Multi-Play Items - ropes and chains		
Are all ropes and chains in good condition?		
Are they firmly attached?		
Are the ropes free of wear?		
Are nets uncut?		
Are they free from excessive wear?		
Multi-Play Items - other parts		
Are all platforms securely fixed?		
Are all steps / ramps / ladders in good condition?		
Are all guard-rails in good condition?		
Climbing and Agility Items - supports		
Are they free of corrosion / decay at ground level?		
Are they free of corrosion / decay elsewhere?		
Are the supports secure in the ground?		
Are all nuts and bolts secure?		
Is it free from protrusions?		
Is everything unbroken and in good condition?		
Are all bars secure?		
Are all other parts securely fixed?		
Climbing and Agility Items - ropes and chains		
Are all ropes and chains in good condition?		
Are they firmly attached?		
Are rope-structure supports secure in the ground?		
Are nets uncut?		
Are they free from excessive wear?		
Adventure trails		
Are they free of corrosion / decay at ground level?		
Are they free of corrosion / decay elsewhere?		
Are the supports secure in the ground?		
Are all nuts and bolts secure?		
Is it free from protrusions?		
Is everything unbroken and in good condition?		
Are all ropes in good condition?		
Are they firmly attached?		
Other items		
Are they free of corrosion / decay at ground level?		
Are they free of corrosion / decay elsewhere?		
Are the supports secure in the ground?		
Is it free from protrusions?		
Is everything unbroken and in good condition?		
Action Required	Work completed	
	Date	Initials
