

## DAILY/WEEKLY CHECKLIST FOR OVERTON PLAYINGFIELD PLAY AREAS AND EQUIPMENT

		Yes	No	Remedial Action Required?	Action Taken by Whom?
<b>GENERAL</b>	Are fences secure and complete without any protrusions?	N		Gate not secure, needs a catch	
	Are pathways undamaged and free from obstructions?	y			
	Is the site free from litter, glass or any other dangerous object?	y			
	Is the site and surrounding areas free from animal fouling?	y			
	Do nearby trees appear to be in good condition and not likely to fall?	Y			
<b>ANCILLARY ITEMS</b>	Are all seats and benches undamaged and in good order?	n		A seat slat needs replacing in the picnic table benches.	
	Are litter bins secure and undamaged?	y			
	Have the bins been emptied?	y			
	Is the planting safe and undamaged?	y			
<b>SURFACING</b>	Are safety surfaces undamaged and free from any trip hazards?	Y			
	Are loose-fill surfaces level, at least 300mm deep and without rubbish or fouling?	y			
	Is safety surfacing level with surrounding ground and not causing trip hazards?	Y			
	Are there weeds present?	N			
	If surfacing is grass – is it in good condition without undue wear?	Y			
<b>ALL EQUIPMENT</b>	Are all supports present, secure and free from decay at ground level?	Y		Slight strimmer damage	
	Is all timber and metal work undamaged and free from corrosion?	Y			
	Are supports secure in the ground and are all fixings secure?	N		See below 12.7.12: interim check – the supports on the furthest football goal and the circular swing wobble slightly when pushed.	12.7.21 No action needed, monitor for now
	Does equipment work properly and without undue noise?	Y			
<b>SWINGS</b>	Are the chains intact and in good condition with less than 40% wear?	Y			
	Are the swing seats unbroken with no exposed metals?	Y			
	Are the seats fixed securely (with secure centre bar on cradle seats)?	Y			
	Are all bolts present and tight on under the seats?	Y			
	Is the basket on the nesting swing undamaged and all connections secure?	Y		This has been removed as the supporting beam needs replacing	
<b>SLIDES</b>	Are steps in good condition and not slippery?	Y			
	Are handrails secure and in good condition?	Y			


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	Is the chute securely fixed, undamaged and clear of foreign objects (carefully check under sites of chute)?	y			
<b>ROCKING &amp; SPRING ITEMS</b>	Are all supports and springs present and free from decay at ground level?	y			
	Are ground fixings secure without undue movement?	y			
	Does the item move smoothly and noiselessly?	y			
	Where chains and ropes are present, are they secure and in good condition?	y			
<b>CLIMBING &amp; AGILITY ITEMS</b>	Are all supports present and secure and free from decay at ground levels?	Y		The damaged rail has been removed and the remaining equipment is secure and safe to use.	
	Is all timber or metal work undamaged and free from corrosion?	y			
	Are all the bars in place, securely fixed and any tube ends plugged?	y			
	Are any overhead bars/rings all present, securely fixed and bars do not rotate?	y			
	Are all nuts and bolts secure without any projecting thread?	y			
	Are all screw heads on the <b>train</b> buried and all plastic caps secured?	y			
	Is the tension on the <b>activity net</b> sufficient? (it should be quite stiff)	y			
<b>CABLE RUNWAYS</b>	Are all supports present, secure and free from decay at ground level?	y			
	Is all timber or metal work undamaged and free from corrosion?	y			
	Are the supports secure in the ground and take off platforms in good condition?	y			
	Is the cable in good condition and securely fixed at each end?	y			
	Does the trolley move easily and noiselessly and are guards intact?	y			
	If hand grips are present, are they in good condition?	y			
<b>BRIDGES</b>	Is there a gap opening at the ends which children can slip through?	n			
	Are bridge slats all present, secure and evenly spaced?	y			
	Are all fixings secure and in good condition?	y			
	Are chains and ropes secure without undue wear?	y			
<b>DEFIB</b>	Check the green light is on – report to Clerk immediately if the light is off.	y			

**RECORDING:**

	Yes	No
1. Have all the above faults been reported to the relevant person?	y <input type="checkbox"/>	<input type="checkbox"/>
2. Has action been taken on previous faults	y <input type="checkbox"/>	<input type="checkbox"/>

**Inspection carried out/completed by:**

Print Name:	LEIGH KELLAWAY
Signed:	
Date:	31st August 2021

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