

Ickleton PC: Recreation Ground Inspection Policy

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1. Introduction

Ickleton Parish Council is responsible for managing and maintaining the grounds and play equipment at the Ickleton Recreation Ground located in Frogge Street. This policy outlines the inspection regime and procedure for any maintenance required. The recreation ground includes a play area, football pitch, cricket pitch, table tennis table, hard standing and storage sheds.

Note: The Cricket Pitch is maintained and inspected by Ickleton Cricket Club.

Regular inspections and maintenance activities are performed to ensure the Recreation Ground is safe for people's use and to minimise major issues arising and replacement costs for equipment, which could impact upon the Council's budget and insurance.

2. Types of Inspection

Visual Inspections

A nominated Councillor will carry out periodic visual inspections of the facilities and complete a Visual Inspection Report (See Appendix A). These inspections will identify obvious hazards and defects and other useful information regarding the play area equipment and recreation ground in general. This includes the equipment's basic condition, the cleanliness of the play area and recreation ground, and the condition of ancillary equipment such as benches and sheds. This regular check is intended to be straightforward with its primary function being to identify any repair or maintenance issues and faults or dangers arising from vandalism or breakage. The Visual Inspection Report is sent to the Clerk on completion who will update the Council on any issues and file for further reference.

Defect Reporting

Members of the public are encouraged to report issues or defects to the Parish Council. The Clerk will respond directly to such reports and bring these to the immediate attention of Council.

Independent Operational Inspections

Full operational inspections are performed annually by an independent, accredited and RoSPA registered playground inspector appointed by the Clerk following Council approval. The Annual Inspection Reports are forwarded to the Council and discussed at a full Council meeting. Matters arising from these inspections are considered by the Council and actioned as agreed without undue delay. The Annual Inspection covers a wide range of outdoor play safety issues, looking at vandalism, minor and major wear, long-term structural problems, change in Standards, compliance and design practices, risk assessments etc.

3. Records

All Annual Inspections, completed Visual Inspection Reports, defect reports and other related inspection and maintenance documents are reviewed by the Clerk, reported to Council, and filed in accordance with the Council's Document Retention Policy.

4. Responsibilities

Parish Council:

- Appoint a Councillor to undertake periodic visual inspections.
- Ensure all types of inspections are taking place, reports are filed and identified actions are undertaken in a timely manner.
- Approve spending on remedial actions.
- Ensure the Scheme of Delegation permits the Clerk to undertake actions to resolve urgent and/or high-risk issues where such action is necessary before the next meeting.
- Ensure the Recreation Ground is correctly insured.
- Ensure the Asset Register is correct and up to date.
- Assign an annual maintenance budget.
- Ensure the litter bin contract is reviewed annually.

Responsible Councillors:

- Undertake agreed visual inspections.
- Complete Visual Inspection Reports and file with the Clerk.
- Notify the Clerk as a matter of urgency of any dangerous equipment, evidence of drug use, or other antisocial behaviour.
- Where possible, take steps to isolate any dangerous situations using temporary barriers or signs.
- Report to Council on any matter which requires attention.

Clerk/RFO:

- Review the Visual Inspection checklist to ensure it remains appropriate.
- File all inspection records in accordance with the Council's Document Retention Policy.
- Support the nominated Councillor to report to Council on any matters requiring attention/expenditure.
- Support the Council to obtain quotes and instruct a contractor to carry out any required remedial works.
- Monitor the annual maintenance budget and report to the Council as required.
- Engage with a RoSPA registered inspector to arrange a timely annual inspection.

- Instigate action to resolve urgent and/or high-risk issues identified following inspections where such action is required before the next Council meeting.
- Report any issues and actions to the Council at the earliest opportunity.
- Support the Council to ensure the correct insurance is in place.

5. Accidents, enquiries and claims

The Council will record all accidents and enquires relating to the recreation ground and facilities within them. The Council must ensure records enable a clear chain of information from inspection reports, any identified risks, details of works and repairs carried out, and any communication related to an accident or enquiry. This will enable the Council to provide factual accounts in the event of any claim and be an effective management tool for future improvements. Records will be kept for a minimum 21 years from report date.

6. Insurance

Ickleton Parish Council maintains Public Liability Insurance for the use of the recreation ground and play area.

Version History

The version history panel provides a history of the changes made to the document from the initial draft to the current version.

Version	Changes made	Date	Made by
0.1	Draft created	7 th August 2025	Clerk
0.2	Wording changes	18 th October 2025	Clerk
0.3	Wording changes	23 rd October 2025	Clerk
1.0	Approved for publication	19 th November 2025	Clerk

Appendix A

Visual Inspection Report

Ickleton Recreation Ground

Site, surfaces & ancillary items: Check for signs of damage, vandalism and/or malfunction.

Items	Action Required	Work done
Signs present & clean	Yes / No	Yes / No
Fences secure & good condition	Yes / No	Yes / No
Gates and latches in good working order	Yes / No	Yes / No
Pathways safe & unobstructed	Yes / No	Yes / No
Site free of litter – bins emptied	Yes / No	Yes / No
Litter bins secure & undamaged	Yes / No	Yes / No
Site free of animal fouling	Yes / No	Yes / No
Seats / tables / benches secure & undamaged	Yes / No	Yes / No
Safety surfaces undamaged	Yes / No	Yes / No
General surface (grass, tree roots, concrete base) in safe condition	Yes / No	Yes / No
View condition of trees and tree roots within the recreation ground and vicinity (i.e. overhanging branches)	Yes / No	Yes / No
Storage sheds secure and in good condition	Yes / No	Yes / No

Equipment: Check all equipment, including safety matting and bark, for signs of damage, wear, vandalism and/or malfunction.

Items	Action Required	Work done
Table Tennis Table	Yes / No	Yes / No
Swing set	Yes / No	Yes / No
Toddler rockers	Yes / No	Yes / No
Clamber frame	Yes / No	Yes / No
Climbing fort	Yes / No	Yes / No
Football Nets	Yes / No	Yes / No
Zip Wire	Yes / No	Yes / No

Comments and any action required:

Date:

Signature: