Playground Accident Procedure To Be Followed After An Accident

Thurston Parish Council

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1. **INTRODUCTION**

   This procedure has been written to ensure that the Council complies with its legal responsibilities in of the authority and how the Parish Council will meet these responsibilities through a system of inspection, assessing risk and responses to faults and risks.

   This procedure will be followed to record all accidents and enquires relating to the play areas and facilities within them. The details of the enquiry, complaint or accident will be recorded within the same system used for issuing and recording inspections. Recording incidents in this manner will enable the Council to illustrate a clear chain of information from the inspection, the associated risk, details of works and repairs carried out and any information related to an accident or enquiry.

   Playgrounds by their very nature should provide a degree of risk and challenges to the users. At all times it is to be recognised that in providing challenging play there will be an identifiable acceptable degree of risk. The Parish Council aims to offer play spaces which are stimulating, and challenging environments enabling children to explore and develop their abilities. In providing these environments, the Council will manage the level of risk so that users of the play areas and its equipment are not exposed to unacceptable risks and hazards.

2. **LEGAL REQUIREMENTS**

   There is no specific legislation on play safety. However, the key legislation is:

   - The Health & Safety at Work Act 1974 and appropriate updates
   - Occupiers Liability Acts of 1957 and 1984
   - Management of Health and Safety at Work Regulations 1999 (Management Regulations)
   - Consumer Protection Act 1987
   - Children Act 1989
   - RIDDOR 2013
   - Control of Substances Hazardous to Health Regulation 1992
   - Control of Pesticides Regulations 1986
   - Environmental Protection Act 1990

   The Council and its Officers have a duty to take actions that will ensure the safety of people at work and members of the public who may be affected by the facilities that are provided by the Parish Council within the parish of Thurston. The Council will be governed by the rules of “reasonable practicability” and will seek to correct major hazards. Minor faults where risk is negligible and potential injury very minor will be monitored unless the fault or hazard changes status.

PROCEDURE TO FOLLOW IMMEDIATELY AFTER THE ACCIDENT

ITEM	ACTION TO BE TAKEN
1. Notify the Health and Safety Executive (or local Environmental Health Office in the event of an accident reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	Visit www.hse.gov.uk and complete the on-line form.
2. Inform Insurance Company	Zurich Municipal Zurich Town, Parish and Community Council Team PO Box 726 Chichester PO19 9PS Policy number is YLL-2720868443
3. Notify Oxfordshire Playing Fields Association	Telephone 01295 817662 Website: http://www.opfa.org.uk/ Email: oxfordshirepfa@gmail.com
4. Notify RoSPA	General Information: +44 (0)121 248 2000 Website: https://www.rospa.com/ email enquiries to: help@rospa.com
5. Notify the equipment provider if accident is a result of failure of equipment	a) Kompan: Serenity House, Shirwell Crescent, Furzton, Milton Keynes MK4 1GA. Tel: 01908 201002 b) Playquip UK Ltd: Unit 4 Cockaynes Lane, Alresford, Colchester CO7 8BZ. Tel: 01206 825869 c) Caloo Ltd: Triangle Business Park, 9A, Wendover Rd, Stoke Mandeville, Aylesbury HP22 5BL. Tel: 01296 614448 d) Wicksteed Leisure Ltd: Digby St, Kettering NN16 8YJ. Tel: 01536 517028 e) Playquest Adventure Play Ltd: Main Road, Ffynnongroyw, Holywell CH8 9SW. Tel: 01745 561117
6. Has an accident report form been completed?	Clerk / Deputy Clerk to ensure that the Accident Reporting Form is completed and retained on file for 21 years.
7. Should the play equipment require immobilising to prevent a repeat accident?	Orange safety netting / hazard warning tape is available from the Parish Council Office to isolate damaged item. Chair and Vice-Chair have access to the office should the Clerk / Deputy Clerk not be in attendance.
8. Are there any immediate steps to be taken to prevent a recurrence of the accident?	Clerk / Chair (or Vice-Chair) to consider under delegated powers.

RISK ASSESSMENT TO BE UNDERTAKEN FOLLOWING A PLAYGROUND ACCIDENT

ITEM	INSTRUCTION
1. Do staff members know what to do?	Clerk will implement the agreed procedures following an accident at one of the Council operated / maintained play areas. If Clerk is absent from the Office, the Deputy Clerk will follow the procedures outlined below.
2. Keeping the relevant policies up to date and available.	The Playground Risk Management Policy and Accident Procedure will be reviewed annually or as advised by RoSPA and will be posted on the parish council website: https://thurstonparishcouncil.uk/parish-council/policies-procedures-and-strategy/
3. Are all aware of the location of the nearest Emergency Services?	Nearest hospital: West Suffolk Hospital, Hardwick Lane, Bury St Edmunds 01284 713000. Nearest fire station: Bury St Edmunds Fire Brigade – Parkway (North) Bury St Edmunds, Suffolk IP33 3AT
4. Location of nearest accessible telephone.	There are no public telephone boxes in the vicinity of any of the play areas. The New Green Community telephone line can be used in the event of an emergency if the centre is open, or the Parish Council telephone line can be used when the office is opened. All play areas have a good coverage to allow the use of mobile phone.
5. Have staff had appropriate first aid training ?	There are no staff members directly responsible for administering first aid at any of the playgrounds / play areas.
6. Is there a first aid box?	There are no first aid boxes at any of the playground / play areas. First aid boxes are located in the following buildings when they are open: Cavendish Hall – *location to be ascertained* New Green Centre – *location to be ascertained* Parish Council Office – located in the front office on the bookcase under the blue felt noticeboard.
7. Are there clear legible signs so that the public/emergency services know where to go?	Appropriate signage giving the location of the playgrounds are posted at the entrance to the play areas on Heath Road and Church Road and adjacent to the play areas on Thedwastre Play Area and the New Green Centre.
8. Are there clear legible signs around the site showing ownership?	Contact details of the Parish Council who operate and/or maintain the play areas are posted at the entrance to all the play areas.
9. Does the play equipment comply with the appropriate Standard and is it being used as intended?	Leisure and Environment Committee and Clerk to consider whether further recommendations should be put to full Council – specialist help from RoSPA to be sourced if needed
10. Are existing age and use warning notices legible and / or appropriately located?	Leisure and Environment Committee and Clerk to consider whether further recommendations should be put to full Council – specialist help from RoSPA to be sourced if needed
11. Does the play area in which the incident took place require securing with proper robust fencing?	Leisure and Environment Committee and Clerk to consider whether further recommendations should be put to full Council – specialist help from RoSPA to be sourced if needed
12. Have the existing control measures identified a potential for harm and if so what is the likelihood of the harm occurring?	Leisure and Environment Committee and Clerk to consider most recent risk assessments and identify whether further recommendations should be put to full Council – specialist help from RoSPA to be sourced if needed