

SAFE WORKING PROCEDURE

Play Equipment

CORPORATE HEALTH & SAFETY | VERSION 3.01 | April 2021

STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the council must make sure that:

- All play equipment is maintained, inspected and tested.
- The set up and use of play equipment is the subject of risk assessment and controls in place to reduce the risk of injury to as low as is reasonable practicable.
- Where required, appropriate supervision is in place to monitor the use of the play equipment.

SCOPE:

This Safe Working Procedure applies to:

- All managers including headteachers referred to as managers herein.
- Those employees with responsibilities for play equipment.

1. Responsibilities

Level 1 Managers/Head Teachers are responsible for ensuring:

- 1.1. The design, selection, installation, maintenance and use of play equipment are subject of a risk assessment.
- 1.2. Construction and installation of play equipment is in accordance with legislation and industry and British/European standards.

Managers are responsible for ensuring compliance with the SWP and must:

- 1.3. Carry out a risk assessment on the design, selection, installation, maintenance and use of play equipment in accordance with SWP Risk Assessment.
- 1.4. Play equipment is maintained and inspected in accordance with legislation, industry guidance and the SWP Work Equipment.
- 1.5. Controls are in place for the safe use of play equipment including appropriate supervision in accordance with industry guidance, consideration must also be given to weather conditions.
- 1.6. Report any incidents in accordance with SWP Accident/Incident Reporting and Investigation.
- 1.7. Staff that set up and monitor the use of play equipment are competent to do so.
- 1.8. First aid arrangements are in place in accordance with SWP First Aid at Work.

Employees must:

- 1.9. Set up play equipment in accordance with risk assessment and industry guidance.
- 1.10. Report any incidents in accordance with SWP Accident/Incident Reporting and Investigation.
- 1.11. Supervise the use of play equipment in accordance with training and industry guidance.

2. Procedure

- 2.1. This procedure sets out the requirement for the installation, maintenance, inspection, testing and safe use of play equipment. Play Equipment exists all over the authority in schools, leisure venues including pools, parks, open spaces and playgrounds.

- 2.2. Play equipment can range from:

- 2.2.1. Skate parks;
- 2.2.2. Inflatable devices (bouncy castles);
- 2.2.3. Climbing frames;
- 2.2.4. Swings/slides;
- 2.2.5. Toys e.g. used in a crèche.

- 2.3. Risk Assessment

A suitable and sufficient risk assessment must be carried out in accordance with SWP Risk Assessment for the site, the installation, maintenance, storage and use. Particular consideration must be given to who is at risk i.e. young persons and what supervision needs to be in place; vandalism; and weather conditions. Relevant industry guidance must be consulted during the development of risk assessment and controls.

- 2.4. Design, Installation, Inspection and Maintenance

All play equipment must be designed, installed, inspected and maintained by a competent person, in accordance with EN 1176 and EN 1177. Other British/European standards may apply, and advice

should be sought where required see also SWP Work Equipment.

2.5. Inflatable Devices

These are the subject of:

- 2.5.1. Health and Safety Executive Guidance Document [HSG175 Fairgrounds and Amusement Parks](#);
- 2.5.2. [PIPA scheme for Inflatable Play Equipment](#) (not pools) and the tagging and testing of devices. Administered by the Performance Textile Industry in partnership with the HSE;
- 2.5.3. Health and Safety Executive Guidance Document [HSG179 Managing Health and Safety in Swimming Pools](#);
- 2.5.4. Health and Safety Executive has [published guidance](#) on providing advice on what is required to ensure the safe supply, operation and inspection of sealed air inflatables used by the public for leisure and entertainment.

2.6. Trampolines

Further information can be found from:

- 2.6.1. Royal Society for the Prevention of Accidents guidance for [Trampolines Guidance for Commercial Users](#)
- 2.6.2. British Gymnastics; [Trampoline](#)
- 2.6.3. British Association of Advisers and Lecturers in Physical Education (BAALPE) Safe Practice in Physical Education and School Sport;

3. Safe Working Procedures Relevant to This Document

- 3.1. Risk Assessment
- 3.2. Work Equipment
- 3.3. Accident/Incident Reporting and Investigation
- 3.4. Electrical Safety in the Workplace

Note: Other safe working procedures may apply and the assessor should consult the SWPs. An A-Z is available on the Council's [Health and Safety Intranet](#).

4. Main Legislation Relevant to This Document

- 4.1. [Health and Safety at Work etc. Act](#)
- 4.2. [The Management of Health and Safety at Work Regulations](#)
- 4.3. [Provision and Use of Work Equipment Regulations](#)
- 4.4. [The Electricity at Work Regulations](#)

5. Contact Address's and Guidance Links

- 5.1. Health and Safety Executive
www.hse.gov.uk
- 5.2. Royal Society for the Prevention of Accidents
[The Royal Society for the Prevention of Accidents - RoSPA](#)
- 5.3. Institute of Occupational Safety and Health
www.iosh.co.uk/
- 5.4. Health and Safety Southampton Strategic Services Partnership
[Health and Safety Intranet](#)

For full contact address visit the health and safety intranet [Useful Contacts](#).