

# HOTON PARISH COUNCIL

## PROCEDURE FOR CONDUCTING HEALTH AND SAFETY CHECKS AT HOTON PLAYING FIELD

### **A. Visual Inspection.**

1. Visual Inspection of each item of equipment.
2. General observations of the state of the structure and joints.
3. Any evidence of damage or wear?
4. Any foreign objects interfering with the equipment.

Note and assess any issues.

Do they need action?

Can it be remedied immediately?

If it cannot be remedied immediately, what action is required to make the area safe for the public? (Tape off the area/remove item from play area)

Who is required to take remedial action?

**Complete a Report for the Parish Council**

### **B. Physical test**

1. Physical test of each item of equipment.
2. Physical test of the structure and joints.
3. Any evidence of weakness, damage or wear?

Note and assess any issues.

Do they need action?

Can it be remedied immediately?

If it cannot be remedied immediately, what action is required to make the area safe for the public? (Tape off the area/remove item from play area)

Who is required to take remedial action?

**Complete a Report for the Parish Council**

Adopted by Hoton Parish Council on 7 June 2010 and last reviewed on 3<sup>rd</sup> April 2023.