

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

PROCEDURE FOLLOWING A PLAYGROUND ACCIDENT AND ACCIDENT FORM

Date policy approved and adopted: 4 December 2023

Date of review: 7 May 2024 (AMPC)

Date of next review: May 2025 (AMPC)

Risk assessment to be carried out following a playground accident

ITEM	INSTRUCTION
1. Do staff members know what to do?	Clerk is aware and will carry out procedure. If Clerk is away a nominated Councillor will be aware of what to do. Up to date procedures published below
2. Keeping the policy up to date and available.	This procedure will be reviewed annually or as advised by RoSPA and will be posted on the parish council website.
3. Location of nearest Emergency Services.	Scunthorpe General Hospital, Cliff Gardens, Scunthorpe DN15 7BH
4. Location of nearest accessible telephone.	There is no public telephone call will need to be made by use of mobile phone. 999.
5. Have staff had appropriate first aid training?	There are no staff members directly responsible for administering first aid at the playground.
6. Is there a first aid box?	Not at the playground or any open location with in the village.
7. Are there clear legible signs so that the public/emergency services know where to go?	There are no road signs for the playground. Signs to be installed at the playground, to state the address and postcode and what 3 words for the emergency services. Parish council noticeboard to have Council contact details.
8. Are there clear legible signs with information on who to contact in case of an accident at the site?	Yes, and contact details posted on the parish council notice board.
9. Does the play equipment comply with the appropriate Standard and is it being used as intended?	Clerk/identified councillor 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?	Clerk/identified councillor to consider whether further recommendations should be put to full Council – specialist help from RoSPA to be sourced if needed

11. Have the existing control measures identified a potential for harm and if so, what is the likelihood of the harm occurring?	Clerk/identified councillor 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
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Items in red to be addressed.

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PROCEDURE TO FOLLOW IMMEDIATELY AFTER THE ACCIDENT

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	Contact details: Zurich Municipal Tel: 0800 077 8552 Policy reference is: YLL-2720924153
3. Notify RoSPA	General Information: +44 (0)121 248 2000 General email enquiries to: help@rospa.com
4. Notify the equipment provider	N/A
5. Has an accident form been completed.	Clerk to ensure that the Accident Reporting Form is completed and retained on file for 21 years.
6. Do steps need to be taken to prevent a recurrence of the accident?	Clerk/Councillors to decide – seek specialist help from RoSPA if needed.
7. Does the play equipment need immobilising to prevent a repeat	Council to use orange safety netting to isolate

accident?	damaged item. Item to be passed to nominated Councillor when Clerk on holiday.
8. Do warning notices need to be posted?	Clerk/Councillors to decide – seek specialist help from RoSPA if needed
9. Does the area need securing with proper robust fencing?	Clerk/Councillors to decide – seek specialist help from RoSPA if needed
10. Has an accident report form been completed?	Complete form

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PLAYGROUND ACCIDENT REPORT FORM

THIS DOCUMENT WHEN COMPLETED SHOULD BE RETAINED FOR A PERIOD OF 21 YEARS, AS REQUIRED BY LAW.

DATE:	TIME: am pm
NAME OF INJURED PERSON:	ADDRESS:
AGE:	SEX: MALE/FEMALE
PARENT / SUPERVISOR NAME:	ADDRESS
TELEPHONE NUMBER:	AGE IF UNDER 19:
PLACE OF ACCIDENT (PRECISE LOCATION):	ITEM OR CAUSE OF ACCIDENT:
SURFACE:	DESCRIPTION OF ACCIDENT:
WEATHER CONDITIONS:	CLOTHES AND SHOES WORN:
APPARENT INJURY:	BODY PART:
TREATMENT GIVEN:	TIME:

ADOPTED: 4 December 2023

DATE OF REVIEW: December 2024