

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: 9 May 2025 (AMPC)

Date of review: 11 May 2026 (AMPC)

Date of next review: May 2027 (AMPC)

Risk assessment to be carried out following a playground accident

| ITEM | INSTRUCTION |
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| 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 2 warning triangles on the approach to the park from either direction in the village, emergency contact details and 'what3words' info is on the notice board. |
| 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? | Yes, on the main notice board at the entrance to the main play area and next to the gym equipment. |
| 11.Have the existing control measures | RoSPA inspections carried out and |

identified a potential for harm and if so, what is the likelihood of the harm occurring?

recommendations should be put should be put to full Council.

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PROCEDURE TO FOLLOW IMMEDIATELY AFTER THE ACCIDENT

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| 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 accident? | Council to use orange safety netting to isolate damaged item. Item to be passed to nominated |

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| | 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 |

