LYDD WAR MEMORIAL INSTITUTE CLUB

12 7 JUL 2026

14 Station Road,
LYDD,
Romney Marsh,
Kent,
TN29 9EB

21st July 2026

Dear Mrs Alexander,

The War Memorial Institute Committee has appreciated the Town Council's support in previous years and would be pleased if they will again consider making a contribution of £150. towards the refreshments to be provided at the Institute after the Remembrance Day Service on the 9th November.

The Institute Committee, The R.N.A. and the Lydd Ex-Servicemens'Club will be making a contribution of £100. each.

If agreed the cheque should be made as above and sent to the bar manager, Mrs K Rivers.

Yours sincerely,

M J Inshaw

M. Inshaw.
Hon. Secretary
On behalf of the Committee

Mrs A. Alexander,
Town Clerk,
Lydd Town Council,
Guild Hall,
LYDD,
Romney Marsh,
Kent,
TN29 9AF

LYDD TOWN COUNCIL

RISK MANAGEMENT DOCUMENT 2026-27

TOWN CLERK
Angela Alexander

September 2026
Last Reviewed August 2025

ITEM	RISKS IDENTIFIED	LEVEL	MANAGEMENT MEASURES
THE RYPE	Injury to persons using the area	Low	Public Liability Insurance Annual independent inspection by RoSPA
	Damage to trees, benches, surface and condition of the Rype, football pitches, bins and play equipment No items to be attached to trees Dogs on play area Risk to children under 5s using play area	Medium	Repair work by contractor if required. RoSPA annual inspection Trees inspected annually by Invicta Arborcultural No dogs on play area by order – signage in place Fencing around under 5s area following RoSPA advice
	Buried Surfaces Damage by users e.g., Lydd Club Day and other event organisers, erection of Marquees and any other item requiring securing to the ground due to buried services on the Rype. Residents' vehicles, visitors parking	Medium	An exclusion zone of 12 metres from the line of Manor Road into the Rype is to be observed before the erection of Marquees or any other structure which requires securing to the ground. Hirers and event organisers to refer to the buried services maps contained in the policy covering use of the Rype. Event organisers to be responsible for checking for buried services prior to penetrating the surface of the Rype. Public Liability Insurance to be provided by event organisers for the event and all aspects relating to the event. Risk Assessments provided by event organisers to include caution around buried services if penetrating the ground during use. Claim on users' insurance if necessary. Vandalism to be reported to Police Event organisers to be responsible for removal of any litter and rubbish resulting from their event or activity. No parking to be allowed except around the boundary edge No driving of vehicles on the Rype Regular check by caretaker and maintenance by contractors if required.
	Risk of occupation by Travellers	Medium	To be monitored by the Town Mayor and Councillors. To be reported to the Police at the earliest opportunity (by the Mayor or Councillors if out of office hours – Councillors to

			contact the Mayor if aware of a problem). Folkestone and Hythe District Council to be informed.
THE BANKS	Injury to persons using area.	Low	Public Liability Insurance Reporting of risk by BSSC
	Risk of damage to vehicles parking in car park	Low	Vehicles parked at owner's risk.
	Damage by users		Claim on users' insurance Repairs by contractors as required
	Risk of occupation by Travellers	Medium	To be monitored by the Town Mayor and Councillors. To be reported to the Police at the earliest opportunity (by the Mayor or Councillors if out of office hours – Councillors to contact the Mayor if aware of a problem)
	Lighting of beacon events	Medium	Beacon to be filled with wood by contractor using high-level equipment. Water available at point of lighting beacon Fire Brigade made aware of events
	Use of tennis courts	Low	Tennis courts are kept locked and access only by keypad once booking paid for online. Maintenance by contractors as required
GUILD HALL	Injury to persons visiting and working in the Guild Hall	Low	Regular inspections of building Public liability and Employers liability insurance H&S guidance to cleaner for slips/trips/falls etc when cleaning. Use wet floor signs Annual maintenance of Alarm system (including fire) Annual maintenance of stair lift Annual inspection of fire extinguishers Building to be assessed annually to determine if of a usable standard and a repairs and renewals programme to be reviewed by Buildings and Amenities Committee. Fire Risk Assessment conducted of offices, Chamber, Parlour, reception, kitchen, staff room and ambulance response post.
	Risk of Fire – general	Medium	

	Risk of Fire – Council chamber	Medium	A fire at the base of the external fire exit would compromise escape and the ground floor corridor leaving the only exit the double doors to the street that open inwards. The capacity for the Chamber for all types of events is sixty persons maximum. Access to be controlled and limited to a maximum of sixty people at any time which includes councillors, staff members, and visitors.
	Security of the building	Medium	Access to the Guild Hall for collecting of Mayoral robes and chains to be by the Town Sergeant if outside office working hours No keys or alarm codes to be issued to other users including Mayor and councillors. Town Sergeant to have responsibility for access to the Guild Hall when Town Clerk or office staff not on duty. Doors to the building to be kept locked apart from reception via the single door during opening hours Middle door into the building to be kept locked unless opened to allow access to a Councillor, member of the public, or supplier of contractor for a meeting in the Parlour or Chamber. Access to a contractor who has been appointed to carry out work to the Guild Hall. They must be briefed on security of the building. Double doors to be opened to allow access to Councillors and members of the public for meetings and functions. Doors to the outside to be closed 5 minutes prior to the start of a meeting. No access to the Guild Hall once a meeting has started. Martyn's law policy in place. Town Sergeant to be on hand for security of double doors during functions in the Chamber. Egress is still possible due to Yale from double doors or via fire exit from Chamber. Inside door to be kept open to allow access to toilets when Town Sergeant attends events or whilst staff are working

	Alarm – burglary or fire and activated during power cuts.	Low	downstairs. Door to be kept locked at other times. Hirers of the Meeting rooms to complete hiring form and be briefed on building security. All employees, councillors, and visitors to the Guild Hall to sign in and out of the building. All staff have been briefed on security of the building and car park. Town Sergeant, and one other on call with alarm company and will receive phone call to respond as key holder in emergency and reset alarm or inform emergency services.
MANOR ROAD PAVILION	Injury to persons using the Pavilion. Risk of Fire Risk of theft Unauthorised use by key holders and damage to Pavilion by users.	Low Low Medium Low	Public Liability Insurance Agreement in place with Lydd Town FC covering use of Pavilion -football teams to have own insurance cover. Annual inspection No cooking equipment installed on premises. No portable cooking appliances to be brought to the Pavilion. No barbeques to be brought to or used at the Pavilion. No combustible or flammable materials to be kept on premises. Annual service of fire extinguishers Fire Risk Assessment Fire extinguishers checked annually Hirers of the Pavilion and other users to be responsible for their own belongings. No claim for loss on LTC insurance Lydd Town Council has agreement with Lydd Town Football Club covering terms of use of building

BANKS PAVILION and CONTAINER	Risk of damage or fire Risk of theft Use of toilets by school during tennis	Medium Medium Low	Pavilion Building and metal container on LTC Asset register and covered by LTC insurance, Interior of building responsibility of BSSC and covered by their insurance During the use of the tennis courts by Lydd Primary School the Pavilion is opened by the Mayor who remains at the Pavilion to provide access to the toilets by the school pupils ONLY. The Mayor is responsible for setting the alarm and locking the building after use.
MANOR ROAD GARAGES	Injury to employee using garages. Risk of theft Garage loaned for use to Lydd Club Day for storage of their property at no rent payable	Medium Medium	COSHH assessments Council accident insurance cover. Door to be kept locked unless in use. Lydd Club Day are responsible for their own belongings and good order of the garage whilst in their use including cost of repairs to the garage, garage doors and opening and closing mechanism and locking mechanism of doors
MEMORIAL GARDEN AND CROSS OF REMEMBRANCE	Injury to persons using the Memorial Gardens Dog fouling Yew Hedge and Lime Trees	Low	Public liability insurance Pathway replaced to manage trip hazards No dogs and No ball games signs Annual Inspection and report by Invicta Arboricultural on the health and safety and vitality of the lime trees and yew hedge. Contractor to be provided with inspection report and cut hedge and pollard trees in accordance with the report
REGALIA/ROBES/CHAINS ETC	Risk of theft or damage	Low	Stored in Guild Hall safe when not in use or kept in possession of the Mayor in a suitable locked safe for short periods only. Insurance cover states to be stored in a safe if not in his/her use and not to be out of Mayor's possession if travelling. Town Sergeant to always know

			whereabouts of Mayoral Chains. Recent repair of Mayoral robes. Cessation of attaching new links to the Mayoral chain as this was causing weakening of the existing links attaching the shields at the advice of the jeweller.
ARTWORKS ETC	Risk of theft or damage	Medium	Covered by Insurance. Building locked and alarmed when not in use. Additional sensors installed in Chamber
EMPLOYEES	Attack / injury by third party	Low	Council Personal Accident Insurance Policy
	Injury in course of work	Medium	Council Personal Accident Insurance
	Sued for libel or slander	Low	Insurance cover by council
	Legal liability for negligent act or accidental error or omission.	Low	Training. Support and guidance from associations i.e. NALC, KALC. Council insurance cover
	Working alone in building or outside– risk of attack, illness, injury, physical or verbal abuse.	Low	Lone Working – updated at January 2022 Personnel Committee. Lone working no longer necessary now that Office staff can work from home since Covid as equipment provided to enable home working. A 'No Visitors' rule after closing hours All Appointments noted in diary. Visitors only seen during opening hours.
	Safety during meeting with Councillors or visitors	Low	Members of staff may request to be accompanied at a meeting with a Councillor or member of the public. Members of staff may leave a meeting where they are made to feel uncomfortable or threatened. To note that the term Visitors includes the Mayor and other Councillors. Members of staff to report abusive behaviour to Town Clerk. Town Clerk to report such behaviour to the Personnel Committee

	Working at an evening meeting when no staff members on duty downstairs	Medium	Refer to building security Chairperson of meeting to remain until staff have vacated and locked the building.
	General building security during meetings	Medium	Door to be locked 5 minutes before start of meeting. No admission to the building once the meeting has begun. Door to be checked following a vote to exclude press and pubic from a meeting to ensure all members of public have left the building and both doors are properly locked.
	Health and Safety	Low	Members of staff issued with Health and Safety guidance and risk assessments for tasks.
	Employee Rights of Employment	Medium	Following a recommendation from the Internal Auditor reported to Councillors at the August 2020 Zoom meeting regarding the legal responsibility of the Council to the employees it was Resolved that the Council must maintain a personnel Committee with appropriate councillors as the dissolution of the Personnel Committee had broken staff contracts and employment rights. An effective personnel committee with appropriate membership is now in place and there is continued working by those members to regain the trust of employees and to ensure that contracts of employments are honoured. This includes a review of schedule of meetings to ensure this is achievable within the contracted hours of staff employed. Workload is reviewed to aim to work towards staff to be able to take their holiday entitlement which has not been achievable previously.
DOG FOULING PLAY AREA	Unpleasant and risk to health in public and recreational areas	Medium	Dog Exclusion on Rype play area. Fencing now installed around under 5s play area.

MONEY & FINANCIAL PROCEDURES	Risk of loss of cash Loss of cheques (including theft)	Medium	Allotment payments kept in locked drawer – banked promptly. Band Concert takings (mostly cash) to be banked promptly and due to considerable sum taken in one instance the cash is stored in the Guild Hall safe immediately after the concert finishes until counted during office opening hours. Then banked promptly at nearest available bank.
	Loss of funds	Low	All funds held in regular bank accounts. Two elected councillors sign cheques for payment against invoices if payment by cheque is required. New bank account open July 2025 with facilities for online banking. Approved Protocol and procedure for online payments adopted by Council.
	Fraud or dishonesty of employees or members	Low	Proper accounting practices and controls – Financial Regulations adopted. Annual internal audit by independent auditor Annual external audit. Fidelity Insurance cover Councillors review and approve payments.
KEYS	Risk of keys being taken or lost or unauthorised access	Low	Keys kept in locked key safe. Key to key cupboard limited to Town Clerk and Assistant Town Clerk only. Keys taken out of the building to be signed for. Guild Hall keys issued to staff members only – currently Town Clerk and Assistant Town Clerk. Limited key access to Town Sergeant for access to alarm and Regalia safe.
INFORMATION	Risk of loss of laptop and data Most risk to Finance laptop which has HMRC RTI information – this is the only laptop with this data and risk to non-payment of salaries if lost or damaged	High	Finance laptop to be kept in locked drawer when not in use. No eating or drinking at desks. Laptops for home working to be kept out of sight of windows and unlocked doors.
NOTICE BOARDS	Damage by vandalism	Medium	Insured but excess level may determine claim.

BENCHES/ SEATS	Risk of damage by vandalism	Medium	Insurance cover. Renovation if required. Replacement when necessary
VILLAGE SIGNS	Risk of damage by accident or vandalism	Medium	Professional refurbishment as required
STAIR LIFT AT GUILD HALL	Breakdown in use Failure due to power cut	Low Low	Annual service agreement in place Signage to inform users. New stairlift with battery back-up installed
DEFIBRILATORS **1 X TOWN** **1 X COAST** **1 x BANKS**	Failure to work Vandalism	Low Medium	Regular Inspection by appointed contractor. Replacement parts and service after use Inspections and servicing by appointed contractor (Hopkins) Ambulance Service made aware of any interruption to availability
CONTRACTORS	Injury to self Injury to another person Damage to property	Low Low Low	Contractors own insurance cover. Contractors own insurance cover. Contractors own insurance cover.
COUNCILLORS	Injury to self-whilst on council business Legal liability for negligent act or accidental error or omission Acting without authorisation Risk of data loss/ breach by Councillors	Low Low Low Medium	Council Personal Accident Insurance Council insurance cover No councillor shall issue orders, instructions, or directions in accordance with NALC Model Standing Orders. remind Councillors issued with guidance to their limitations. Disclaimers on footer of emails. Councillors to ensure that they do not share email addresses and/or passwords with others. Councillors have been issued with Lydd Town Council I Pads and email addresses. I Pads remain the property of the Town Council and may be remotely wiped if necessary. Councillors not to use their personal devices or email addresses for Council business or to communicate with members of the public regarding Council matters.

			Councillors to dispose of paper records in accordance with the Council's policy. Under the Code of Conduct Councillors must not disclose confidential information.
	Social Media/Reputational damage	Medium	All breaches to be reported to the Town Clerk immediately who will then inform our Data Protection Officer and the ICO Councillors are not permitted to use their Council issued iPad or other device for social media. Councillors must not use their councillor title on social media so as not to give the impression they have the mandate to speak on behalf of the Council.
DEEDS/ MINUTE BOOKS / INFORMATION	Loss by theft Loss or damage by fire or flood	Low Low	Kept in locked fireproof safe. Building has smoke alarms.
COMPUTERS, LAPTOPS. IPADS AND ASSOCIATED IT EQUIPMENT	Risk of theft of desktop equipment Risk of theft of Laptops for home working and Councillors iPads System Access and Cyber Security Risk of access / sabotage to information by unauthorised person Councillor iPad	Low Medium Medium Medium	Building locked and alarmed when empty. Insurance cover in place Devices to be kept in locked cabinet or drawer to be used for Council business only, no personal use or to be used in recreational setting. Password required for access to computer data. Anti-virus software in place. However, Cyber-attacks are becoming more frequent across all users. Staff advised not to open suspicious emails or click on links they are unsure of. Cyber security insurance in place with current insurers August 2025 and Councillors to note that this should be continued when insurance renewed. Daily I Cloud storage back up managed via Infini Ltd Dedicated Cloud backup system (Backup Exec) in place, operating over a 256-bit encrypted CPN tunnel. Data is encrypted at point of backup using Blowfish

	Risk of data loss – Data backup and recovery	Low	Encryption and remains encrypted at all times except during backup/restore. Data is replicated to a secondary cloud server; the second server receives only pre-encrypted data. Disaster recovery plan is held by Ifini Ltd, with encrypted sensitive data access restricted solely to the Company Director of Ifini Ltd and his solicitor, Frederic Hall. Computer backup goes to a Cloud backup server (Backup Exec) over a 256Bit encrypted VPN tunnel and is stored on this server, the Data is encrypted at point of backup via Blowfish Encryption so at no point apart from backup or restore is the data unencrypted, it is replicated on a second server in the cloud to ensure Redundancy the second server receiving the data already encrypted. Only the Company Director of our IT provider and his Solicitor (Frederic Hall) have access to this. They hold the Infini Ltd Disaster recovery plan and Encrypted Sensitive Data.
GENERAL DATA PROTECTION LEGISLATION AND INFORMATION MANAGEMENT AND STORAGE	Risk of access / sabotage to information by unauthorised person Risk of data loss Risk of fines	Low Medium	The Council has appointed a Data Protection Officer. Satswana who has the expertise and insurance to deal with GDPR matters and FOI on behalf of the Council. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data. The Council shall have a written policy in place for responding to and managing a personal data breach. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken. The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date. The Council shall maintain a written record of its

			processing activities. The Council shall have in place technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. The Council shall have in place policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980). The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification. Councillors, staff, the Council's contractors, and agents shall not disclose confidential information or personal data without legal justification. Paper records/files shall be kept in locked storage area and all confidential paper records/files kept behind two locked doors. Keypad locks will be installed on office doors to prevent access where a data breach may occur. Councillors and visitors not to have access to staff only areas.

RoSPA Play Safety

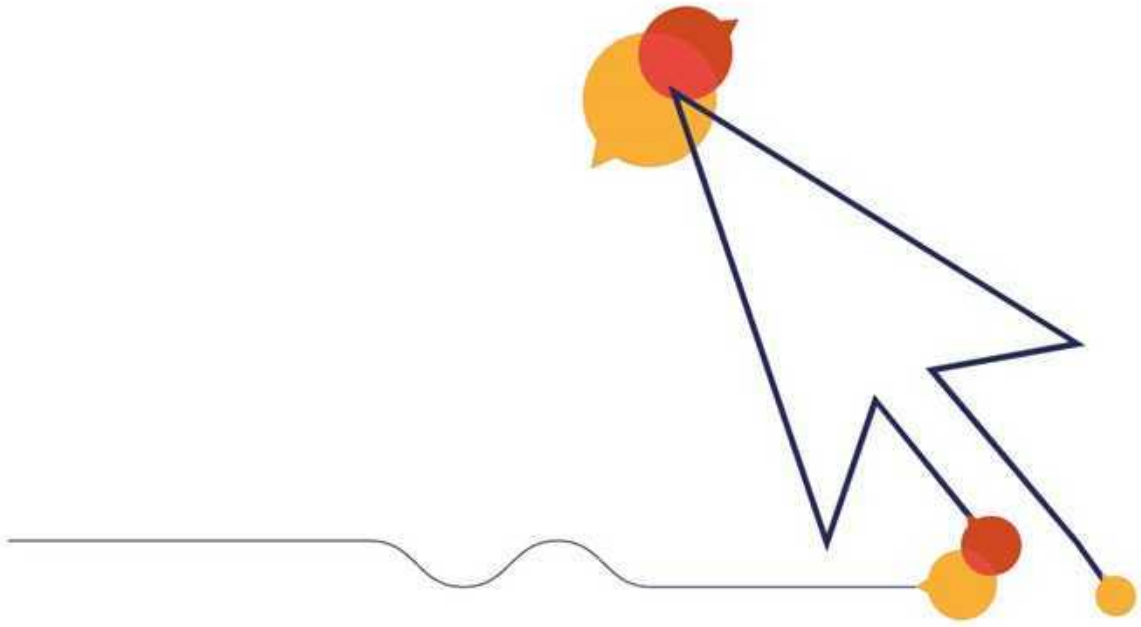
Safety Inspection Report

Annual Inspection

The Rype

Lydd Town Council

08 July 2026



Playsafety Ltd is licensed by RoSPA to trade as RoSPA Play Safety

Powered by SAFERplay INSPECTION & MAINTENANCE

ROSPA Play Safety

Safety Inspection Report

Annual Inspection

Site name: **The Rype**
Date of inspection: **08 July 2026**
Inspector: **Lewis Heath**



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Ancillary Items Summary – FULL DETAILS BELOW with Photographs

Shelter - With Seating

Innate risk score: 5

Description	Tasks	Risk score
There is broken glass on site.	Clear away immediately.	10
Rope is attached.	Remove the rope.	6
Surface needs repair.	Repair.	6
Item is rusting in places.	Descale.	6
Cap missing.	Replace.	5
Additional comments are noted below.	Read the notes for further action.	

Gates

Innate risk score: 4

Description	Tasks	Risk score
Trip points on the surface.	Build up surface level to remove trip points.	8
Fixtures loose or missing.	Replace.	7

Seating - Benches x 3

Innate risk score: 3

Description	Tasks	Risk score
Item has some parts missing.	Replace the missing parts.	8
Bolt(s) loose.	Tighten.	7
Surface needs repair.	Repair.	6
The gaps between the slats exceed 30 mm and are known to cause entrapments.	No reasonably practicable action is identified.	4
Timber preservation is in poor condition.	Stain with appropriate preservative. Most preservatives sold as child friendly by major DIY chains meet these standards (see advice in https://www.rospaplaysafety.co.uk/advice-information/wooden-play-	4

Signage

Innate risk score: 2

Description	Tasks	Risk score
Sign does not include at least the minimum information required i.e. telephone contact / dog exclusion / owner.	See https://www.rospa.com/play-safety/advice/signs	6
Projecting bolt thread.	Cut off and file down to remove sharp edges or use the correct length of bolt.	6

Ancillary Items Summary – FULL DETAILS BELOW with Photographs

Fencing - Bow-Top

Innate risk score: 3

Description	Tasks	Risk score
Loose in ground.	Reset.	6

Seating - Picnic Table

Innate risk score: 3

Description	Tasks	Risk score
Surface needs repair.	Repair.	6

Litter Bin

Innate risk score: 2

Description	Tasks	Risk score
No Findings		

Primary Items Summary – FULL DETAILS BELOW with Photographs

Rocker - Animal

Innate risk score: 3

Description	Tasks	Risk score
Fixtures loose or missing.	Tighten/replace.	12

Bridge

Innate risk score: 4

Description	Tasks	Risk score
Timber is not in good condition.	Replace affected parts., Read the notes for further action.	12
The unit does not meet the requirements of the standard.	Refer to manufacturer for comment.	8
Cap missing.	Replace.	5

Agility - Balance Trail - 6 Elements

Innate risk score: 6

Description	Tasks	Risk score
Fixtures loose or missing.	Tighten/replace.	10
Exposed metal rope core(s).	Replace the worn ropes.	9
There are natural splits / shakes in the timbers.	DO NOT fill shakes. Monitor and sand back any splintered edges as required., DO NOT fill shakes. Shakes vary. Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp.	6
Bolt cap damaged.	Replace.	6
The top of the beam should be made non-slip by the addition of surface textures or cross-cutting.	Make the top of the beam non-slip by the addition of surface textures or cross-cutting.	4

Carousel - Accessible

Innate risk score: 5

Description	Tasks	Risk score
Bearings require service.	Monitor and replace when necessary., Service the bearings.	10
Fixtures loose or missing.	Tighten/replace.	10
Insufficient protective surfacing extent has been provided.	Modify to meet the standard.	9
Finger entrapment.	Eliminate the entrapment.	8

Primary Items Summary – FULL DETAILS BELOW with Photographs

Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	5

Multiplay

Innate risk score: 6

Description	Tasks	Risk score
Item is not secure.	Secure.	10
Item is damaged.	Repair.	8
Finger entrapment.	Eliminate the entrapment.	6
The slide is dented and should be monitored for significant deterioration, such as cracking or corrosion.	Monitor for significant deterioration and replace or repairs as necessary.	5
There is wear on the platform.	Repair.	5
Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	5
Chain covers prevent a thorough inspection of all chain links.	Remove chain covers to inspect according to manufacturer's instructions, and replace the covers when done.	4

Rocker - Sweeping Seesaw - Gyro Spiral

Innate risk score: 6

Description	Tasks	Risk score
The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Dismantle and inspect according to manufacturer's instructions.	10
Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	5

Basketball Post

Innate risk score: 7

Description	Tasks	Risk score
Surface needs repair.	Read the notes for further action.	9
Hard or sharp projections.	Remove hard, pointed and sharp projections.	8

Primary Items Summary – FULL DETAILS BELOW with Photographs

Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	6
A clearly visible sign must be fitted to all sports related equipment with at least the following: a) equipment is not intended for children less than 36 month, b) "Do not climb on the framework or nets", c) "Do not hang on the ring", d) "Do not wear rings or	Fit warning notice.	5

Climber - Crow's Nest

Innate risk score: 7

Description	Tasks	Risk score
Fixtures loose or missing.	Tighten/replace.	9
Item is cracked.	Read the notes for further action.	7
The design of the top of the barrier encourages children to stand or sit on them.	No reasonably practicable action is identified.	6

Carousel - Chair

Innate risk score: 5

Description	Tasks	Risk score
Hard or sharp projections.	Remove hard, pointed and sharp projections.	8
Additional comments are noted below.	Remove.	5
Item is rusting in places.	Descale.	5

Rocker - Seesaw

Innate risk score: 6

Description	Tasks	Risk score
Hard or sharp projections.	Remove hard, pointed and sharp projections.	8
The spring is rusty. These have been known to fail without warning, leading to a collapse of the unit.	De-scale back to good base material and coat with lead free paint, using appropriate precautions.	7

Multiplay

Innate risk score: 6

Description	Tasks	Risk score
Fixtures loose or missing.	Tighten/replace.	8

Primary Items Summary – FULL DETAILS BELOW with Photographs

There are natural splits / shakes in the timbers.	DO NOT fill shakes. Monitor and sand back any splintered edges as required., DO NOT fill shakes. Shakes vary. Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp.	6
The equipment is dirty or algae covered.	Clean off.	5

Space Net - Central Post

Innate risk score: 6

Description	Tasks	Risk score
The tiles are easily lifted.	Fix firmly to prevent lifting.	8
Additional comments are noted below.	Read the notes for further action.	4

Swing - Mixed - 2 Bay 1 Basket 2 Junior Seat

Innate risk score: 6

Description	Tasks	Risk score
Some chain wear.	Monitor for further deterioration and replace before 40% wear.	8
Loose swing seat eye-bolts.	Tighten connecting nuts.	8
Fixtures loose or missing.	Tighten.	8
The swing seat has been damaged, but does not require immediate replacement.	Monitor and replace when hard material is exposed.	7
Chains are twisted.	Untwist the chains to prolong their life and check for wear.	7
Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	6
There are splinters or the potential for splinters.	Sand the timber down to remove the splinters and/or the places liable to give splinters.	6
Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	4

Swing - Mixed - 1 Bay 1 Tango 1 Toddler Seat

Innate risk score: 7

Description	Tasks	Risk score
The swing seat has been damaged, but does not require immediate replacement.	Monitor and replace when hard material is exposed.	6
Loose swing seat eye-bolts.	Tighten connecting nuts.	6

Primary Items Summary – FULL DETAILS BELOW with Photographs

There is wear to the surfacing due to foot drag.	Raise seats up to approximately 500 mm to the bottom of the seat. This will help with the dragging of feet on the ground/surfacing., Although the seats are set at an acceptable height it is recommended that these are raised by	5
Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	5

Play Panel

Innate risk score: 3

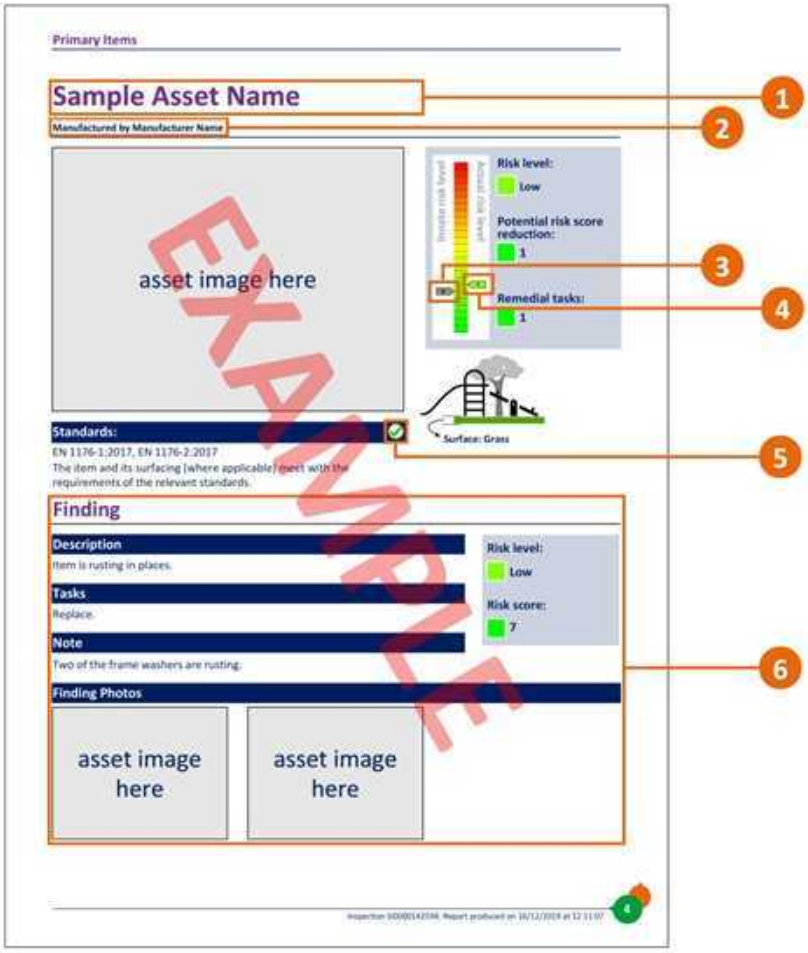
Description	Tasks	Risk score
Item is cut.	Repair.	4

How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

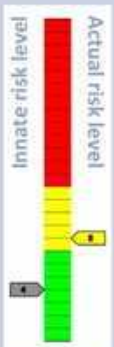
1) The name of the asset
2) The manufacturer of the asset, if known,
3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.



Ancillary Items

Gates





Risk level: Medium

Potential risk score reduction: 4

Remedial tasks: 2

Maintenance Finding

Description

Trip points on the surface.

Tasks

Build up surface level to remove trip points.

Note

Concrete foundations are exposed.

Risk level: Medium

Risk score: 8

Finding Photos





Ancillary Items

Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Replace.

Note

Metal plate loose leaving sharp edges.

Risk level: Low

Risk score: 7

Finding Photos



Ancillary Items

Litter Bin

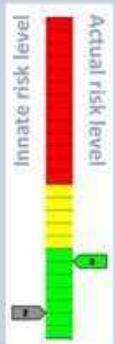




Ancillary Items

Signage





Risk level: Low

Potential risk score reduction: 4

Remedial tasks: 2

Maintenance Finding

Description

Sign does not include at least the minimum information required i.e. telephone contact / dog exclusion / owner.

Tasks

See https://www.rospa.com/play-safety/advice/signs

Risk level: Low

Risk score: 6

Finding Photos



Ancillary Items

Maintenance Finding

Description

Projecting bolt thread.

Tasks

Cut off and file down to remove sharp edges or use the correct length of bolt.

Note

Cut back unused bolt threads and install caps. Play area dog ban signs.

Risk level: Low

Risk score: 6

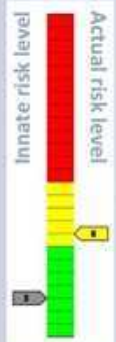
Finding Photos



Ancillary Items

Seating - Benches x 3





Risk level: Medium

Potential risk score reduction: 5

Remedial tasks: 5

Maintenance Finding

Description

Item has some parts missing.

Tasks

Replace the missing parts.

Note

Near mixed external swings.

Risk level: Medium

Risk score: 8

Finding Photos



Ancillary Items

Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Several seat slats.

Risk level: Low

Risk score: 7

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Risk level: Low

Risk score: 6

Finding Photos



Ancillary Items

Maintenance Finding

Description

The gaps between the slats exceed 30 mm and are known to cause entrapments.

Tasks

No reasonably practicable action is identified.

Note

Older timber benches.

Risk level: Low

Risk score: 4

Finding Photos



Maintenance Finding

Description

Timber preservation is in poor condition.

Tasks

Stain with appropriate preservative. Most preservatives sold as child friendly by major DIY chains meet these standards (see advice in https://www.rospaplaysafety.co.uk/advice-information/wooden-play-equipment/).

Risk level: Low

Risk score: 4

Finding Photos



Ancillary Items

Fencing - Bow-Top





Risk level: Low

Potential risk score reduction: 3

Remedial tasks: 1

Maintenance Finding

Description

Loose in ground.

Tasks

Reset.

Note

Loose in the ground and slightly leaning.

Risk level: Low

Risk score: 6

Finding Photos



Ancillary Items

Seating - Picnic Table





Risk level: Low

Potential risk score reduction: 3

Remedial tasks: 1

Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Risk level: Low

Risk score: 6

Finding Photos



Ancillary Items

Shelter - With Seating





Risk level:
Medium

Potential risk score reduction:
5

Remedial tasks:
6



Maintenance Finding

Description

There is broken glass on site.

Tasks

Clear away immediately.

Note

Shards.

Risk level:
Medium

Risk score:
10

Finding Photos





Inspection SI0000324451. Report produced on 16/07/2026 at 10:25:52 A11

Ancillary Items

Maintenance Finding

Description

Rope is attached.

Tasks

Remove the rope.

Note

Signs of being climbed. Rope attached to help assist users with climbing on the roof.

Risk level: Low

Risk score: 6

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Risk level: Low

Risk score: 6

Finding Photos



Ancillary Items

Maintenance Finding

Description

Item is rusting in places.

Tasks

Descale.

Risk level: Low

Risk score: 6

Finding Photos





Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Note

Cut back unused bolt threads/install capping.

Risk level: Low

Risk score: 5

Finding Photos



Ancillary Items

Maintenance Finding

Description

Additional comments are noted below.

Risk level:

See finding details

Tasks

Read the notes for further action.

Note

A meeting carried out and concerns of misuse within the shelter were discussed. This included plans to remove the large panels. If done, the panel connectors may create scraping injuries. If the panels are removed then remove the connectors.

Finding Photos



Inspection SI0000324451. Report produced on 16/07/2026 at 10:25:52 A14

Primary Items

Basketball Post

Manufactured by Sure Shot, Inc







Standards:

EN 1270:2005, EN 15312:2007+A1:2010

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings

1. A clearly visible sign must be fitted to all sports related equipment with at least the following: a) equipment is not intended for children less than 36 month, b) "Do not climb on the framework or nets", c) "Do not hang on the ring", d) "Do not wear rings or other jewellery as these can get caught and cause injury", e) name and telephone number of site owner, f) number to call in case of accident.

The item has the following maintenance findings:

1. Surface needs repair.
2. Hard or sharp projections.
3. Paintwork is in poor condition.

Primary Items

Standard Compliance Finding

Description

A clearly visible sign must be fitted to all sports related equipment with at least the following: a) equipment is not intended for children less than 36 month, b) "Do not climb on the framework or nets", c) "Do not hang on the ring", d) "Do not wear rings or other jewellery as these can get caught and cause injury", e) name and telephone number of site owner, f) number to call in case of accident.

Risk level: Low

Risk score: 5

Tasks

Fit warning notice.

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Risk level: Medium

Risk score: 9

Tasks

Read the notes for further action.

Note

Remove all stones and rocks from surface. Repair eroded areas. Consider alternative surfaces to grass such as rubber grass matting.

Finding Photos



Primary Items

Maintenance Finding

Description

Hard or sharp projections.

Tasks

Remove hard, pointed and sharp projections.

Note

Projecting signage clip. Remove and install signage to backboard to eliminate hard edges.

Risk level: Medium

Risk score: 8

Finding Photos





Maintenance Finding

Description

Paintwork is in poor condition.

Tasks

De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

Risk level: Low

Risk score: 6

Finding Photos

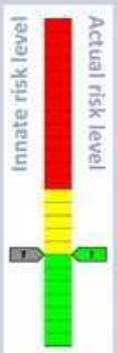


Primary Items

Swing - Mixed - 1 Bay 1 Tango 1 Toddler Seat

Manufactured by HAGS Play Ltd





Risk level:

Low

Risk score as low as possible

Remedial tasks:

5



Surface: **Rubber - Mulch - Bonded** at a depth of **75 mm**

Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Primary Items

Maintenance Finding

Description

The swing seat has been damaged, but does not require immediate replacement.

Tasks

Monitor and replace when hard material is exposed.

Note

Cradle seat is damaged and deteriorating. Replace when the metal frame is exposed.

Risk level: Low

Risk score: 6

Finding Photos





Maintenance Finding

Description

Loose swing seat eye-bolts.

Tasks

Tighten connecting nuts.

Risk level: Low

Risk score: 6

Finding Photos



Inspection SI0000324451. Report produced on 16/07/2026 at 10:25:59 P5

Primary Items

Maintenance Finding

Description

There is wear to the surfacing due to foot drag.

Tasks

Raise seats up to approximately 500 mm to the bottom of the seat. This will help with the dragging of feet on the ground/surfacing., Although the seats are set at an acceptable height it is recommended that these are raised by 100 mm to help prevent wear.

Risk level: Low

Risk score: 5

Finding Photos



Maintenance Finding

Description

Paintwork is in poor condition.

Tasks

De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

Risk level: Low

Risk score: 5

Finding Photos

