



# **ROUTINE INSPECTIONS OF CHILDREN'S PLAY AREAS**



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## Introduction

May we take this opportunity in thanking you for choosing OLP as your playground and fitness provider. We are very proud of the equipment we manufacture and are please you have chosen to work with us.

Play and fitness equipment installed in public areas should be inspected and maintained in accordance with European Standards recommended for the routine and operational inspection and maintenance of Commercial Playground Equipment EN1176 and EN1177 or Outdoor Fitness Equipment EN16630.

Although you are covered by OLP's extensive guarantees when you purchase from us, they are only valid if you inspect and maintain your equipment in line with our guidelines. Record of this need to be kept, detailing issues and what has been carried out.

*Please Note: OLP will not be responsible for any injury, damages, or losses due to the following instructions not being adhered to. Improper maintenance of the equipment could possibly lead to serious injury to members of the public.*

## DAILY/WEEKLY CHECKLIST

NAME OF OPERATOR:


Play Area:

Inspection Date:


Inspector's Signature:

Inspection Time:


### SITE ACCESS


Site Access		Action Necessary	Action Completed
Are all road barriers undamaged and securely fixed			
Are all road signs present and legible			
Are pathways in good condition without any trip hazards			
Are pathways suitable for wheelchair access			
Are there no weeds and is planting cut back from overhanging path			
Are adjacent fences undamaged and not a hazard			


### GENERAL LOCATION


General Location		Action Necessary	Action Completed
Are safety measures for nearby water in good condition			
Is protection for electricity items in good condition			
Are car parking safety measures in good condition			
Do nearby trees appear to be in good condition and not likely to fall			
Are tree ties and stakes in good condition			
Is there no hazardous planting which intrudes into play area			
Is site and surrounding area free from litter and debris			
Is site surrounding area free from animal fouling			
Is there no glass or sharp objects on, or near the area			


## ANCILLARY ITEMS

Gates & Dog Grids		Action Necessary	Action Completed
Do gates open and close properly (not faster than 3-5 second closing time)			
Are closing mechanisms working, in good condition, with no loose covers			
Is the gap either side of the gate not less than 12mm when in use			
Are there no protrusions (bolts etc) on the gate			
If dog grids are present, are they securely fixed and clean underneath			
Is the vehicle access gate locked			


Fences and Hedges		Action Necessary	Action Completed
Are all fences complete, undamaged, and securely fixed			
Are any hedges in good condition			
Are there no protrusions (bolts etc) from the fence			


Signs & Seats		Action Necessary	Action Completed
Are all signs present, legible and securely fixed			
Are all seats and benches undamaged and in good condition			
Is paint/preservative in good condition			

Litter Bins		Action Necessary	Action Completed
Are litter bins complete and undamaged			
Are they securely fixed against movement			
Are any inserts locked against unauthorised removal			
Have bins been emptied			


Other		Action Necessary	Action Completed
Area all internal barriers secure and in good condition			
Are internal paths and routes between items in good condition			
If there are drains on site, are covers present and secured			
Is the general surface free from trip hazards			
Does the site appear to be well drained without excessive puddling			
Are any cycle racks in good condition and fixed			
Are there no unauthorised items on the site			


## SWINGS

Swings		Action Necessary	Action Completed
Are all supports present and secure and free from decay at ground level			
Is all timber or metal work undamaged and free from decay or corrosion			
Are supports secure in the ground and all fixings secure			
Does it work properly without undue noise			
Are the chains intact and in good condition with less than 40% wear			
Are the swing seats unbroken with no exposed metal			
Are the seats fixed securely and undamaged (with secure centre bar on cradle seat)			
On single point swings is the beam padded where children might strike it			

Surfacing		Action Necessary	Action Completed
Are safety surfaces undamaged with no holes in wetpour and all tiles securely fixed without undue gaps			
Are loose fill surfaces level, without rubbish or fouling and at least 300mm deep			
Is safety surface level with surrounding ground and not causing trip hazards			
If surfacing is grass, is it in good condition without undue wear			
Are there no trip hazards on or at the edge of the surfacing			
Are there no weeds present			


## SLIDES


Slides		Action Necessary	Action Completed
Are all supports present and secure and free from decay at ground level			
Is all timber or metal work undamaged and free from decay or corrosion			
Are supports secure in the ground and all fixings secure			
Are steps in good condition and not slippery			
Are handrails secure and in good condition			
Is the chute securely fixed, undamaged and clear of any foreign objects			
On mound slides are steps in good condition and the mound free from wear			

Surfacing		Action Necessary	Action Completed
Are safety surfaces undamaged with no holes in wetpour and all tiles securely fixed without undue gaps			
Are loose fill surfaces level, without rubbish or fouling and at least 300mm deep			
Is safety surface level with surrounding ground and not causing trip hazards			
If surfacing is grass, is it in good condition without undue wear			
Are there no trip hazards on or at the edge of the surfacing			
Are there no weeds present			





## ROTATING ITEMS

Rotating Items		Action Necessary	Action Completed
Is it undamaged and is the platform level			
Does it revolve smoothly and noiselessly			
Does any speed restrictor fitted work			
Are there no protruding bolts etc under the platform			
Are any seats or handrails securely fixed and in good condition			
On pedal roundabouts are pedals secure			
On overhead items do they rotate freely and without undue noise			
Is it clear of rubbish underneath			


Surfacing		Action Necessary	Action Completed
Are safety surfaces undamaged with no holes in wetpour and all tiles securely fixed without undue gaps			
Are loose fill surfaces level, without rubbish or fouling and at least 300mm deep			
Is safety surface level with surrounding ground and not causing trip hazards			
If surfacing is grass, is it in good condition without undue wear			
Are there no trip hazards on or at the edge of the surfacing			
Are there no weeds present			


## ROCKING ITEMS

Rocking Items		Action Necessary	Action Completed
Are all supports and springs present and secure and free from decay at ground level			
Are ground fixings secure and without undue movement			
Does the item move smoothly and noiselessly			
Are all handgrips and footrests present and securely fixed			
Is all timber, metal, or laminate in good condition			
Where chains or ropes are present are they secure and in good condition			


Surfacing		Action Necessary	Action Completed
Are safety surfaces undamaged with no holes in wetpour and all tiles securely fixed without undue gaps			
Are loose fill surfaces level, without rubbish or fouling and at least 300mm deep			
Is safety surface level with surrounding ground and not causing trip hazards			
If surfacing is grass, is it in good condition without undue wear			
Are there no trip hazards on or at the edge of the surfacing			
Are there no weeds present			


## AERIAL RUNWAYS & TRACK ITEMS

Aerial Runways & Track Items		Action Necessary	Action Completed
Are all supports present and secure and free from decay at ground level			
Is all timber or metal work undamaged and free from decay or corrosion			
Are supports secure in the ground and take off platform in good condition			
Is the cable in good condition and securely fixed at each end			
Is the seat securely fixed with the chain in good condition			
Does the trolley move easily and noiselessly and are the guards intact			
If hand grips are present, are they in good condition			
If track way, is free from rust and are all joints level			


Surfacing		Action Necessary	Action Completed
Are safety surfaces undamaged with no holes in wetpour and all tiles securely fixed without undue gaps			
Are loose fill surfaces level, without rubbish or fouling and at least 300mm deep			
Is safety surface level with surrounding ground and not causing trip hazards			
If surfacing is grass, is it in good condition without undue wear			
Are there no trip hazards on or at the edge of the surfacing			
Are there no weeds present			


## CLIMBING AND AGILITY ITEMS

Climbing and Agility Items		Action Necessary	Action Completed
Are all supports present and secure and free from decay at ground level			
Is all timber or metal work undamaged and free from decay or corrosion			
Are all bars in place, securely fixed and any tube ends plugged			
Are any overhead bars/rings all present, securely fixed, and free from rotation			
Are all ropes or chains present, in good condition and firmly fixed			
Are all nuts and bolts secure without any projecting thread			
Do any loose ropes not form a loop and ropes on ramps not pass beyond the side			
Are all parts secure and in good condition			


Surfacing		Action Necessary	Action Completed
Are safety surfaces undamaged with no holes in wetpour and all tiles securely fixed without undue gaps			
Are loose fill surfaces level, without rubbish or fouling and at least 300mm deep			
Is safety surface level with surrounding ground and not causing trip hazards			
If surfacing is grass, is it in good condition without undue wear			
Are there no trip hazards on or at the edge of the surfacing			
Are there no weeds present			


## MULTI-PLAY ITEMS

Mutli-play Items		Action Necessary	Action Completed
Are all supports present and secure and free from decay at ground level			
Is all timber or metal work undamaged and free from decay or corrosion			
Are all guard rails and barriers present and all parts securely fixed			
Are all platforms secure and undamaged			
Are there no signs of fresh timber or holes in metal where something may have been removed			
Are all nuts and bolts secure without any projecting thread			
Are all ropes and chains secure and undamaged and free from wear			
Is the slide chute secure, undamaged, and free from obstructions			
Are any moving parts secure and do they move freely without undue noise			


Surfacing		Action Necessary	Action Completed
Are safety surfaces undamaged with no holes in wetpour and all tiles securely fixed without undue gaps			
Are loose fill surfaces level, without rubbish or fouling and at least 300mm deep			
Is safety surface level with surrounding ground and not causing trip hazards			
If surfacing is grass, is it in good condition without undue wear			
Are there no trip hazards on or at the edge of the surfacing			
Are there no weeds present			


## ADVENTURE TRAILS

Adventure Trails		Action Necessary	Action Completed
Are all supports present and secure and free from decay at ground level			
Is all timber or metal work undamaged and free from decay or corrosion			
Are all components in place and securely fixed			
Are all chains/ropes secure and in good condition without undue wear			
Are all balance beams etc secure with non-slip tops			
Are any agility bars present, undamaged, and free from rotation			
Are all nuts and bolts secure without any projecting thread			


Surfacing		Action Necessary	Action Completed
Are safety surfaces undamaged with no holes in wetpour and all tiles securely fixed without undue gaps			
Are loose fill surfaces level, without rubbish or fouling and at least 300mm deep			
Is safety surface level with surrounding ground and not causing trip hazards			
If surfacing is grass, is it in good condition without undue wear			
Are there no trip hazards on or at the edge of the surfacing			
Are there no weeds present			


## BALANCE BEAMS, STEPPING LOGS & PLAY HOUSE

Balance Beams, Stepping Logs & Play House		Action Necessary	Action Completed
Are all supports present and secure and free from decay at ground level			
Is all timber or metal work undamaged and free from decay or corrosion			
Do all top surfaces have a non slip top			
Are all nuts and bolts secure without any projecting thread			
On Play Houses are all doors and windows secure and in good condition			
Are there no finger entrapments in any windows or doors			
Are Play Houses clean inside without graffiti (especially obscenities)			

Surfacing		Action Necessary	Action Completed
Are safety surfaces undamaged with no holes in wetpour and all tiles securely fixed without undue gaps			
Are loose fill surfaces level, without rubbish or fouling and at least 300mm deep			
Is safety surface level with surrounding ground and not causing trip hazards			
If surfacing is grass, is it in good condition without undue wear			
Are there no trip hazards on or at the edge of the surfacing			
Are there no weeds present			


## BRIDGES

Bridges		Action Necessary	Action Completed
Are all supports present and secure and free from decay at ground level			
Is all timber or metal work undamaged and free from decay or corrosion			
Is there no gap opening at the ends through which children can slip			
Are bridge slats all present, secure, and evenly spaced			
Are all fixings secure and in good condition			
Are chains and ropes secure without undue wear			


Surfacing		Action Necessary	Action Completed
Are safety surfaces undamaged with no holes in wetpour and all tiles securely fixed without undue gaps			
Are loose fill surfaces level, without rubbish or fouling and at least 300mm deep			
Is safety surface level with surrounding ground and not causing trip hazards			
If surfacing is grass, is it in good condition without undue wear			
Are there no trip hazards on or at the edge of the surfacing			
Are there no weeds present			




## SAND & WATER PLAY

Sand & Water Play		Action Necessary	Action Completed
Is the sand pit surrounded in good condition			
Is the sand free of rubbish and fouling			
Are sand play items in good condition			
Do all water features function correctly			
Is the water clean and not polluted			
Are surrounding grass areas in good condition			


## MULTI USE GAMES AREA

Surfacing		Action Necessary	Action Completed
Are the goals/nets in good condition and undamaged			
Are all fences/barriers in good condition and undamaged			
Are all nuts and bolts secure without any projecting thread			
Is the surface in good condition and free from rubbish			
Is surface level with surrounding ground and not causing trip hazards			
Are surrounding grass areas in good condition			

## SKATEBOARD EQUIPMENT

Skateboard Equipment		Action Necessary	Action Completed
Are all supports present and secure			
Is all skating surfacing undamaged and free from loose material			
Are all ramp surfaces in good condition, flush, and not lifting			
Are all safety barriers and guardrails present			
Are all coping ends capped			
Are there no gaps between plates and ground more than 5mm			
Are adjacent surfaces undamaged and any fences in good condition			
Are signs to PAS35 present, legible and in good condition			

## WHEELED SPORTS EQUIPMENT

BMX Equipment		Action Necessary	Action Completed
Are all ramps in good condition without undue wear			
Are all riding surfacing undamaged and free from rubbish and hard objects			
Are there no overhanging branches or planting within 2.5m of the riding surface			
Are there no "unauthorised" additions to the track			
Are all coping ends capped			
Are there no gaps between plates and ground more than 5mm			
Are adjacent surfaces undamaged and any fences in good condition			
Are signs to PAS35 present, legible and in good condition			

## Maintenance Procedures

Never disassemble an OLP unit without first seeking guidance from us. We hold all the relevant drawings of the units and offer a very good after sales service. Please contact 01354 638 359 or email [sales@onlineplaygrounds.co.uk](mailto:sales@onlineplaygrounds.co.uk) for further guidance. Parts for all brands of equipment can be ordered from our quick and easy to use website [www.onlineplaygrounds.co.uk](http://www.onlineplaygrounds.co.uk).

### General

When disassembling any components for maintenance the process will generally follow the reverse order of assembly. Installation plans (available from OLP upon request) should be always referred to as these plans will contain drawings, parts lists, and assembly procedures. Before replacing any damaged components please ensure all steps have been taken to restrict access to the damaged area of the play or fitness structure. Sometimes it will necessary to secure the whole unit off until the repairs have been carried out.

### Timber Maintenance

We care about our timber and we would like you to do so too. Please check all timber components during your inspections for visible and physical signs of decay or rot and infestation. Signs of decay maybe indicated by posts not stable in the ground. Other general signs that the timber has deteriorated are discoloration include flaking of the outer skin of the timber.

**Splits/Cracks** – timber is a natural component and will breathe. It will stretch and withdraw with the changes in temperature as our seasons change and there is nothing we can do about this. However, if a crack increases to 8mm or more please contact us as this could be a fault in the timber.

**Sap/Resin** – Sometimes a sticky yellow residue will appear on the surface of the timber. This is a natural substance produced by the living tree and whilst every effort by careful selection is taken to reduce the possibilities of this occurring it will occasionally still appear. When sap does appear it should simply be wiped or scraped off.

**ACQ** – Your timber structure has been pressure treated with ACQ and will not require any additional preservative application. However, if you wish to enhance the colour of the timber then a basic water-based wood stain can be used.

**Damage** – Where ACQ timbers are installed directly into a grassed area special care should be taken when cutting long grass around the base of the post as mechanical trimmers often damage the treatment envelope. Where the surface of the timber becomes damaged this will allow the post to rot and degrade.

*Damage to the treatment envelope invalidates the treatment guarantee.*

**Fixings** – From time-to-time bolts may become loose through heavy use or seasonal weather changes. Where fixings become loose this will cause structural elements to become loose and wear easily. Loose components can cause dangerous pinch, crush, or shear points. We therefore recommend that all

nuts, bolts, and screws are periodically checked. In some cases protection caps will have to be removed. OLP use either do-nut cap inserts to protect fixings.

### **Do-nut Caps**

- 1.To check all bolts covered with do-nut caps initially try to rotate the external cap component. Generally, if this component doesn't turn then the fixing will be tight.
- 2.To access bolts covered by do-nut caps the insert needs to be removed by gently tapping the screwdriver through the centre of the cap, then prise the cap out.
- 3.Tighten the bolts up until the outer cap does not rotate.
- 4.Replace the do-nut insert with a new one after the maintenance work has been carried out.

### **Insert Caps**

- 1.To access bolts covered by cap insert they will need to be removed by gently tapping the screwdriver through the centre of the cap, then pry the cap out.
- 2.Tighten fixing and apply new fixing cap by tapping the cap in with a rubber mallet.

### **Floor Decks**

Visually inspect the connections between the posts and deck bearers. If a floor frame is loose, tighten the 4 connecting bolts until the bearer is tight again. A good visual indication when a floor bearer is loose will be the signs of chafing between the two timber faces. Deck boards and platforms should also be regularly swept to remove debris, especially leaves during Autumn.

### **Play Panel and Barriers**

Inspect all panels and barriers for looseness by grasping either the panel or barrier and shaking it. If there is any movement within the panel, then the loose fixings should be tightened by following the process covered in the fixing procedure. If the panel or barrier is damaged it should be replaced immediately. Graffiti can be removed from timber panels by lightly sanding.

### **Chain and Connectors**

All chains on swings or net connections etc should be inspected for bent links or excessive wear. If at any point the chain is 4mm thick or less the chain is considered worn and should be replaced.

## Net and Ropes

OLP manufacture all net and ropes from a steel core rope wrapped in nylon. The wire core within the rope increases the strength of the rope and makes the nets vandal resistant while the nylon cover makes the ropes ascetically pleasing and soft to touch. All nets and ropes should be carefully inspected for metal wires showing through the soft nylon covering. If this occurs, the net or rope should be temporally repaired with self amalgamating tape and a new net should be ordered and fitted immediately. *PLEASE NOTE Exposed metal on worn nets can be very sharp and cause serious injuries. If a net is found in this condition it must be replaced. Net anchors must also be checked as nets with loose anchors may loop into a head or neck entrapment which could cause a fatal accident.*

## Moving Parts

Check bearings or moving parts on all play equipment that moves or rotates. We recommend that these parts should be regularly lubricated.

## Swings

Swing Shackles and brass bushes should be inspected for excessive wear. Suspensions should move freely without any excessive slide movement or play. If suspensions are found to have excessive wear or to be less than 4mm thick they should be replaced immediately.

**Swing Chains** If the distance between the swing seat and safety surface is less than 400mm the chain will require shortening so the correct clearance is provided.

## Cableways

We recommend that the main cable is removed from the cableway every two years to inspect for damage or internal rusting, this will help to ensure the continued safe use of the equipment.

## Surfacing Maintenance

All surfaces should be checked as part of a normal routine. It may be convenient to do this when carrying out safety checks on equipment but in any case, surfaces should be checked regularly for signs of damage, accidental or otherwise.

## Artificial Grass

**Cleaning** – The surface should be clear of debris which could cause injury. The surface will also benefit from light brushing; this will help to re-distribute the surface sand and also remove smaller pieces of debris e.g. leaves, stones etc.

**Maintenance** – Generally, the surface should only require treatment with sand at yearly intervals but it is important to ensure that the sand within the carpet is maintained to within 2mm of the surface of the pile. Sand is best applied using a soft brush to agitate the carpet fibres, so allowing the sand to fill the areas where it is required.

Treatments can be carried out with a glyphosate-based herbicide such as Roundup or Tumbleweed.

## **Fibrefall**

### **Cleaning**

In certain situations, and in some seasons algae or moss can become established on the surface. Since prevention is very much more effective than cure, it is important to treat the affected areas of the surface with a good proprietary moss-killer and algaecide at least once a year. Where moss becomes established, it should be treated immediately, the application being repeated after the dead spores are removed and until eradication is complete. Moss is only a serious problem if it is allowed to become established. An annual application of moss-killer is an easy way prevent this.

### **Maintenance**

Weeds may occasionally appear on the surface, usually because of wind-blown seeds. Localised areas of weed seedling infestation can be treated with domestic weed killers without causing damage to the fibrefall. Oil based weed killers should not be used. Snow and Ice are not harmful and can be permitted to melt through. Metal shovels or scrapers may cause damage to the surface and should not be used. Do not use rock salt on the fibrefall. Vacuum-dried salt or urea have been used as effective preventative when applied in advance of the weather deteriorating. If the play area is frozen, the degree of shock absorption will be substantially reduced.

## **Wetpour**

**Maintenance** – Wetpour needs very little maintenance however, general up-keep should be taken and note that this surfacing is a 'play' surface and not intended for rigorous ball games or sports activity. Mould growth – algae or moss can become established on the surface, treat immediately but if using a pressure washer; take care to ensure that excessive pressure is avoided.

### **Cleaning**

Wetpour will become contaminated with dirt from children's' shoes, dust, and various contaminants such as chewing gum, soft drinks, etc. The most effective method of cleaning is by careful pressure washing. Chewing gum is best dealt with using a freezing spray to make the gum brittle and thus easier to remove. If wetpour is not cleaned regularly, the slip resistance will be impaired and the surface could become hazardous. If the surface does become soiled, do not use hydrocarbon based cleaners or strong bleach as this will discolour the wetpour and lead to accelerated wear.

## TYPES OF INSPECTIONS

### **Visual Routine Inspections**

As covered in this booklet, these can be carried out by your grounds maintenance member of staff – though we recommend they attend a playground visual inspection training course first. It consists of a simple visual check to ensure equipment is safe to use.

### **Operational Inspections**

Looking into more detail at the condition of the equipment; providing a quality control check on the more regular inspections and identifying wear and tear on the equipment.

Such inspections should be carried out by an appropriately trained member of staff or alternatively by a suitably qualified specialist and should be recorded. They should be carried out on a quarterly basis as a minimum and OLP offer this service to many schools and parish councils. We will follow up the inspection with a detailed web-based report from our latest inspection software listing the findings in an accurate and easy to read format, always compliant with the latest safety legislation. All reports are supplied with a full risk assessment which is an essential document when managing a public play space.

### **Annual Inspection**

These are to be carried out by an independent specialist not connected with the playground operator or owner. They will essentially look at vandalism, wear and tear, long term structural problems and the overall safety of the playground. If required, we can arrange for these inspections to be carried out through our network of independent RPII Annual Inspectors.



+44 (0) 1354 638 359



[sales@onlineplaygrounds.co.uk](mailto:sales@onlineplaygrounds.co.uk)



[onlineplaygrounds.co.uk](http://onlineplaygrounds.co.uk)

Online Playgrounds, Fenland House, Padgetts Road, Christchurch, Wisbech, Cambridgeshire,  
PE14 9PJ

