



Saxmundham Town Council

Members of the Amenities and Services Committee are summoned to attend a meeting on Thursday 20th November 2025 at 5:30 pm at the Town House, Station Approach, Saxmundham

Agenda

1. Attendance and Apologies for Absence

2. Declaration of Interests

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

3. Open Forum

Members of the public are invited to share their views on agenda items.

4. Minutes

To approve the minutes of the meeting held on 18th September 2025 as a true and accurate record.

5. Play Equipment

- a) To receive an update on the installation of the new play equipment at Seaman Avenue Play Park. *(Annual Delivery Plan 2.2)*
- b) To ratify the expenditure incurred for the removal of the teen shelter and to consider alternative suitable locations for its reinstatement. *(Annual Delivery Plan 2.2)*
- c) To receive the annual play equipment inspection reports and agree any necessary action.
- d) To receive a report and quotation for a new cradle swing seat for Chantry Road Play Park.

6. Memorial Field

- a) To consider a quotation for three sets of new pegs for the goalposts. *(Annual Delivery Plan 2.2)*
- b) To consider a quotation for the installation of a concrete base for a bench.

7. Saxon Road Allotments

To receive an update on progress regarding the proposed allotment site. *(Annual Delivery Plan 2.6)*

8. Street Furniture

- a) To receive an update regarding the provision of new litter bins.
- b) To approve a quotation for Christmas trees. *(Annual Delivery Plan 3.11)*

9. Speed Indicator Devices

To receive a progress update and consider quotations for a new solar-powered speed indicator device on Church Hill. (*Annual Delivery Plan 2.14*)

10. Electrical Installation

To consider a quotation for electrical installation work at the Town House and Youth Booth.

11. Saxon Road Parking

To consider a resident's request that the Town Council approach Suffolk County Council regarding the need for improved parking provision on Saxon Road.

12. Open Spaces

a) To receive a report from the Environment Coordinator.

b) To consider recommending to Full Council the approval of an amended Open Spaces Policy.

13. Next Meeting

To note the date and time of the next meeting which is scheduled for Thursday 15th January 2026 at 5:30 pm.

Sharon Smith
Town Clerk
14th November 2025



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on Thursday 18th September 2025 at the Town House, Station Approach, Saxmundham at 5:00 pm.

Minutes

27/25AS

Attendees

CLlr Tim Lock (Chair)
CLlr David Humphreys
CLlr Marianne Kiff
CLlr Laura Purina
CLlr Elizabeth Clark

Apologies

None

Also Present

Lisa Hamon - Deputy Town Clerk
Robert Ross - Maintenance Officer (part of the meeting)

28/25AS

Declaration of Interests

CLlr Elizabeth Clark declared an interest in item 34/25AS.

29/25AS

Open Forum

No members of the public were present and invited representatives from the Adventure Playground were not available for the meeting.

30/25AS

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 17th July 2025 as a true and accurate record.

31/25AS

Memorial Field

- a) The Committee received the annual tree survey, and it was **unanimously resolved** to approve a quotation for £920 plus VAT to undertake the high priority remedial work.
- b) It was **unanimously resolved** to approve expenditure of up to £1,500 from the Green Team budget for mulch to top up the Memorial Garden. (*Annual Delivery Plan 4.1*)

32/25AS

Play Parks

- a) The Maintenance Officer informed the Committee that necessary repairs, identified in the RoSPA play inspection report, are required to the cable runway and nest swing at Seaman Avenue play park. Due to safety reasons, the repairs need to be undertaken by the equipment manufacturer. The Committee declined a quotation for £1,100 + vat to undertake this work at this time and to consider whether to repair the existing play equipment following the installation of the new play equipment. As RoSPA classified the repairs as medium risk, it was **unanimously resolved to** erect a notice to inform users that the cable runway is closed until further notice.
- b) The Maintenance Officer advised the Committee of a broken cradle swing seat at the Chantry Road. He considered the structural integrity of the seat as poor and recommended that a replacement seat is sourced from a different equipment manufacturer. The Committee therefore declined a quotation for £525 + vat to purchase and install a replacement seat from the existing manufacture. It was **unanimously resolved** to erect a notice to inform users of safety concerns whilst the seat is awaiting repair.

Signed _____ Date _____

33/25AS Town House

The Committee considered a request from the Men’s Shed to carry out alterations to the building. It **was unanimously resolved** to approve the alterations subject to confirmation that

- a) Planning permission is sought if required.
- b) There would be no impact to neighbouring properties.
- c) The proposed lean to structure would not be visible from New Cut.
- d) Any dust from extraction equipment would be collected.

34/25AS Saxon Road Allotments

The Deputy Town Clerk updated the Committee on progress regarding the proposed allotment site, including the award of a ‘Field to Fork’ grant of £2,000 and a ‘Tour of Britain’ grant of £1,000 from East Suffolk Council. The Committee was informed that an application has been submitted to the Adnams Community Trust for £2,160 to replace the fencing and erect a gate at the front of the plot.

The Committee was also informed that 13 responses were received, following the targeted consultation with residents in Saxon Road and neighbouring areas, of which 12 were in favour of the allotments and 1 was against.

Cllr Tim Lock raised concerns that there would not be sufficient water available from the rainwater harvesting system. It was **unanimously resolved** to monitor water supply at the site and investigate alternative provision in the future. (*Annual Delivery Plan 2.6*)

35/25AS Street Furniture

It was **unanimously resolved** to approve the location and purchase of a dog/litter bin on Long Avenue.

36/25AS Traffic Calming

Following receipt of a report from the Deputy Town Clerk, it was **unanimously resolved** to approve the location of a speed indicator device at the top of Church Hill.

Cllr Elizabeth Clark informed the Committee that the list of criteria from Suffolk Constabulary required to conduct the Community Speed Watch cannot be met at any of the town’s locations, with the exception of Church Hill. Further investigation needs to be carried out to determine the suitability of this site. (*Annual Delivery Plan 2.14*)

37/25AS Bicycle/Wheel Maintenance Station

The Committee received an update on the bicycle/wheel repair station supplied by the ESC Community Partnership. It was **unanimously resolved** to proceed with the installation on a trial basis and to locate the repair station in a safe place near to the railway station. The Committee noted that it would not be prepared to cover the costs of replacement tools if they are broken or stolen.

38/25AS Green Team

The Committee received an update from the Environment Coordinator regarding the activities of the Green Team and commended the valuable work undertaken by its members.

39/25AS Next Meeting

The Committee noted the date and time of the next meeting, which is scheduled for Thursday 20TH November 2025 at 5:30 pm.

Signed _____ Date _____

The meeting closed at 6:25 pm.

Lisa Hamon

Deputy Town Clerk

Signed _____ Date _____



Mr Andrew Wood
Managing Director
ESP Play Ltd
Eastham Place
Burnley
Lancashire
BB11 3DA

10 November 2025

Dear Mr Wood

Formal Complaint – Seaman Avenue Play Area, Saxmundham

I am writing in the strongest possible terms to express Saxmundham Town Council's deep dissatisfaction with the way ESP Play has delivered and managed our play equipment contract, which has fallen significantly short of the standards expected for a public project of this nature.

Investing £60,000 of public funds in new play equipment was a significant decision for the Council. For that sum, we expected a professionally managed project, high-quality workmanship, and full compliance with health and safety standards. Instead, the project has been marred by inadequate communication, procedural failings, and serious lapses in basic safety standards, exposing the Council to unacceptable risk and reputational harm.

1. Commencement of Works Without Approved Plans

From the outset, the project suffered from premature mobilisation. Despite repeated assurances from your sales and contract management team that detailed technical drawings would be prepared and approved prior to installation, no such plans were finalised before your self-imposed start date of 13 October 2025.

When I raised concerns, your Contract Manager, Mr Seb Pearce, assured me that the first day on site would be limited to fencing and delivery of materials. In reality, I was immediately pressed to confirm the location of major pieces of equipment so that installation could begin.

Although Mr Pearce appeared to understand and communicate our intention to maintain a pedestrian route between the gate and the bridge, the absence of any finalised layout plans meant that this information was either misinterpreted or not properly implemented on site. The result is that the net climber and trim trail have been installed in entirely unsuitable positions, cutting directly across the pedestrian desire line and creating both a practical obstruction and a future trip hazard. Had accurate plans been produced and adequate time allowed for approval, this entirely avoidable error would not have occurred.

On 8 October 2025, I received some rough sketches from your junior playground designer. I had to respond as follows:

“Many thanks for the plans, but I’m sorry to say they are not satisfactory. I can make out that the circled items are our existing equipment, but it’s difficult to recognise what the new items are. The Council will not be willing to sign off a £60,000 project based on these plans.

I understand we have placed the order and are committed to it, but Gabrielle assured me that proper site plans would be drawn up once we placed the order. These are not proper plans – they are just rough sketches. You will have to delay your self-imposed start date until we have received proper plans, been given adequate time to consider them, and approved one of the layouts.”

Despite this clear instruction, work commenced regardless. The final layout drawings, which I had to repeatedly request, were not provided until 28 October 2025, two weeks after installation had already begun.

2. Delays, Abandonment and Incomplete Works

The contract documentation stated that installation would take approximately seven days. Four weeks later, the site remains incomplete and, for extended periods, was both abandoned and unsecured. This is wholly unacceptable given the public location and the assurances repeatedly made by your company.

Key deliverables remain outstanding:

- The trim trail lacks several climbing grips.
- The circular picnic table has not been installed.
- The net climber needs to be moved.
- The trim trail balance beams need to be moved.
- The teen shelter was simply dismantled and left dumped on site.
- A litter bin agreed to be relocated was left dislodged and abandoned.
- The trampoline was left unfinished, with a hazardous open void exposed to children.
- The removed bollard at the bridge has not been resecured.

Despite repeated assurances from Mr Pearce that installation would be complete by 6 November, he attended the site intending to carry out the final sign-off but found it in such poor condition that, by his own admission, he was “furious” at how it had been left. He then took it upon himself to make the site safe and secure through his own efforts.

In his email of 7 November, Mr Pearce acknowledged the outstanding works and indicated that the installation team would return the following week to complete certain items. However, no confirmed completion date has been provided and a number of issues remain unresolved, continuing to raise safety and reputational concerns.

The seriousness of these failings was brought into sharp public focus by a resident’s post on the Facebook group “Saxmundham – What’s Happening?”, which has almost 13,000 members. Posted on 7 November, it stated:

“What I will say, the small bridge between the park and skate park had a black metal pole with concrete attached laying on the floor this evening where cars turn around near front of scout hut. At beavers my partner ended up reversing over it as pitch black and you couldn’t see it. Had been removed from the ground by someone from in front of the bridged area near bins leaving a huge deep hole! Myself being 37 weeks pregnant did not appreciate nearly breaking a leg coming across that in the dark with no safety sign/cone out bearing in mind it’s a pedestrian

area. So my partner put the pole and concrete back into the hole to prevent any further damage/accidents, but you might want to look at that before a claim gets made cos it was very dangerous. Luckily my children managed to bypass it by luck.”

This post was widely shared locally and understandably provoked alarm and criticism. It illustrates the direct consequence of your company’s negligence and lack of site supervision - not only placing residents, including children and expectant mothers, at risk of serious injury, but also exposing the Council to reputational damage and potential liability for an incident it neither caused nor controlled. The Council’s reputation for safety, diligence, and care for its community has been undermined by your company’s disregard for basic public protection measures. Council staff were compelled to attend the site on a Saturday to fill the bollard hole themselves in order to prevent further risk of injury to the public. The fact that officers of a local authority had to intervene to make safe an active contractor’s site underscores the extent of your company’s disregard for basic public protection standards.

These incidents have not only compromised public safety but also eroded community confidence in what should have been a positive and celebratory project. This outcome is especially disappointing given the strong community engagement surrounding the scheme. The Council had been planning a grand opening event involving local schoolchildren, complete with goody bags and decorations - an idea originally proposed by your own sales advisor, Gabrielle. Instead, we are left with a half-finished and unsafe play area that has attracted criticism from residents, confusion among parents, and questions from children who understandably assume the new equipment is ready for use.

3. Health and Safety Failures

The health and safety standards on this project have been wholly unacceptable. Your own Health & Safety Job Pack and Project Method Statement set out clear obligations which were routinely ignored.

Among the most serious issues observed:

- Although some Heras fencing was delivered and partially installed, the majority was left unused within the compound area, resulting in no secure perimeter being in place. Members of the public, including children, were able to enter the site freely - even while work was taking place.
- No PPE was worn by your operatives. I personally witnessed a worker suffer a foreign object falling in his eye while dismantling the teen shelter, having worn no protective goggles.
- Young and apparently inexperienced workers operated machinery one-handed while using mobile phones, unsupervised and without any visible foreman.
- A bollard by the bridge was removed, leaving a deep hole exposed for several days, despite being reported twice.
- The trampoline area was left with an open void and unfinished edging, creating a clear fall and trip hazard to children.
- The trim trail has been installed in the wrong position, cutting directly across the pedestrian desire line and creating a trip hazard in a poorly lit area frequently used by the public.

- No site inductions or visitor sign-ins were provided; I and other Council staff accessed the area unchallenged.
- Materials and waste were left strewn across the field outside the defined storage area, breaching your own stated working practices.

These failures constitute serious breaches of your contractual obligations and of statutory duties under the Health and Safety at Work etc. Act 1974 and the Construction (Design and Management) Regulations 2015.

The specific breaches of your method statement and health and safety documentation are set out in **Appendix A**, supported by contemporaneous correspondence in **Appendix B** and photographic evidence in **Appendix C**.

4. Required Response

Given the serious contractual, safety, and delivery failings set out above, the Council now requires a formal written response within 10 working days.

Your response should include:

- An explanation of how the installation proceeded without approved final plans.
- An account of the failures in site supervision and health-and-safety management, together with findings from your Health & Safety Officer's investigation.
- Confirmation of the outstanding remedial actions, with a realistic completion date.
- Your proposal for appropriate financial redress.

Given the extent of the delays, defective installation, and repeated breaches of agreed safety standards, which have caused reputational damage to the Council and increased risk to residents and visitors, the Council considers a minimum deduction of £10,000 from the contract value to be a reasonable starting point for discussion. This figure reflects both the significant reputational impact and the substantial staff time required to manage and document the failings of your installation team.

Until a satisfactory response and full resolution are received, the Council will continue to withhold further payment and reserves the right to refer the matter to the Health and Safety Executive.

This has been a deeply disappointing experience for the Council, our community, and our residents who were anticipating a new play area delivered safely and to specification. We entered this contract in good faith and expected a level of professionalism that has not been met. I trust this matter will now receive your urgent and serious attention.

Yours sincerely

Sharon Smith
Town Clerk

Appendix A – Schedule of Breaches and Contractual Non-Compliance

No.	Clause/Quotation (from ESP Play documentation)	ESP Play Commitment	Evidence of Breach / Town Council Observation
1	Installation Team Leader On Site – Miles Day.	A named competent supervisor will be on site throughout to ensure quality and safety.	Miles Day was never present; no competent supervisor observed. Site often left unsupervised.
2	A responsible person will be appointed to each job who will supervise all works and be responsible for quality and safety.	Continuous qualified supervision.	Works left to unsupervised young operatives; machinery operated unsafely.
3	The site area will be closed throughout the installation. Visitors will report to the site team leader and sign on the RAMS before entering.	Site to be fully enclosed with visitor control.	Site unsecured; members of the public and children entered freely, even during work.
4	Visitors and other staff are prohibited from entry unless accompanied by a competent person.	Controlled access.	No access control or sign-in; Council staff and public walked through unchallenged.
5	Ensure the area is clear of children, staff, and any other persons during installation.	Public excluded from risk area.	Public repeatedly entered site; children played on half-installed equipment.
6	Materials will be sorted in the dedicated workspace onsite.	Orderly storage and segregation of materials.	Tools, waste and materials scattered across site.
7	Debris will be cleared away on a regular basis and the site left clean and tidy at the end of each shift.	Maintain good housekeeping.	Debris and waste left daily; site abandoned untidy and unsafe for long periods.
8	The items of existing equipment and surfaces identified for removal will be broken down and removed from the area of development.	Remove and dispose of redundant equipment.	Teen shelter dismantled but left dumped in situ.
9	High-visibility jackets/vests, safety boots, insulated gloves, eye protection, hard hats, safety masks and ear defenders to be worn where appropriate.	Mandatory PPE use.	PPE not worn.
10	All safety precautions in accordance with Risk Assessments	Implement and maintain control measures.	Numerous hazards present; risk assessments not followed.

No.	Clause/Quotation (from ESP Play documentation)	ESP Play Commitment	Evidence of Breach / Town Council Observation
	and client requirements will be fully implemented throughout.		
12	Apprentices and young workers will be supervised at all times.	Supervision of inexperienced workers.	Young operatives left unsupervised for days.
13	Upon arrival, site contact to be made and site induction undertaken and recorded.	All site personnel and visitors inducted and signed in.	No induction provided to Council staff or visitors; no record kept.
14	Good standards of housekeeping will be maintained. Warning notices and barriers will be deployed as required.	Provide barriers, signage, and safe segregation.	No signage or fencing; public access unrestricted.
15	A method statement has been developed to provide a safe system of work and must be adhered to at all times; any deviation must be authorised by a manager or H&S Officer.	Work strictly within approved RAMS.	Major deviations undertaken without authorisation; unsafe practices observed.
16	Installation to be completed within approximately 7 days.	7-day programme.	Work ongoing after 4 weeks; site abandoned at intervals.

Appendix B – Correspondence Evidence Log

No.	Date	From → To	Subject / Extract	Issue Highlighted	Relevance
1	28/10/2025	Town Clerk → Seb	<p>We have concerns about the proposed location for the trim trail – is it now cutting across where we intend to put a path. We have still never received a final design of the location of the equipment which worries me greatly. Also, the fence blocking the entrance to the Wildlife Walk has fallen over.</p>	<p>Lack of final approved plan; trim trail conflicts with planned path; unsecured perimeter.</p>	<p>Shows Council warned about layout conflicts & site security before completion; demonstrates foreseeability.</p>
2	28/10/2025	Town Clerk → Seb	<p>I've been told that concrete blocks have been sunk for the trim trail which is crossing the proposed path... this is the 'desire line' for pedestrians... Please check this out and ensure the trim trail is placed in a suitable location.</p>	<p>Trim trail foundations placed across pedestrian desire line.</p>	<p>Records explicit instruction to relocate; subsequent failure = defective performance.</p>
3	04/11/2025	Town Clerk → Seb	<p>It is very unlikely they will complete by Thursday... only two young lads on site with no apparent foreman... Site is not cordoned off... we walked in unchallenged... deep hole where a bollard was removed... balance beam presents a trip hazard in the dark... climbing net appears to be in the wrong place.</p>	<p>No competent supervision; no site security; open excavation; poor housekeeping; mis-installed items.</p>	<p>Establishes serious H&S breaches and non-compliance with RAMS; contradicts their completion assurances.</p>
4	05/11/2025	Town Clerk → Seb	<p>It's all over Facebook today that kids are playing on the un-inspected equipment as it is not cordoned off. I cannot reply as I completely agree... it's not acceptable.</p>	<p>Public access to unsafe, un-signed-off equipment.</p>	<p>Demonstrates actual public exposure to risk and reputational harm in real time.</p>
5	10/11/2025	Town Clerk → Seb	<p>Further to the weekend safety incident involving the unsecured bollard near the bridge. Facebook post from a resident described a vehicle</p>	<p>Unsecured excavation left following bollard removal; public safety incident</p>	<p>Demonstrates early warning of unsafe condition, actual public hazard, and reputational risk;</p>

No.	Date	From → To	Subject / Extract	Issue Highlighted	Relevance
			reversing over the removed bollard and a near-miss injury in darkness. Officers attended on Saturday morning to temporarily fill the hole.	reported on social media.	establishes foreseeability and lack of site control.

Appendix C – Photographic Evidence

Ref. No.	Date Time	Image Description	Relevant Breach
C1	04 Nov 2025	Uncovered hole left after removal of bollard by bridge – fall and ankle-break hazard, reported same day to site manager. Hole covered by Council staff. Hole found left uncovered again the following morning.	Failure to secure excavations or reinstate ground; breach of Excavations Risk Assessment controls requiring physical barriers, safe walkways and good housekeeping.
C2	04 Nov 2025	General site condition: waste materials, pallets and tools scattered across public area; no perimeter fencing or warning signage visible.	Poor housekeeping; breach of “Materials will be sorted in the dedicated workspace onsite.”
C3	28 Oct 2025	Trim-trail set across pedestrian desire line between gate and bridge; conflicting with planned path route.	Commencement without approved plan; defective layout.
C4	04 Nov 2025	Teen shelter dismantled but left dumped on site rather than removed as contracted; public able to access debris.	Breach of “Existing equipment identified for removal will be removed from the area of development.”
C5	06 Nov 2025	Trampoline left unfinished – leaving exposed drop and trip hazard.	Incomplete installation; unsafe surface.
C6	06 Nov 2025	Dislodged litter bin left in middle of field; not relocated as agreed in site meeting with Mr Pearce.	Failure to carry out agreed site amendments.
C7	07 Nov 2025	Bollard hole temporarily filled and secured by Council staff following repeated reports; no contractor presence on site	Demonstrates Council intervention to mitigate ongoing public hazard due to contractor’s failure to make safe; evidence of continued breach of Excavations Risk Assessment and lack of site supervision.



Safety Inspection Report

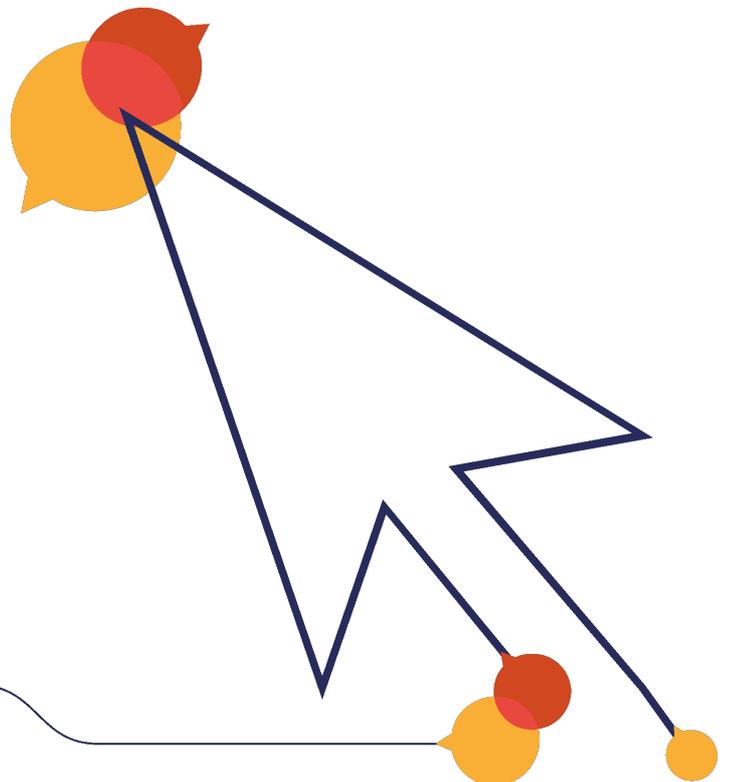
Annual Inspection

Seaman Avenue Play Area



Saxmundham Town Council

25 September 2025



Safety Inspection Report

Annual Inspection

Site name: **Seaman Avenue Play Area**
Date of inspection: **25 September 2025**
Inspector: **David Owen**



The Overall Site

Innate risk score:

 8

Description	Tasks	Risk score
Risk assessment.	Read the notes for further action.	 8

Gate

Innate risk score:

 4

Description	Tasks	Risk score
Mechanism needs adjustment.	Adjust.	 6

Youth Shelter

Innate risk score:

 5

Description	Tasks	Risk score
No Findings		

Fencing (Roadside Only)

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

Signage

Innate risk score:

 3

Description	Tasks	Risk score
Additional comments are noted below.	Read the notes for further action.	 3

Seating

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

Litter Bin

Innate risk score:

 2

Description	Tasks	Risk score
No Findings		

Swing - Nest

Innate risk score:

 8

Description	Tasks	Risk score
Fixtures loose or missing.	Tighten.	 10
There is wear in the bushes.	Read the notes for further action.	 10
Surface needs repair.	Repair.	 6

Cableway - Double Track

Innate risk score:

 7

Description	Tasks	Risk score
Chains links worn.	Replace the worn parts.	 9
Item has some parts missing.	Replace the missing parts.	 8
Surface has unintended weeds.	Remove.	 7
Timber is decayed.	Replace affected parts.	 6
The supports are within the falling or free space area.	Modify.	 6

Natural Play - Willow & Seating

Innate risk score:

 6

Description	Tasks	Risk score
The supports are loose in the ground.	Re-set.	 8
There is fungus growth on the timber.	Read the notes for further action.	 8
Willow structures are natural and will change over time. It is important to ensure that they are adequately maintained to control risks from protruding parts and to keep the play value and safety at appropriate levels.	Control growth with planned maintenance.	 6

Basketball Post

Innate risk score:

 8

Description	Tasks	Risk score
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

Swing - Toddler - 1 Bay 2 Seat

Innate risk score:

 3

Description	Tasks	Risk score
There are natural splits / shakes in the timbers.	DO NOT fill shakes. There are shakes running through fixing points. Ensure the fixings are fully secure on regular basis.	 6

Swing - Contact - Junior - Pentagon

Innate risk score:

 6

Description	Tasks	Risk score
Item is bent.	Repair.	 6
Cap missing.	Replace.	 5

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.

Primary Items

Sample Asset Name

Manufactured by Manufacturer Name

asset image here

Innate risk level: 1
Actual risk level: 1
Risk level: Low
Potential risk score reduction: 1
Remedial tasks: 1

Surface: Grass

Standards: EN 1176-1:2017, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description
Item is rusting in places.

Tasks
Replace.

Note
Two of the frame washers are rusting.

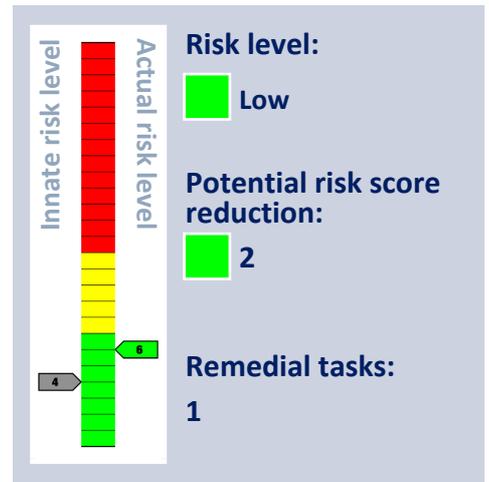
Finding Photos

asset image here asset image here

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

4

Gate



Maintenance Finding

Description

Mechanism needs adjustment.

Tasks

Adjust.

Note

Gate does not fully self-close.



Finding Photos



Fencing (Roadside Only)



Innate risk level

Actual risk level

Risk level:

- Low
- Risk score as low as possible
- No remedial tasks

Signage



Risk level:
Very low

Risk score as low as possible

Remedial tasks:
1

Maintenance Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

Recommend that one of the operator signs is installed at the other entrance to the play area.

Risk level:
Very low

Risk score:
3

Finding Photos



Litter Bin



Innate risk level

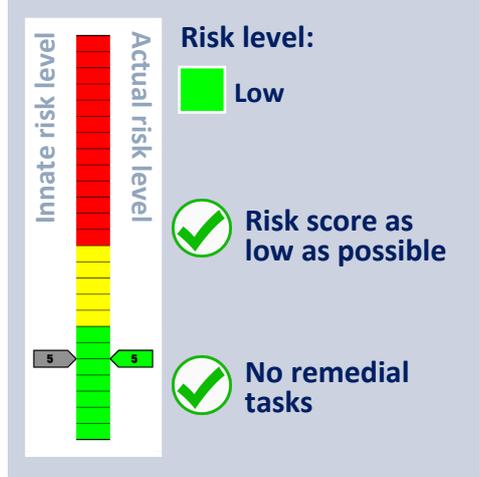
Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

A vertical risk level scale with 10 segments. The top 3 segments are red, the next 3 are yellow, and the bottom 4 are green. A grey arrow on the left points to the 2nd green segment, and a green arrow on the right points to the 2nd green segment. To the right of the scale are three status indicators: a green square, a green checkmark in a circle, and another green checkmark in a circle.

Youth Shelter



Seating



Innate risk level

Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

The Overall Site



Risk level:
Medium

Risk score as low as possible

Remedial tasks:
1

Maintenance Finding

Description

Risk assessment.

Tasks

Read the notes for further action.

Note

Overhead power lines, 'No Kite Flying' signage advised at all access points.

Risk level:
Medium

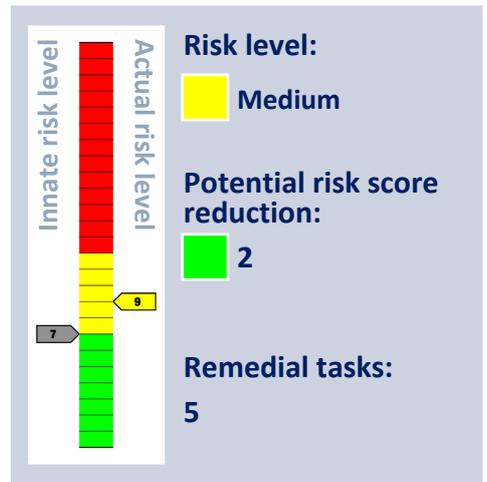
Risk score:
8

Finding Photos



Cableway - Double Track

Manufactured by eibe Play Ltd



Standards:



EN 1176-1:2017+A1:2023, EN 1176-4:2017

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. The supports are within the falling or free space area.

The item has the following maintenance findings:

1. Chains links worn.
2. Item has some parts missing.
3. Surface has unintended weeds.
4. Timber is decayed.

Standard Compliance Finding

Description

The supports are within the falling or free space area.

Tasks

Modify.

Note

Move the end dampening springs further in to the cable.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Chains links worn.

Tasks

Replace the worn parts.

Note

Seat chain links wearing.

Risk level:

 Medium

Risk score:

 9

Finding Photos



Maintenance Finding

Description

Item has some parts missing.

Tasks

Replace the missing parts.

Note

Traveller guard missing.

Risk level:

 Medium

Risk score:

 8

Finding Photos



Maintenance Finding

Description

Surface has unintended weeds.

Tasks

Remove.

Note

Remove weeds from underneath the platform.

Risk level:

 Low

Risk score:

 7

Finding Photos



Maintenance Finding

Description

Timber is decayed.

Tasks

Replace affected parts.

Note

Ramp slats are decaying and splintering.

Risk level:

 Low

Risk score:

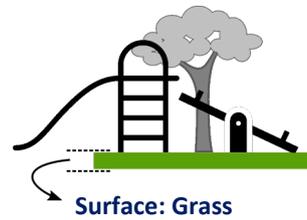
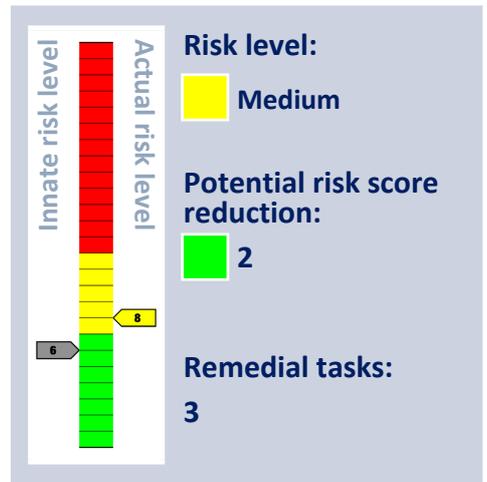
 6

Finding Photos



Natural Play - Willow & Seating

Manufactured by (Unknown)



Standards:



EN 1176-1:2017+A1:2023

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

Maintenance Finding

Description

The supports are loose in the ground.

Tasks

Re-set.

Note

Bench within the willow den is loose in the ground.

Risk level:

Medium

Risk score:

8

Finding Photos



Maintenance Finding

Description

There is fungus growth on the timber.

Tasks

Read the notes for further action.

Note

The log bench has fungus growth. Remove and monitor for decay.

Risk level:

 Medium

Risk score:

 8

Finding Photos



Maintenance Finding

Description

Willow structures are natural and will change over time. It is important to ensure that they are adequately maintained to control risks from protruding parts and to keep the play value and safety at appropriate levels.

Tasks

Control growth with planned maintenance.

Risk level:

 Low

Risk score:

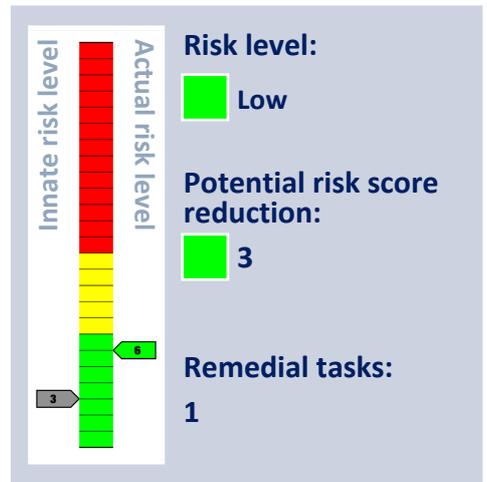
 6

Finding Photos



Swing - Toddler - 1 Bay 2 Seat

Manufactured by Action Play & Leisure Ltd



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.

Maintenance Finding

Description

There are natural splits / shakes in the timbers.

Tasks

DO NOT fill shakes. There are shakes running through fixing points. Ensure the fixings are fully secure on regular basis.

Risk level:

Low

Risk score:

6

Finding Photos



Swing - Nest

Manufactured by eibe Play Ltd



Innate risk level

Actual risk level

Risk level: Medium

Potential risk score reduction: 2

Remedial tasks: 3



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.

Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

Tighten all top bar and support fittings.

Risk level:

Medium

Risk score:

10

Finding Photos



Maintenance Finding

Description

There is wear in the bushes.

Tasks

Read the notes for further action.

Note

Seat chain bushes are worn and one missing. Replace x 4.

Risk level:

 Medium

Risk score:

 10

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Grass mats showing gaps.

Risk level:

 Low

Risk score:

 6

Finding Photos



Swing - Contact - Junior - Pentagon

Manufactured by Wicksteed Leisure Ltd



Innate risk level

Actual risk level

Risk level:
Low

Risk score as low as possible

Remedial tasks:
2



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.

Maintenance Finding

Description

Item is bent.

Tasks

Repair.

Note

One seat connector bent. Repair.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Risk level:

■ Low

Risk score:

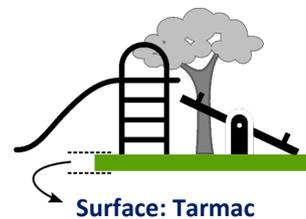
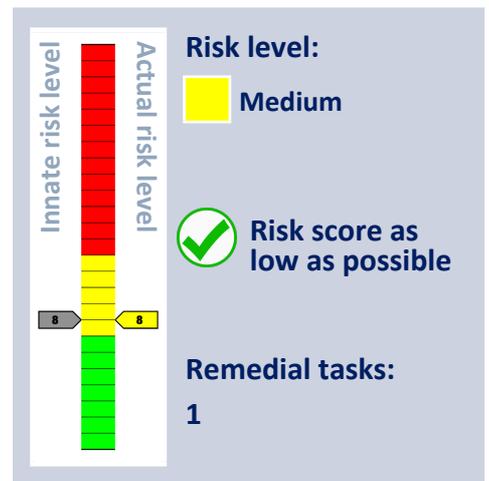
■ 5

Finding Photos



Basketball Post

Manufactured by (Unknown)



Standards:



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

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.

There are no maintenance findings for this item.

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



General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 =$ low risk. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 =$ low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.



General Notes

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).



General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.



General Notes

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

- * No obstacles in the minimum space (other than structures to assist or safeguard the user)
- * Traffic flows should not go through the minimum space

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

- * Free height of fall should not exceed 3m * No obstacles in the falling space * Platforms with fall heights of more than 1m between them require surfacing

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

- * No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

- * Surfacing should have no sharp edges or protrusions * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually total 300mm up to 2m, and 400mm up to 3m) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Good turf may be used up to 1.5m

DESIGN AND MANUFACTURE

- * The equipment must be suitable for the user and risks should be identifiable by the child * Accessibility: adults must be able to gain access to help children * Grip requirements: permitted diameter 16 - 45mm (e.g. overhead bars) * Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)

- * Requirements for easily accessible equipment

FINISHING

- * Timber species and synthetics should be splinter resistant * No protrusions or sharp-edged components * Bolts should not protrude by more than 8mm * Corners, edges or projecting parts over 8mm should have a 3mm radius. * No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) * No crushing or shearing points
- * Connections should not come loose by themselves and should resist removal. * Timber connections should not rely solely on screws or nails. * Leaking lubricants should not stain or impair the safety of the equipment

FIBRE ROPES

- * Conform to EN 701 or 919 or have a material and load certificate
- * Ropes used by hands shall have a soft, non-slip covering

WIRE ROPES

- * Non-rotating and corrosion resistant with no splayed wires outside the ferrule * Wire connector clip threads should protrude less than 8mm * Turnbuckles should be enclosed, have a loop at each end and be secured

CHAINS

- * Maximum opening of individual links: 8.6mm in any one direction.
- * Connecting links between chains must be less than 8.6mm or over 12mm

SWINGING SUSPENDED ROPES

- * Not combined with swings in the same bay * Less than 2m long: over 600mm from static parts; over 900mm from swinging parts * 2m - 4m long: over 1000mm from anything * Diameter: 25 - 45mm

CLIMBING ROPES

- * Anchored at both ends and movement less than 20% of rope length
- * Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

ENTRAPMENTS

- * Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

BRIDGES

- * The space between the flexible bridge and rigid sides should be not less than 230mm

ENTRAPMENT OF FEET AND LEGS

- * Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- * There are no requirements for suspension bridge gaps other than the main entrapment requirements

FINGER ENTRAPMENTS

These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps

- * Tube ends should be securely enclosed and removable only with tools
- * Moving gaps should not close to less than 12mm

BARRIERS AND GUARD-RAILS

- * Handrail: a rail to help the child balance * Guard-rail: a rail to prevent children falling * Barrier: a guard-rail with non-climbable in-fill

HAND-RAILS

- * Where required they should be between 600 and 850mm above the standing surface

EASILY ACCESSIBLE EQUIPMENT

- * Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

NOT EASILY ACCESSIBLE EQUIPMENT

- * Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

MEANS OF ACCESS

All means of access should have no entrapments; be securely fixed; be level to $\pm 3^\circ$ (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

EN 1176 Notes – Summary of Requirements

SWINGS

REQUIREMENTS

* No all-rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single points swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism * Group seats must have their own bay.

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for group seats) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length (+30% for group and Type 4 seats)

SITING

* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

SURFACING REQUIREMENTS

Forward and Back

* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m + 0.5m of obstacle-clear space 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

* Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES

SAFETY REQUIREMENTS

* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply *

From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

* Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm

RUN -OUTS

* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: type 1 = 10°, type 2 = 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (type 2 only)

* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

* Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: * type 1: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * type 2: 1m each side and 1m beyond

CABLE RUNWAYS

SAFETY REQUIREMENTS

* Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

* Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) *

Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

NOTE: Rotating items under 500mm diameter are excluded from these requirements

SAFETY REQUIREMENTS

* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm

SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:

* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm inwards

EN 1176 Notes – Summary of Requirements

Giant revolving discs

* Clearance of underside at lowest point: 300mm in loose-fill, 400 mm for synthetic * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

MINIMUM SPACE

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m ; standing 1.8m * Small rotating items under 500mm diameter are excluded,

SURFACING REQUIREMENTS

* There are no special extra requirements for surfacing areas * Surfaces should be continuous underneath and level

ROCKING ITEMS

DEFINITIONS

* Rocking equipment which can be moved by the user and is supported from below

* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

* Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position

* Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

* Minimum 1000 mm for springers, except if standing is allowed in which case 1500 mm * 1500 mm minimum for type 1.

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

SAFETY

* Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas *

Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible

* Information on accidents should be kept

* Staff and users should be safe during maintenance operations

INSPECTION

* Manufacturers will recommend the inspection frequency although some sites may need a daily check

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

* An inspection schedule should be prepared for each playground, listing components and methods

* Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

* This covers remedial work and repairs as required * Alterations should only be carried out after consultation & agreement with the supplier or a competent person







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Safety Inspection Report

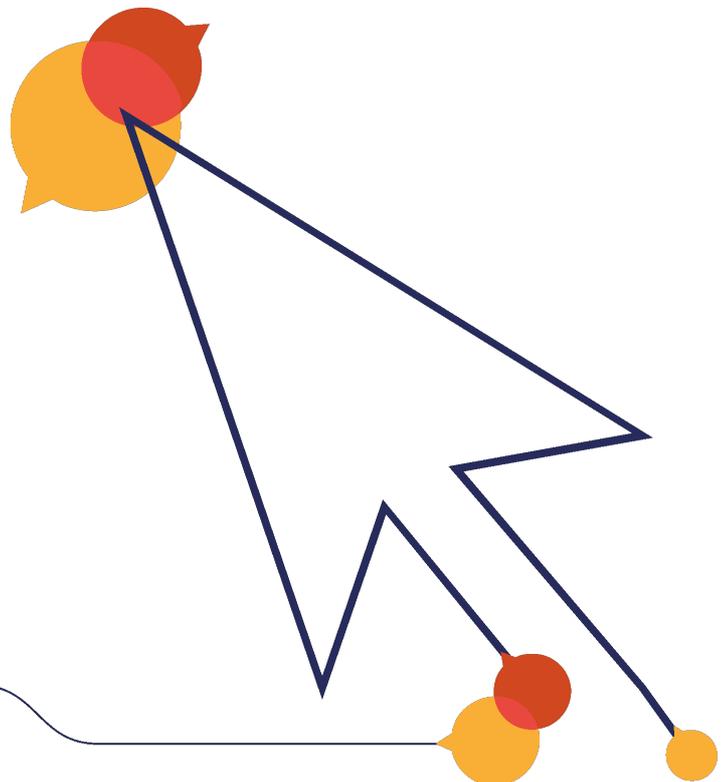
Playing Field Inspection

Memorial Field



Saxmundham Town Council

25 September 2025



Safety Inspection Report

Playing Field Inspection

Site name: **Memorial Field**
Date of inspection: **25 September 2025**
Inspector: **David Owen**



Seating - Benches

Innate risk score:

 3

Description	Tasks	Risk score
The supports are loose in the ground.	Re-set.	 8

Gates

Innate risk score:

 4

Description	Tasks	Risk score
Mechanism needs adjustment.	Adjust.	 5

Hedging

Innate risk score:

 5

Description	Tasks	Risk score
No Findings		

Bridge Access

Innate risk score:

 5

Description	Tasks	Risk score
No Findings		

Gate - Maintenance

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

Seating - Memorial

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

Signage

Innate risk score:

 2

Description	Tasks	Risk score
No Findings		

Litter Bin & Dog Waste Bin

Innate risk score:

 2

Description	Tasks	Risk score
No Findings		



Goal Posts - 5-A-Side

Innate risk score:

 8

Description

Tasks

Risk score

Item is not secure.

Secure.

 6

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.

Primary Items

Sample Asset Name 1

Manufactured by Manufacturer Name 2

asset image here

Innate risk level: █ █ █ █ █

Actual risk level: █ █ █ █ █

Risk level: █ Low

Potential risk score reduction: █ 1 3

Remedial tasks: █ 1 4



Surface: Grass

Standards: 5

EN 1176-1:2017, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description Item is rusting in places.	Risk level: █ Low
Tasks Replace.	Risk score: █ 7
Note Two of the frame washers are rusting.	

Finding Photos

asset image here

asset image here

4

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

Signage

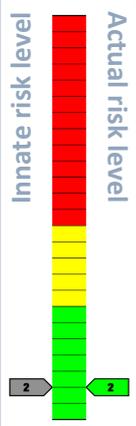


Risk level:

 Very low

 Risk score as low as possible

 No remedial tasks



Gate - Maintenance



Innate risk level

Actual risk level

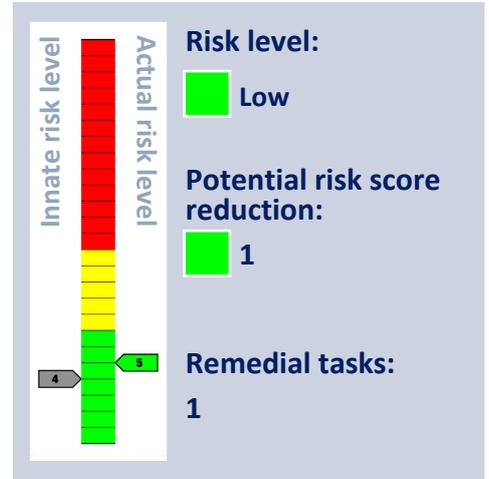
Risk level:

- Low

✓ Risk score as low as possible

✓ No remedial tasks

Gates



Maintenance Finding

Description

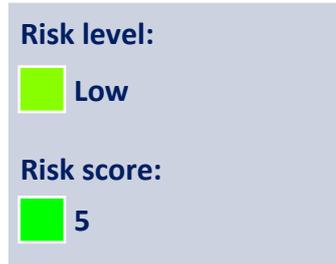
Mechanism needs adjustment.

Tasks

Adjust.

Note

Gate does not self-close. Single gate spring requires adjusting.



Finding Photos



Seating - Memorial



Innate risk level

Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

A risk level scale from 1 to 10. The scale is color-coded: 1-3 are green, 4-6 are yellow, and 7-10 are red. Arrows point to '3' on both the innate and actual risk level scales.

Hedging



Seating - Benches



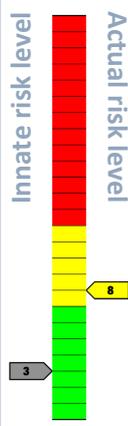
Innate risk level

Actual risk level

Risk level:
Medium

Potential risk score reduction:
5

Remedial tasks:
1



Maintenance Finding

Description

The supports are loose in the ground.

Tasks

Re-set.

Note

One bench is loose in the ground and could topple over.

Risk level:
Medium

Risk score:
8

Finding Photos



Bridge Access



Innate risk level

Actual risk level

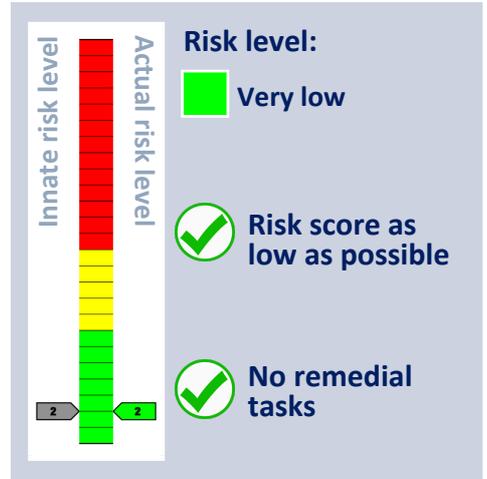
Risk level:

- Low

✓ Risk score as low as possible

✓ No remedial tasks

Litter Bin & Dog Waste Bin



Goal Posts - 5-A-Side

Manufactured by E Jacobs & Sons



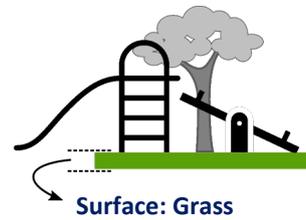
Innate risk level

Actual risk level

Risk level:
Medium

Risk score as low as possible

Remedial tasks:
1



Standards:



BS 8461:2005+A1:2009, EN 16579:2018

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

Maintenance Finding

Description

Item is not secure.

Tasks

Secure.

Note

Secure goals in to position to prevent toppling over or misuse.

Risk level:

Low

Risk score:

6

Finding Photos



General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 =$ low risk. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 =$ low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Equipment has been assessed for compliance with the appropriate standards, which are listed next to each item where applicable. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates. Similarly, sporting activities present risks to participants, but the benefit of the activity needs to be considered when determining if the default or innate risks are acceptable to the site owner.

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner should ensure they conduct appropriate inspections to identify decay before it becomes a problem.

Each inspection requires the inspector to gain access to all publicly accessible (reasonably accessible to lawful occupants) spaces within the facility. Each part is sampled, usually starting at the main entrance and working around the perimeter, before moving to the interior of the site. Hazards and features are noted and an assessment of the risks to users is given, both the innate risk and the risk of any defects or non-compliances. The term hazard is used to identify items that do not necessarily require remedial action.

Some elements may be identified by names other than those given by the site owner. The photographs should aid identification.

For all features and hazards due consideration has been given to the location, probable intensity of use and resultant resources likely to be available to ensure adequate maintenance and upkeep of facilities, when calculating the risks.



General Notes

The calculated levels of risk are based upon several factors. In broad terms, the risk score is calculated by multiplying the likelihood of an adverse event taking place by the severity of its outcome. For sites where water is present factors that feed into the calculation include: likely type of users at risk (e.g. are they children?), hinterland activity that may attract users to the site (e.g. is a playground situated near the water's edge?), edge protection measures (e.g. are there plants that prevent access to the water?), ease of access and egress to the water (e.g. does a gently sloping bank allow easy egress from the water?), nature of the water (e.g. is the water deep, fast flowing?).

Where sports are concerned the nature of the sport is taken into consideration as well as the condition of the playing surfaces.





A decorative graphic consisting of two overlapping circles, one green and one orange, positioned at the right end of a horizontal line.

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Safety Inspection Report

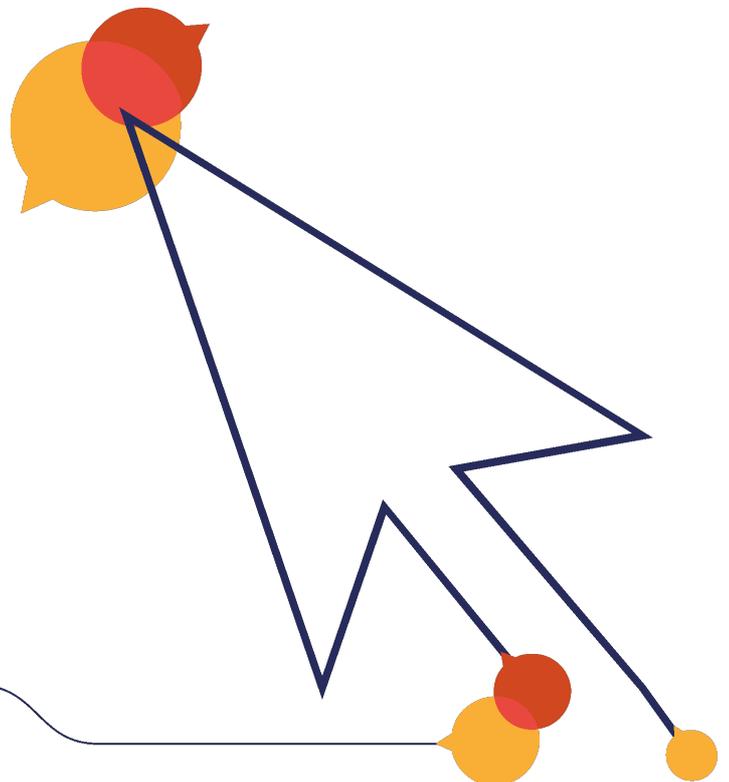
Annual Inspection

Chantry Road Play Area



Saxmundham Town Council

25 September 2025



Safety Inspection Report

Annual Inspection

Site name: **Chantry Road Play Area**
Date of inspection: **25 September 2025**
Inspector: **David Owen**



General Surface - Grass

Innate risk score:
 3

Description	Tasks	Risk score
Additional comments are noted below.	Read the notes for further action.	 8

Gates

Innate risk score:
 4

Description	Tasks	Risk score
No Findings		

Gate - Maintenance

Innate risk score:
 4

Description	Tasks	Risk score
Item is blocked.	Unblock.	 4

Seating

Innate risk score:
 3

Description	Tasks	Risk score
The gaps between the slats exceed 30 mm and are known to cause entrapments.	No reasonably practicable action is identified.	 4

Signage

Innate risk score:
 2

Description	Tasks	Risk score
Additional comments are noted below.	Read the notes for further action.	 3

Fencing - Various

Innate risk score:
 3

Description	Tasks	Risk score
No Findings		

Litter Bin

Innate risk score:
 2

Description	Tasks	Risk score
No Findings		

Multiplay - Junior

Innate risk score:

 5

Description	Tasks	Risk score
There is wear on the platform.	Read the notes for further action.	 7

Rocker - Seesaw - Spring

Innate risk score:

 4

Description	Tasks	Risk score
Bolt(s) loose.	Tighten.	 6

Carousel

Innate risk score:

 5

Description	Tasks	Risk score
No Findings		

Swing - Toddler - 1 Bay 2 Seat

Innate risk score:

 3

Description	Tasks	Risk score
Swing seat(s) missing.	Replace., Read the notes for further action.	 4
Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.	Conduct the checks and take action as necessary.	

Rocker - Seat - Yellow (Near Road)

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

Rocker - Seat - Grey

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

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.

Primary Items

Sample Asset Name 1

Manufactured by Manufacturer Name 2

asset image here

Innate risk level: █ █ █ █ █

Actual risk level: █ █ █ █ █

Risk level: █ Low

Potential risk score reduction: █ 1 3

Remedial tasks: █ 1 4



Surface: Grass

Standards: 5

EN 1176-1:2017, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description Item is rusting in places.	Risk level: █ Low
Tasks Replace.	Risk score: █ 7
Note Two of the frame washers are rusting.	

Finding Photos

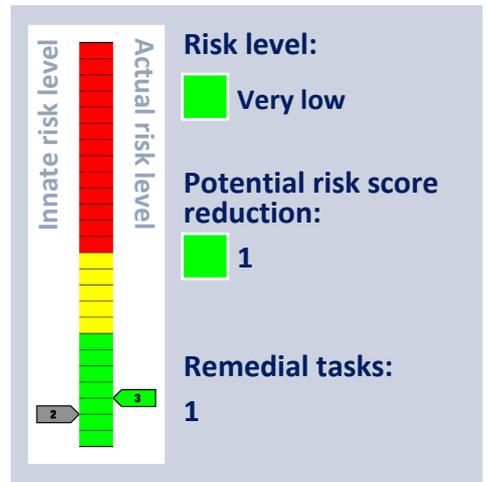
asset image here

asset image here

4

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

Signage



Maintenance Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

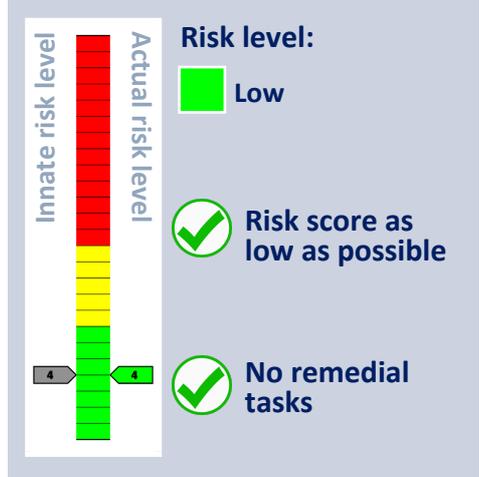
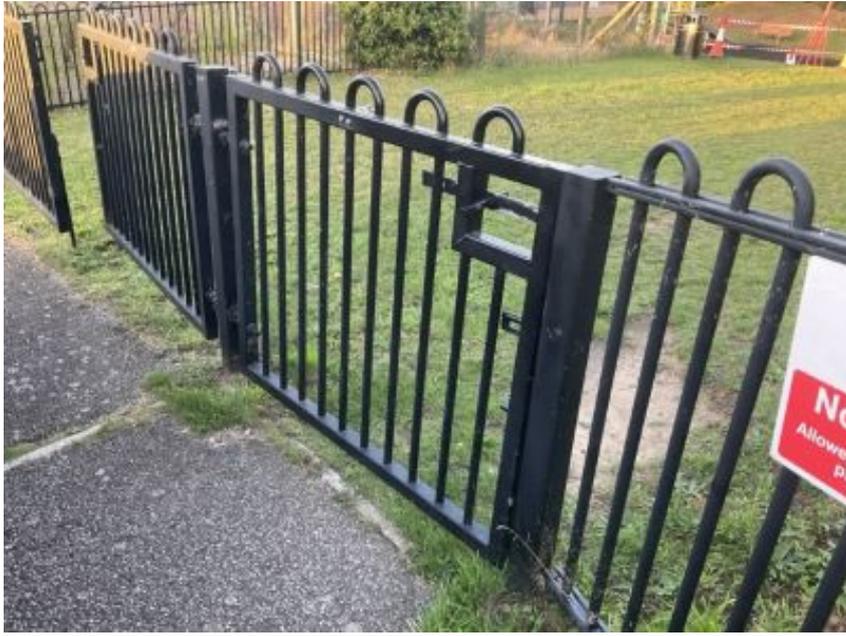
Recommend that one of the operator signs are installed at the other gate.



Finding Photos



Gates



Gate - Maintenance



Innate risk level

Actual risk level

Risk level:
Low

Risk score as low as possible

Remedial tasks:
1

Maintenance Finding

Description

Item is blocked.

Tasks

Unblock.

Risk level:
Low

Risk score:
4

Finding Photos



Fencing - Various



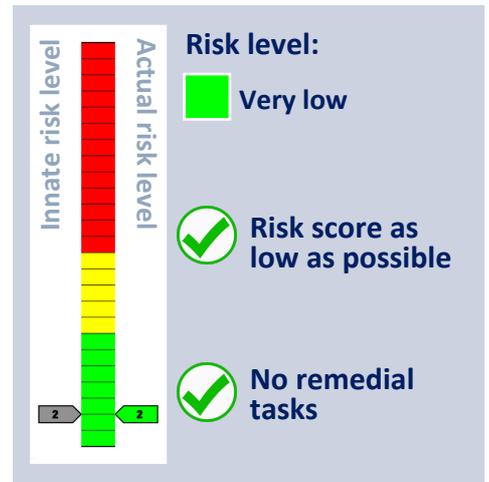
Innate risk level

Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

Litter Bin



Seating



Innate risk level

Actual risk level

Risk level:
Low

Potential risk score reduction:
1

Remedial tasks:
1

Maintenance Finding

Description

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

Tasks

No reasonably practicable action is identified.

Risk level:
Low

Risk score:
4

Finding Photos



General Surface - Grass



Innate risk level

Actual risk level

Risk level:
Medium

Potential risk score reduction:
5

Remedial tasks:
1

Maintenance Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

Bee nest within the mound. Remove if possible.

Risk level:
Medium

Risk score:
8

Finding Photos



Swing - Toddler - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd



Innate risk level

Actual risk level

Risk level: Low

Potential risk score reduction: 1

Remedial tasks: 3



Surface: Rubber - Mulch - Bonded

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.

Maintenance Finding

Description

Swing seat(s) missing.

Tasks

Replace., Read the notes for further action.

Note

One seat has been removed leaving the chains wrapped around the top bar. Remove the chains from the frame until repairs have been carried out.

Risk level:

Low

Risk score:

4

Finding Photos



Maintenance Finding

Description

Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.

Risk level:

See finding details

Tasks

Conduct the checks and take action as necessary.

Finding Photos



Multiplay - Junior

Manufactured by Sutcliffe Play Ltd



Risk level:
Low

Potential risk score reduction:
2

Remedial tasks:
1



Standards:



EN 1176-1:2017+A1:2023

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

Maintenance Finding

Description

There is wear on the platform.

Tasks

Read the notes for further action.

Note

Metal showing at the slide starting section. Monitor.

Risk level:

Low

Risk score:

7

Finding Photos



Rocker - Seesaw - Spring

Manufactured by Sutcliffe Play Ltd



Innate risk level (vertical scale 1-10)

Actual risk level (vertical scale 1-10)

Risk level: Low

Potential risk score reduction: 2

Remedial tasks: 1



Surface: Rubber - Mulch - Bonded

Standards:



EN 1176-1:2017+A1:2023, EN 1176-6:2017

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

Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Spring U-bolt loose. Tighten and consider replacement.

Risk level:

Low

Risk score:

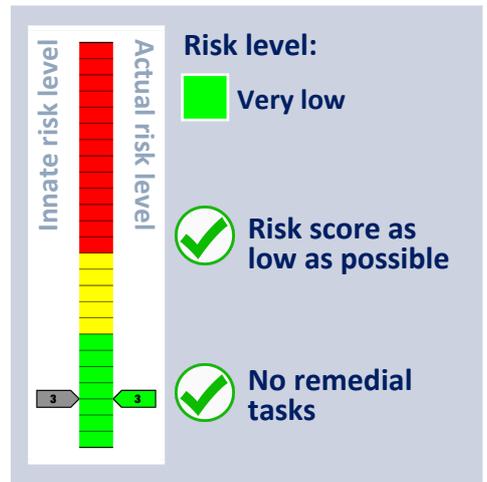
6

Finding Photos



Rocker - Seat - Yellow (Near Road)

Manufactured by Sutcliffe Play Ltd



Surface: Rubber - Mulch - Bonded

Standards:



EN 1176-1:2017+A1:2023, EN 1176-6:2017

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

Rocker - Seat - Grey

Manufactured by Sutcliffe Play Ltd



Innate risk level

Actual risk level

Risk level:
Very low

✓ Risk score as low as possible

✓ No remedial tasks



Surface: Rubber - Mulch - Bonded

Standards:

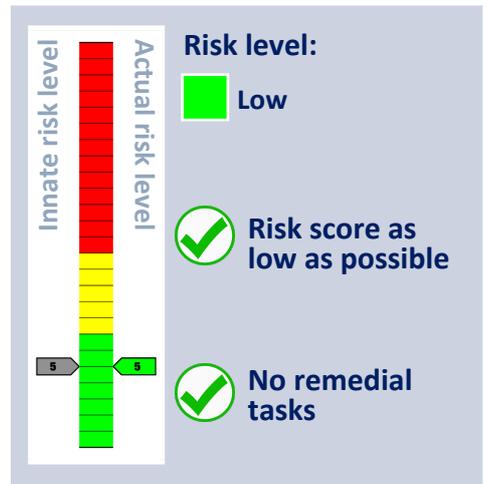


EN 1176-1:2017+A1:2023, EN 1176-6:2017

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

Carousel

Manufactured by Sutcliffe Play Ltd



Surface: Rubber - Mulch - Bonded

Standards:



EN 1176-1:2017+A1:2023, EN 1176-5:2019

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

General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 =$ low risk. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 =$ low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.



General Notes

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).



General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.



General Notes

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

- * No obstacles in the minimum space (other than structures to assist or safeguard the user)
- * Traffic flows should not go through the minimum space

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

- * Free height of fall should not exceed 3m * No obstacles in the falling space * Platforms with fall heights of more than 1m between them require surfacing

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

- * No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

- * Surfacing should have no sharp edges or protrusions * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually total 300mm up to 2m, and 400mm up to 3m) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Good turf may be used up to 1.5m

DESIGN AND MANUFACTURE

- * The equipment must be suitable for the user and risks should be identifiable by the child * Accessibility: adults must be able to gain access to help children * Grip requirements: permitted diameter 16 - 45mm (e.g. overhead bars) * Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)

- * Requirements for easily accessible equipment

FINISHING

- * Timber species and synthetics should be splinter resistant * No protrusions or sharp-edged components * Bolts should not protrude by more than 8mm * Corners, edges or projecting parts over 8mm should have a 3mm radius. * No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) * No crushing or shearing points
- * Connections should not come loose by themselves and should resist removal. * Timber connections should not rely solely on screws or nails. * Leaking lubricants should not stain or impair the safety of the equipment

FIBRE ROPES

- * Conform to EN 701 or 919 or have a material and load certificate
- * Ropes used by hands shall have a soft, non-slip covering

WIRE ROPES

- * Non-rotating and corrosion resistant with no splayed wires outside the ferrule * Wire connector clip threads should protrude less than 8mm * Turnbuckles should be enclosed, have a loop at each end and be secured

CHAINS

- * Maximum opening of individual links: 8.6mm in any one direction.
- * Connecting links between chains must be less than 8.6mm or over 12mm

SWINGING SUSPENDED ROPES

- * Not combined with swings in the same bay * Less than 2m long: over 600mm from static parts; over 900mm from swinging parts * 2m - 4m long: over 1000mm from anything * Diameter: 25 - 45mm

CLIMBING ROPES

- * Anchored at both ends and movement less than 20% of rope length
- * Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

ENTRAPMENTS

- * Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

BRIDGES

- * The space between the flexible bridge and rigid sides should be not less than 230mm

ENTRAPMENT OF FEET AND LEGS

- * Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- * There are no requirements for suspension bridge gaps other than the main entrapment requirements

FINGER ENTRAPMENTS

These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps

- * Tube ends should be securely enclosed and removable only with tools
- * Moving gaps should not close to less than 12mm

BARRIERS AND GUARD-RAILS

- * Handrail: a rail to help the child balance * Guard-rail: a rail to prevent children falling * Barrier: a guard-rail with non-climbable in-fill

HAND-RAILS

- * Where required they should be between 600 and 850mm above the standing surface

EASILY ACCESSIBLE EQUIPMENT

- * Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

NOT EASILY ACCESSIBLE EQUIPMENT

- * Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

MEANS OF ACCESS

All means of access should have no entrapments; be securely fixed; be level to $\pm 3^\circ$ (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

EN 1176 Notes – Summary of Requirements

SWINGS

REQUIREMENTS

* No all-rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single points swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism * Group seats must have their own bay.

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for group seats) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length (+30% for group and Type 4 seats)

SITING

* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

SURFACING REQUIREMENTS

Forward and Back

* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m + 0.5m of obstacle-clear space 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

* Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES

SAFETY REQUIREMENTS

* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply *

From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

* Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm

RUN -OUTS

* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: type 1 = 10°, type 2 = 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (type 2 only)

* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

* Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: * type 1: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * type 2: 1m each side and 1m beyond

CABLE RUNWAYS

SAFETY REQUIREMENTS

* Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

* Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) *

Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

NOTE: Rotating items under 500mm diameter are excluded from these requirements

SAFETY REQUIREMENTS

* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm

SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:

* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm inwards

EN 1176 Notes – Summary of Requirements

Giant revolving discs

* Clearance of underside at lowest point: 300mm in loose-fill, 400 mm for synthetic * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

MINIMUM SPACE

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m ; standing 1.8m * Small rotating items under 500mm diameter are excluded,

SURFACING REQUIREMENTS

* There are no special extra requirements for surfacing areas * Surfaces should be continuous underneath and level

ROCKING ITEMS

DEFINITIONS

* Rocking equipment which can be moved by the user and is supported from below

* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

* Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position

* Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

* Minimum 1000 mm for springers, except if standing is allowed in which case 1500 mm * 1500 mm minimum for type 1.

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

SAFETY

* Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas *

Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible

* Information on accidents should be kept

* Staff and users should be safe during maintenance operations

INSPECTION

* Manufacturers will recommend the inspection frequency although some sites may need a daily check

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

* An inspection schedule should be prepared for each playground, listing components and methods

* Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

* This covers remedial work and repairs as required * Alterations should only be carried out after consultation & agreement with the supplier or a competent person







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Safety Inspection Report

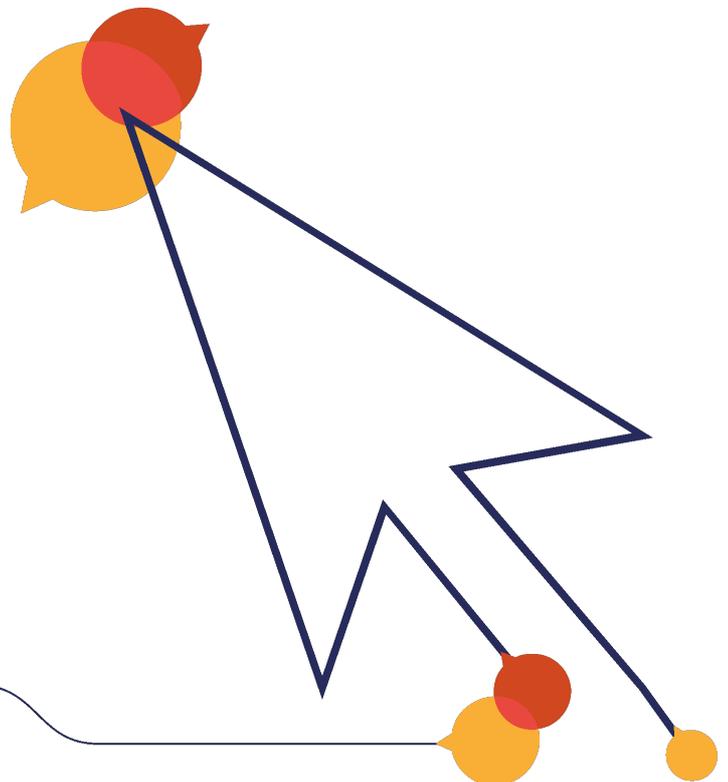
Annual Inspection

Memorial Field Skate Park



Saxmundham Town Council

25 September 2025



Safety Inspection Report

Annual Inspection

Site name: **Memorial Field Skate Park**
Date of inspection: **25 September 2025**
Inspector: **David Owen**



General Surface - Grass Matting

Innate risk score:

 3

Description	Tasks	Risk score
Surface needs repair.	Repair.	 5

Seating - Picnic Tables

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

Signage

Innate risk score:

 2

Description	Tasks	Risk score
There is offensive graffiti on the unit.	Remove.	 0

Litter Bin

Innate risk score:

 2

Description	Tasks	Risk score
No Findings		

Wheeled Sport - Quarter Pipe with Kick Wall

Innate risk score:

 13

Description	Tasks	Risk score
No Findings		

Wheeled Sport - Flat Bank - With Kick Wall

Innate risk score:

 13

Description	Tasks	Risk score
No Findings		

Wheeled Sport - Hump

Innate risk score:

 13

Description	Tasks	Risk score
No Findings		

Wheeled Sport - Street Course Steps & Grind Boxes

Innate risk score:

 13

Description	Tasks	Risk score
No Findings		

Wheeled Sport - Curve Ramp - Roll-In

Innate risk score:

 13

Description	Tasks	Risk score
No Findings		

Wheeled Sport - Flat Bank Table Top

Innate risk score:

 13

Description	Tasks	Risk score
The gap between plates exceeds 5 mm.	Repair.	 12

Wheeled Sport - Half Pipe

Innate risk score:

 13

Description	Tasks	Risk score
No Findings		

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.

Primary Items

Sample Asset Name

Manufactured by Manufacturer Name

asset image here

Risk level:
Low

Potential risk score reduction:
1

Remedial tasks:
1

Standards: EN 1176-1:2017, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Surface: Grass

Finding

Description
Item is rusting in places.

Tasks
Replace.

Note
Two of the frame washers are rusting.

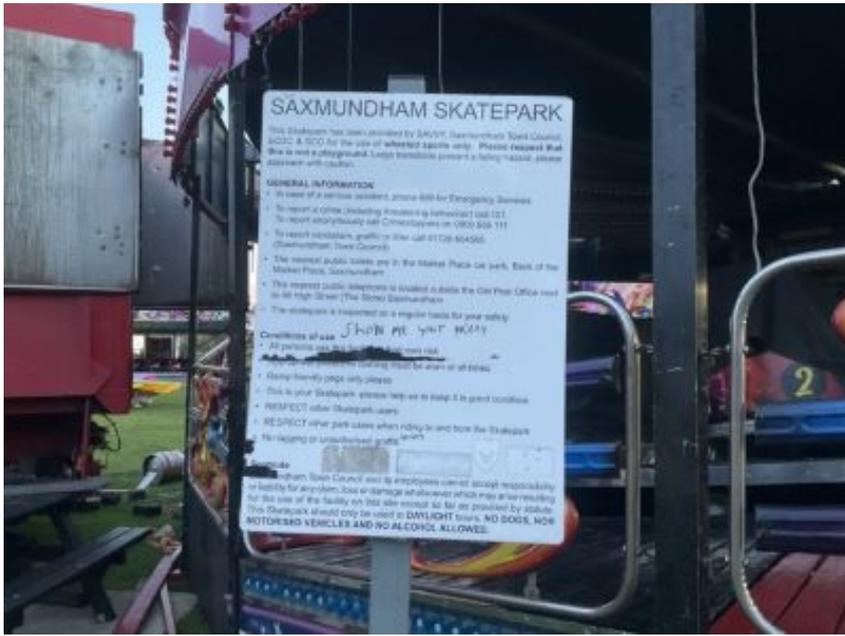
Finding Photos

asset image here asset image here

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

4

Signage



Risk level:
■ Very low

Risk score as low as possible

Remedial tasks:
 1

Innate risk level (Scale 1-10)
Actual risk level (Scale 1-10)
 2

Maintenance Finding

Description

There is offensive graffiti on the unit.

Tasks

Remove.

Risk level:
■ Very low

Risk score:
■ 0

Finding Photos



Seating - Picnic Tables



Innate risk level

Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

A vertical scale with 10 segments, colored from red at the top to green at the bottom. A grey arrow on the left points to the 3rd segment from the bottom, and a green arrow on the right points to the 3rd segment from the bottom. To the right of the scale are three status indicators: a green square for 'Very low', a green checkmark in a circle for 'Risk score as low as possible', and another green checkmark in a circle for 'No remedial tasks'.

Litter Bin



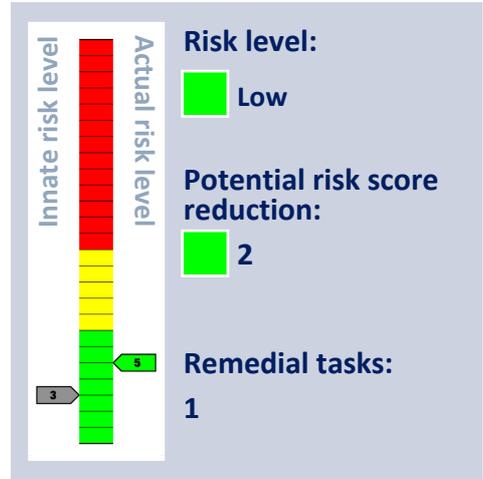
Innate risk level

Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

General Surface - Grass Matting



Maintenance Finding

Description

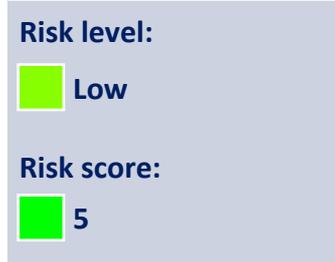
Surface needs repair.

Tasks

Repair.

Note

Grass mat edges are pulling apart and the edges are exposed.



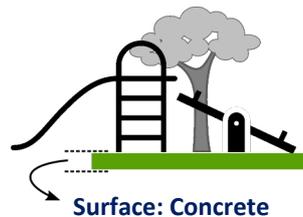
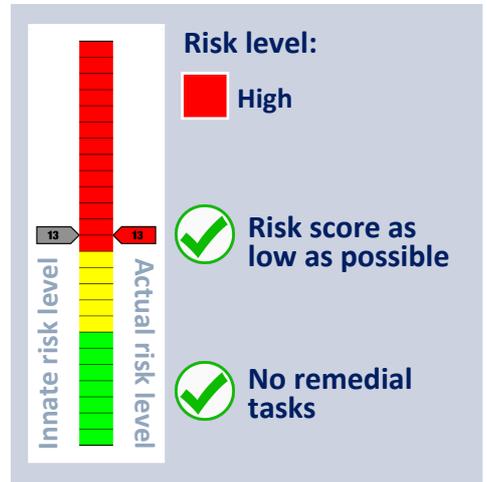
Finding Photos





Wheeled Sport - Quarter Pipe with Kick Wall

Manufactured by (Unknown)



Standards:

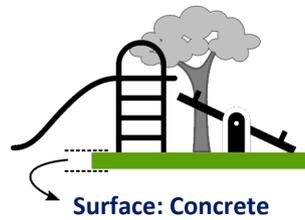
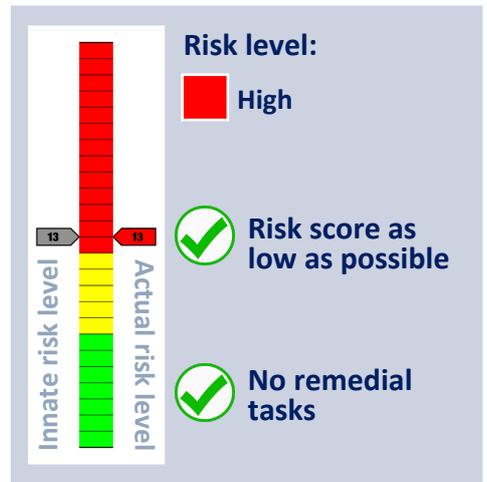


EN 14974:2019

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

Wheeled Sport - Flat Bank - With Kick Wall

Manufactured by (Unknown)



Standards:

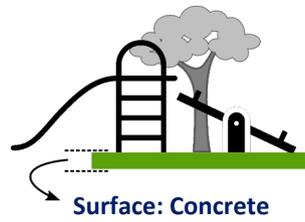
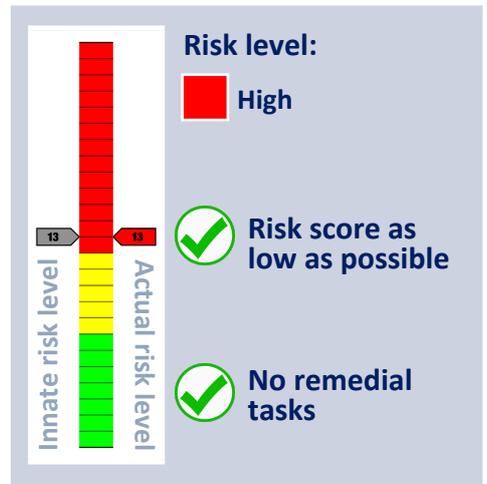


EN 14974:2019

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

Wheeled Sport - Hump

Manufactured by (Unknown)



Standards:

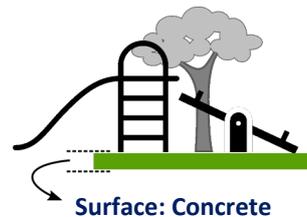
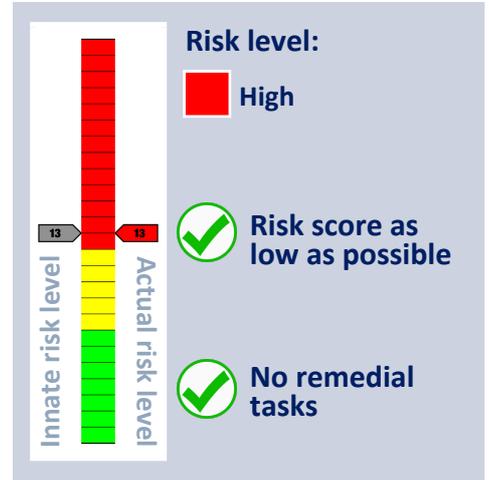


EN 14974:2019

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

Wheeled Sport - Street Course Steps & Grind Boxes

Manufactured by (Unknown)



Standards:

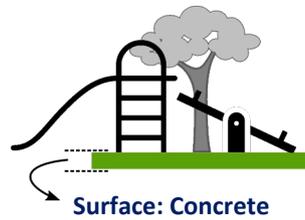
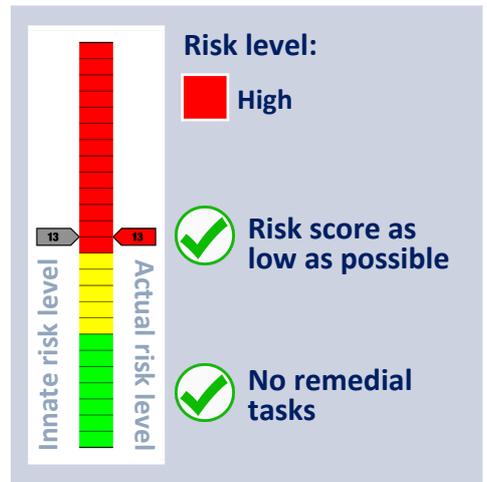


EN 14974:2019

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

Wheeled Sport - Curve Ramp - Roll-In

Manufactured by (Unknown)



Standards:

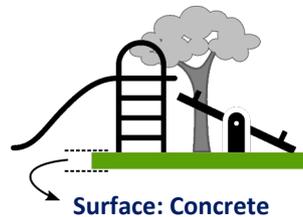
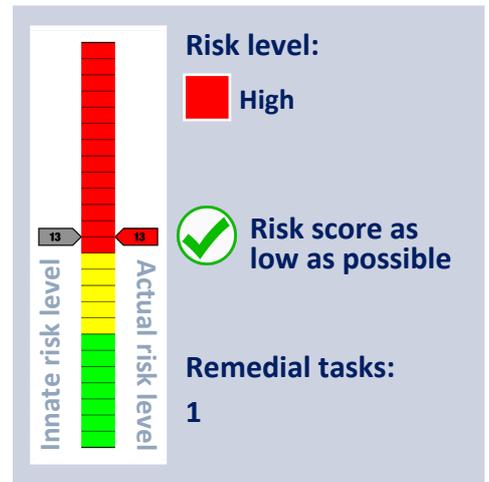


EN 14974:2019

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

Wheeled Sport - Flat Bank Table Top

Manufactured by (Unknown)



Standards:



EN 14974:2019

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. The gap between plates exceeds 5 mm.

There are no maintenance findings for this item.

Standard Compliance Finding

Description

The gap between plates exceeds 5 mm.

Tasks

Repair.

Note

Cement has fallen out of the joint.

Risk level:

 Medium

Risk score:

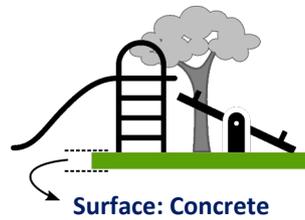
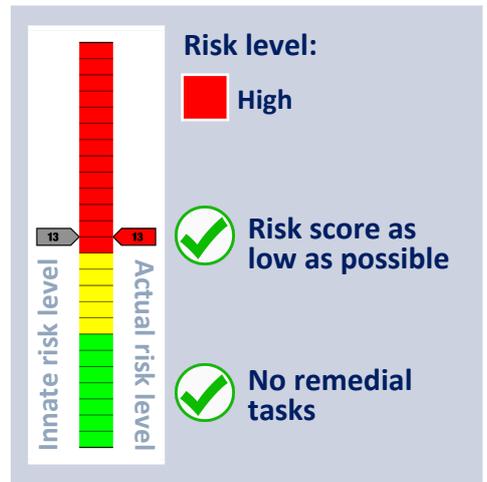
 12

Finding Photos



Wheeled Sport - Half Pipe

Manufactured by (Unknown)



Standards:



EN 14974:2019

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

General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 =$ low risk. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 =$ low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.



General Notes

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).



General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.



General Notes

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

EN 14974 Notes – Summary of Requirements

General

No substances hazardous to health shall be present. Timber to be protected against rotting. Metals to be weather resistant. Skateparks to be separated from playgrounds. All external accessible edges rounded off (min. 3mm radius) No gaps exceeding 5 mm between ramps and the ground. Structures shall be firmly fixed to prevent displacement. All tube ends shall be blanked off.

There shall be no stairs or ladders to platforms. Free fall height shall not exceed 1500 mm, except where otherwise allowed. The ground shall be correctly level.

Rolling Surfaces

Rolling surfaces shall be even and closed. Mounting parts shall not project. Differences in height (e.g. due to misalignment of edges) shall not exceed the thickness of the material and shall not exceed 3 mm. Laminate materials shall not delaminate. Width of joints shall not exceed 5 mm. Surfaces shall be free draining.

Grinding surfaces

Shall be wear resistant.

Barriers

Shall be at least 1200 mm high. No horizontal openings greater than 89 mm. Shall not induce anyone to climb. The distance between the underside of the barrier and the top of the platform shall not exceed 60 mm. Barrier ends must be rounded off or chamfered.

Copings

Minimum diameter of 40 mm. Ends shall be sealed. Multiple piece construction – there shall be no gaps or change of levels. Pool copings can have gaps up to 5 mm wide, but they must be level. Copings in parallel must not have a gap between them > 8 mm. Coping projection shall be between 5 mm and 20 mm (upwards and forwards), except pool copings which can differ.

Kerbs & Ledges

Adjacent rolling surfaces shall be at least 1200 mm wide. The side faces and structure below the grinding surface shall be closed. Safety zone is at least 2000mm.

Rails

Height maximum 1000 mm. Square or rectangular rails width and height minimum is 40 mm. Square rail free ends width minimum is 60 mm. Rectangular rail free end minimum is 50 mm wide and 60 mm high. Circular rail diameter minimum is 40 mm. Circular rail free ends diameter minimum is 60 mm. All rail ends shall be sealed. End edges shall be rounded 3 mm minimum. Ground plates shall not stick out more than 100 mm.

Jump Ramps

Maximum height 1000 mm. Minimum width 1200 mm. Minimum radius (if applicable) 1800 mm. Maximum bank inclination (if applicable) 40 degrees. Safety zone is at least 2000mm to sides and front, and at least 5000mm beyond the jump.



EN 14974 Notes – Summary of Requirements

Platform Bank (Flat Bank)

Where height is ≤ 1000 mm no barrier is needed. See table for dimensions:

A bank higher than 1000 mm without a platform shall have a barrier. Safety zone is at least 2000mm.

Height (mm)	Width (mm)	Platform depth (mm)
≤ 1000	Min. 1200	Min. 1200
> 1000 to 1500	Min 2400	
> 1500 to 3000	Min 3600	

Platform Transition (Quarter Pipe)

Where height is ≤ 1000 mm no barrier is needed. See table for dimensions:

Copings must meet the requirements for copings. Safety zone is at least 2000mm.

Height (mm)	Width (mm)	Platform depth (mm)	Radius (mm)
≤ 1000	Min. 1200	Min. 1200	Min 1800
> 1000 to 1500	Min 2400		
> 1500 to 3000	Min 3600		

Spine Ramp

See table for dimensions:

Ridge shall be minimum of 40 mm and maximum of 140 mm wide (except for spines consisting of two flat banks) Copings must meet the requirements for copings. Safety zone is at least 2000mm.

Height (mm)	Width (mm)	Radius of transitions	Angle of bank
≤ 1000	Min. 1200	Min. 1800	Max 40 degrees
> 1000 to 1250	Min 2400		
> 1250 to 1500	Min 3600		

Wall Ramp

See table for dimensions:

Safety zone is at least 2000mm.

Structure	Radius (r) mm	Width mm	Height (wall) mm	Height (ramp) mm
Wall ramp with transition	Min 1000 Max 2000	Min 2400	Min 2000	R \pm 5%
	> 2000 to 3000	Min 3600	\geq radius	
Wall ramp with bank	-	Min 2400	Min 1500	Max 1500
		Min 3600		Min 1500 Max 2500

Pyramid Bank

Height shall not exceed 1500mm. Length of upper quadrilateral edge shall be at least 100mm. Fully sided pyramids do not have height limitations. All surfaces must be closed. Safety zone is at least 2000mm.

EN 14974 Notes – Summary of Requirements

Stair

Vertical sections must be closed. Grind rails and kerbs shall not be installed over stairs higher than 1000mm. Safety zone is at least 2000mm.

Pipe

Has a platform at each end. Platforms shall only be accessible via the rolling surface (i.e. no steps or climbing holds) Platforms shall have barriers. Copings must be fitted. Safety zone is at least 2000mm

Fun Box

Where the fun box is fully sided with rolling surfaces there are no height restrictions. If the fun box is accessible from at least three sides any rails shall project no more than 300mm into the table. Distance between the ends of the rail and the opposite table edge shall be at least 1200mm. Distance between rails/kerbs/ledges etc. shall be at least 1500mm. Any vertical surfaces of open corners shall be closed. Safety zone is at least 2000mm.

Safety Zones

Shall be clear of obstacles.

Marking

Structure should be marked with (at least):

- Name of manufacturer
- Year of manufacture
- Number and date of the standard (EN 14974:2019)





A decorative graphic consisting of two overlapping circles, one green and one orange, positioned at the right end of a horizontal line.

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Play Equipment Inspections – 2024-2025

Location	Inspector	Date	Finding	Risk Level	Action	Responsibility	Committee Approval	Status
Skate Park	RoSPA	September 2025	Flat Bank Tabletop – Gap between plates exceeds 5mm	Amber	Repair	Maintenance Officer		
Seaman Avenue Play Area	RoSPA	September 2025	Overhead power lines – ‘No Kite Flying’ signage	Amber	Erect Signage	Maintenance Officer		
Seaman Avenue Play Area	RoSPA	September 2025	Cableway – Traveller guard missing but advice received that this is a common occurrence and it is not a critical danger	Amber	Replace the missing parts	Maintenance		
Seaman Avenue Play Area	RoSPA	September 2025	Cableway – Chains links worn	Amber	Replace the work parts	Maintenance Officer		Repaired by ESP Play
Seaman Avenue Play Area	RoSPA	September 2025	Natural Play – Willow and Seating. Bench loose in ground	Amber	Re-set bench	Environment Officer		
Seaman Avenue Play Area	RoSPA	September 2025	Natural Play – Willow and Seating. Log bench has fungus growth	Amber	Remove and monitor decay	Environment Officer		
Seaman Avenue Play Area	RoSPA	September 2025	Swing Nest – Seat chain bushes are worn and one missing	Amber	Replace x 4	Maintenance Officer		
Seaman Avenue Play Area	RoSPA	September 2025	Swing Nest – Fixtures loose or missing	Amber	Tighten all top bar and support fittings	Maintenance Officer		

Seaman Avenue Play Park	RoSPA	September 2025	Basketball Post	Amber	Item not compliant, as various warning signage needs to be fitted	Maintenance Officer		
Memorial Field	RoSPA	September 2025	Bench supports loose	Amber	Quote obtained from ESS for repair	Deputy Town Clerk		
Memorial Field	RoSPA	September 2025	Goal Posts – not secured	Amber	Goalposts have been moved from the field and padlocked together. Quote obtained for new goal stakes	Environment Officer/Maintenance Officer/Deputy Town Clerk		
Chantry Road Play Area	RoSPA	September 2025	Swing seat missing – remove chains until repairs have been carried out	Green	Quote obtained for new seat	Deputy Town Clerk		
Chantry Road Play Area	RoSPA	September 2025	Bee’s nest in the mound – only active 2 weeks of every year when the RoSPA inspectors visit!	Amber	To be reviewed	Maintenance Officer		

Saxmundham Town Council

Committee	Amenities and Services Committee
Meeting Date	20 th November 2025
Item Number	5d
Report Title	New cradle swing seat at Chantry Rd
Report Author	Robert Ross

Introduction

At the Amenities and Services Committee meeting in September 2025, the Maintenance Officer advised the Committee of a broken cradle swing seat at the Chantry Road playpark. He considered the structural integrity of the seat as poor and recommended that a replacement seat is sourced from a different equipment manufacturer.

Alternative manufacturers

The Maintenance Officer the current supplier, Action Play, who directed him to the organisation **Online Playgrounds** and the following designs were identified as potential replacements.

Existing Design (updated)



Premium Children's Toddler Cradle Seat

Product Code COMSWISEA0004
Alt Product Code SW22

This Premium Toddler cradle swing seat has a J hook connection and is TUV Tested to EN1176. The toddler cradle seat comes complete with integrated fixings suitable for 6mm and 8mm chains. Chains are not included.

[Read More](#)

Buy 5 for **£123.12** (Exc. Vat: **£102.60**) each and save 5%
Buy 10 for **£116.64** (Exc. Vat: **£97.20**) each and save 10%
Buy 20 for **£110.16** (Exc. Vat: **£91.80**) each and save 15%

Qty Available 119

£129.60 inc. vat
£108.00 exc. vat

- 1 +

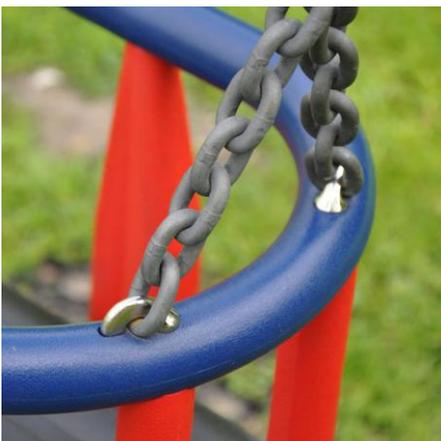
Add To Basket

Enquire

 We can deliver the quality parts you need, at a time you need them throughout the world.

Interested in this product and want a **FREE playground consultation** [Request A Project Quotation](#)

The chain connection in the current design has been improved so that the chain eye pulls into a locking groove.



Design 2

This model is by a different design company, Sutcliffe. The Maintenance Officer contacted this manufacturer to confirm various aspects of the design –

- 1) The pillars thread into the upper ring and are bolted to the seat (7,8).
- 2) The front and back guards bolt both top and bottom (11,12), unlike the previous design which only holds those to the top ring with the moulding just pulling into the seat.
- 3) The chain is held by separate system as well.



Sutcliffe Cradle Seat In Black And Orange Rubber

Product Code COMSWISEA0032

Alt Product Code SW45

Our Sutcliffe Cradle Seat is suitable for younger children and attaches on 8mm swing chains.

[Read More](#)

Qty Available -9

Available in 4 Weeks

£276.00 inc. vat

£230.00 exc. vat

- 1 +

Add To Basket

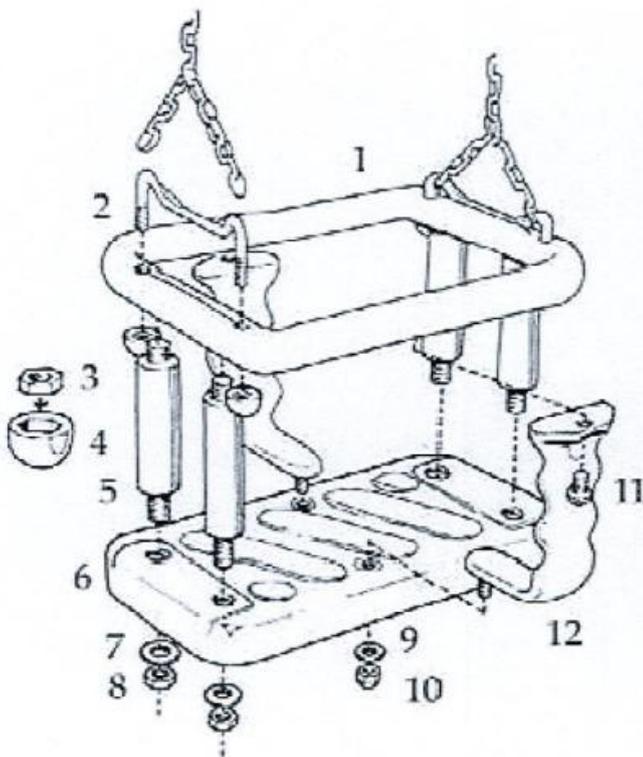
Enquire



We can deliver the quality parts you need, at a time you need them throughout the world.

Interested in this product and want a [FREE](#) playground consultation

[Request A Project Quotation](#)



Cradle Seat Spares

- 1 SRE510 Top Ring (each)
- 2 ASS176 U Bolt (each)
- 3 LKN314 M8 Binx Nut (each)
- 4 FIX208 U Bolt Plastic Cap (each)
- 5 SRE525 Pillar Assembly (each)
- 6 SRH125 Seat Base (each)
- 7 WSR040 M10 Plain Washer (each)
- 8 LKN320 M10 Nyloc Nut (each)
- 9 WSR030 M8 Plain Washer (each)
- 10 LKN312 M8 Nyloc Domed Nut (each)
- 11 MCS209 M8 x 12 Skt Button Head Screw (each)
- 12 SRE530 Centre Crutch Support (each)

Design 3

This design is also available and offers an alternative option, which overcomes the issues encountered with the current design and provides a different style at the Chantry Rd Playpark.



Sutcliffe Pod Toddler Cradle Seat

Product Code Sutcliffe Pod Seat
Alt Product Code Sutcliffe Pod Seat

The Pod Seat hugs a child (like peas in a pod) and uses their body weight to pull it around them. It is very easy to get in and out of. Significantly lighter than other cradle seats, any impact with a child will be less severe. When swinging, the leading edge is flexible and has excellent absorbing properties.

[Read More](#)

Product Name	Qty
Sutcliffe Pod Toddler Seat to suit 6mm Chains £266.40 inc. vat £222.00 exc. vat Qty Available 10	<input type="text" value="0"/>
Sutcliffe Pod Toddler Seat to suit 8mm Chains £256.80 inc. vat £214.00 exc. vat Qty Available 7	<input type="text" value="0"/>

Budget

Design 1 - **£108 + vat**

Design 2 - **£230 + vat**

Design 3 - **£222 + vat**

The Maintenance Officer can install the new swing seat at the Chantry Road playpark, but Action Play need to attend to ensure it is at the correct height, as they use proprietary joints on the chain. It is therefore recommended that Action Play carry out the installation at the same time, at an additional cost of **£380 + vat**, which is their minimum call out fee.

Recommendation

Designs 2 and 3 represent structurally improved options, so it is recommended that the Committee considers either of these to replace the Chantry Rd swing seat.



Quotation

Quote #: LPQ27196

Date: 28 October 2025

To: Saxmundham Town Council
Att: Amy Rayner
Email: enviroment@saxmundham-tc.gov.uk

If you have any questions, please feel free to contact us.

Created by: Robbie Long	Valid until: Fri, 07 Nov 2025
Created: Tuesday, 28 October 2025	Delivery (days) 10 - 13
Quote ref:	

Line	Description	Material	Thickness	Qty	Each	Total
1	To Supply Fully Fabricated Zinc Brkt As Per Sample			4	£38.00	£152.00

Item total:	£152.00
Total (ex Tax)	£152.00
VAT	£30.40
Total	£182.40

- Every effort will be made to achieve the quoted delivery time, however we cannot guarantee this.
- Unless otherwise stated, all prices are exclusive of TAX.
- Our standard tolerances are +/- 0.2mm
- Due to fluctuating material prices, we will only hold the price on this quote until the date specified in the header. If an order is placed after this date, we will review the price.

Laser Patterns

Hammond Building Parham Airfield Parham Suffolk IP13 9AF
Ph: +441728720086 E: sales@laserpatternsLtd.com

Saxmundham Town Council

Committee Meeting	Amenities and Services Committee
Meeting Date	20 November 2025
Item Number	Item 6b
Report Title	Concrete base for bench
Report Author	Lisa Hamon, Deputy Town Clerk

One of the benches at the Memorial Field has been lifted out of the ground and needs to be resecured.



East Suffolk Services have quoted -

To dig out the area 1500 mm x 650 mm x 150mm deep, place shuttering and concrete, leave to set and then install the bench leaving the area tidy.

Materials and Labour - **£462.00 plus VAT**

Saxmundham Town Council

Committee Meeting	Amenities and Services Committee
Meeting Date	20 November 2025
Item Number	Item 7
Report Title	Update regarding Saxon Road Allotments
Report Author	Lisa Hamon, Deputy Town Clerk

Lease and Tenancy Agreement

Flagship Housing is currently preparing the draft lease agreement for review by Saxmundham Town Council. A final draft of the Tenancy Agreement has been sent to Flagship, with their suggested amendments.

Grant Funding

The application to the Adnams Community Trust for £2,160 to replace the fencing to the front of the plot and a new gate was not successful.

An application for £5,000 has been submitted to the East Suffolk Council Community Partnership to replace the perimeter fencing. This application will be considered at their next meeting on 21 January 2025.

Training

The Deputy Town Clerk has attended training on 'Allotment Management' and gained some useful insights regarding allotments associations and other aspects of managing allotments.

Next Steps

- Await the outcome of the funding application from the East Suffolk Council.
- Receive the draft lease from Flagship and consider whether to seek a legal opinion.

Saxmundham Town Council

Committee Meeting	Amenities and Services Committee
Meeting Date	20 November 2025
Item Number	Item 8b
Report Title	Quotation for Christmas Trees
Report Author	Lisa Hamon, Deputy Town Clerk

The Redhouse Barn in Sternfield supplied the Christmas trees for the Market Hall in 2024. The quality of the trees was excellent, as was the service provided, so the Redhouse Barn has been asked to quote to supply the trees in 2025.

16ft tree for the front of the Market Hall - £450 + vat

2 x 4ft trees for the front of the Market Hall - £40 x 2 = £80 + vat

Total = £530 + vat

Saxmundham Town Council

Committee Meeting	Amenities and Services Committee
Meeting Date	20 November 2025
Item Number	Item 9
Report Title	Update regarding Church Hill Speed Indicator Device
Report Author	Lisa Hamon, Deputy Town Clerk

Installation of the pole for a solar powered device

All relevant documentation has been completed for the installation of the pole by Suffolk Highways. There is a backlog of work within the team that deal with these requests, so installation of the pole will not take place before February 2026.

The cost for this installation will be £630.

Speed Indicator Device Quotations

Three quotations have been obtained for solar powered speed indicator devices.

- 1) **Messagemaker** - £3,165 + vat (£2,862.50 + vat if ordered before the end of November)
Warranty – 6 years
- 2) **Westcotec** - £3,024 + vat
Warranty – 6 years
- 3) **ElanCity** - £2,629.99 + vat
Warranty – 2 years

Recommendation

Messagemaker has provided swift responses to queries, offers a 6-year warranty and has given a 10% discount if the speed indicator device is ordered before the end of November. It is therefore recommended that the Council buys the device from this company.



Stocksigns Ltd.
Ormside Way
Redhill
Surrey
RH1 2LG
United Kingdom
Tel : 01737 764 764

QUOTATION

Ref No. LC45482/4
Dated 12/11/2025
Contact Lisa Hamon
Tel 01728604595

Lisa Hamon
Saxmundham Town Council
The Town House
Station Approach
Saxmundham
Saxmundham
IP17 1BW
United Kingdom

Re : SAM Vehicle Activated Speed Sign

Item	Image	Part Code	Description	Qty	Unit Price	Total
1		Smiley - Solar (Data)	SAM- Smiley Activated Message with Solar Power/Data Capture Red/Amber/Green LED Speed Limit Sign Display Displays over limit Vehicle Speeds + Smiley Or Sad Face Weight (excluding Batteries) 7Kgs Custom Post Mounting Plate Trigger Speed 5-75Mph/KPH Display Time 0-7.5secs Operating Range 90metres Auto Dimming for Nighttime use Data Capture records: Number of Overspeed Vehicles, Time & Date, Fully Weatherproof. Includes: 2 x Batteries, 80w Solar panel fixing Brackets for 76mm posts USB Cable for data download **6 Year Return to Base Warranty** Dimensions: (700 x 430 x 110)	1	£3,025.00	£3,025.00
2		CAR-LED-SOLAR	Delivery Charge for VAS with Solar - Pallet	1	£140.00	£140.00

Sub Total £3,165.00
VAT £633.00
TOTAL £3,798.00

Yours sincerely,

Laura Carter

TERMS OF SUPPLY	
All Prices Quoted Exclude VAT	
Validity	Prices quoted are valid for 30 days from the date of quotation.
Payment terms	This quotation is valid for 30 days. Carriage and VAT will be as stated. Stocksigns will only contract on its own standard Terms and Conditions of Sale. By signing this quotation you are accepting that those Terms are incorporated into the contract between us. Please check spelling layout & colour on all artwork approval. Please note that Stocksigns may not be held liable for errors in artwork not spotted by you the customer. If you are not familiar with our Terms you can find a copy on our website www.stocksigns.co.uk or by requesting a copy from our Sales Team.
Quality	Messagemaker are part of the Stocksigns group that are certified to ISO9001:2008 standards covering the management of manufacture and sale of LED signage. Messagemaker has full WEEE certification and Linkup certification. All goods are CE tested and marked as standard.
Warranty	All products are covered by a 12 Month parts and labour return to factory warranty, 6 year warranty for VAS speed signs. Note that if it is impractical to return your display to our factory we are able to perform warranty work on site, but that our transport costs to and from the site, together with any specialist access equipment required, will be charged for.
Spares & support	Full technical backup and a return to factory repair service is available for a minimum of 5 years from date of invoice. Telephone and Internet operating support is available free of charge for 12 months from purchase date.
Currency	In Pounds Sterling unless stated differently above.
Cancellation	Cancelled orders may be subject to a restocking charge for standard product and will be Subject to a cancellation charge for custom goods dependent on amount of work completed at cancellation.
Full Messagemaker T's & C's	A full copy of Messagemaker terms and conditions are available on www.messagemaker.co.uk

GENERAL SPECIFICATIONS	
Quality	Messagemaker are ISO9001 certified and audited. We operate to published environmental, health and safety and discrimination policies and standards, copies available
LED Life Expectancy	We only use high quality LED's from reputable manufacturers who offer products with a typical life to half brightness of not less than 100,000 hours (11.4 years) continually on.
LED Viewing Angles	Viewing angles will vary depending on the application, typical viewing angles for Internal Displays are 160 Degrees whilst typical angles for external LED's would be 120 Degrees as a more focused light is required under higher ambient light conditions.
LED Brightness	The brightness of an LED screen will depend on its viewing angle and colour but the typical brightness (millicandela per square metre) values used in our displays are between 200 and rise to over 8000 for specific bright applications. Our displays are typically tested to a figure 20% higher than the rated figure.
Viewing Distance	As a general rule if you take the character height of the font being displayed in mm and half this number but put that number in Metres, this typically represents the maximum recommended viewing distance. I.E. a 100mm font height can be read at up to 50M away.
Maintenance	All products are designed to be maintenance free, there are no end user serviceable parts, the only maintenance required is the occasional cleaning of the screen with a non abrasive cloth and a light detergent.
Communications	The most typical form of interface for signs is either serial using RS232/ RS485 or via Ethernet using TCP/IP protocol over a local area network, alternative methods of communication including SMS, Modem, Bluetooth and PLC interfacing are also available on request.
Temperature	The standard operating range for the displays assumes a surrounding air temperature of between -10C and + 45C. Humidity under 95%. Note that some very low temperature applications require the use of trace heaters.
Installation & Commissioning	The majority of signs are designed to be plug and play. Thus most customers carry out their own installation of product and loading of software using the comprehensive instructions provided with each display, However if required Messagemaker do offer a dedicated installation and or commissioning service.
Specifications	The products supplied comply with the Low Voltage Directive 72/73/ECC and the EMC Directive 89/336/ECC and conform to BS EN 60950 Safety requirements for Information Technology Equipment.
WEEE Compliance	Messagemaker has modified its practices and processes to conform to the European adopted Directive 2002/96/EC regarding Waste Electrical and Electronic Equipment. Messagemaker are WEEE certified.
RoHS Compliance	Messagemaker complies fully with the RoHS Directive with respect to the various categories of electronic products as detailed in the RoHS Directive 2002/95/ EC.
CE	All equipment supplied meets the legal requirements for CE markings

ELANCITY-UK

Wilberforce House, Station Road
LONDON

NW4 4QE - United Kingdom

Phone: +442039360920

Email: sales@elancity.co.uk

Delivery address :
SAXMUNDHAM TOWN COUNCIL
THE MARKET HALL
29 HIGH STREET
SAXMUNDHAM
IP17 1AF - United Kingdom

Billing address :
SAXMUNDHAM TOWN COUNCIL
THE MARKET HALL
29 HIGH STREET
SAXMUNDHAM
IP17 1AF - United Kingdom

**SAXMUNDHAM TOWN COUNCIL
THE MARKET HALL
29 HIGH STREET
SAXMUNDHAM
IP17 1AF - United Kingdom**

Tel. : +441728604595

Quotation N° SO-UK06400

Your Reference	Quotation Date	Contact	Payment Terms
	29/09/2025	Hugo BARR	

Description	Qty	Unit Price	Disc.(%)	Discounted price	Price
[EPRA0191AA] GB_SMILEY[AS-BT] RADAR SPEED SIGN EVOLIS VISION SMILEY - SOLAR VERSION - USB/BLUETOOTH ready to install including: - Speed Display: 38cm high (green/amber/red) with "Smiley" (anti-racing function), - Dynamic Message Display: 64x16cm surface area for alert in case of excessive speed. ----- - 2mm Polycarbonate front panel screen-printed "YOUR SPEED" - Integrated solar power regulator - USB and BLUETOOTH LE (Low Energy) connection - Upgradable to 3G/4G (optional) - BI-DIRECTIONAL traffic STATISTICS, - Software provided for PC and Smartphone, - Mounting kit included (excluding clamps), - 2-year warranty on parts, labor and return to factory (return shipping included).	1,00 Unit(s)	2540,00	0,00	2540,00	£ 2540,00
[EACC0041AA] 100W Solar Panel & mounting kit	1,00 Unit(s)	394,23	100,00	0.00	£ 0,00
[EACC0046AB] Assembled Yuasa 12V22Ah Battery with Integrated Fuse Protection (8A) - 6-month warranty	2,00 Unit(s)	64,96	100,00	0.00	£ 0,00
[061] TRANSPORT & PACKAGING	1,00 Unit(s)	89,99	0,00	89,99	£ 89,99
				Total discount HT:	£ 524,15
				Total excl. VAT:	£ 2629,99
				Taxes (20%):	£ 526,00
				Total :	£ 3155,99

ELANCITY-UK

Wilberforce House, Station Road
LONDON

NW4 4QE - United Kingdom

Phone: +442039360920

Email: sales@elancity.co.uk

Description	Qty	Unit Price	Disc.(%)	Discounted price	Price
-------------	-----	------------	----------	------------------	-------

Valid for agreement
(Stamp, Signature and Date)

Date / Signature / Name

**GENERAL TERMS AND CONDITIONS OF SALE
OF THE COMPANY ELAN CITE S.A.S.**

Applicable as of 01/07/2022

Article 1

Scope

These general terms and conditions of sale (GTC) apply to all sales of products of the supplier (the company Elan City, Wilberforce House, Station Road, LONDON NW4 4QE), in the absence of specific written agreement of the parties prior to the order. Consequently, any order for products implies the customer's unconditional acceptance of these GTC, that prevail over any other document of the buyer, and notably over any general terms and conditions of purchase.

Any document other than these general terms and conditions of sale and notably catalogues, prospectuses, advertisements, notices, only has an informative and indicative value, not contractual.

Article 2

Order delivery and Product reception

To be binding on the supplier, the purchase order must be expressly accepted within 1 week of its receipt, or not expressly rejected. Orders sent to the supplier are irrevocable for the customer, in the absence of written acceptance from the supplier.

Unless otherwise agreed, delivery times are indicative, and the supplier shall not be liable for any delay in delivery of the Products that is caused by an event, circumstance or cause beyond a party's reasonable control, or the customer's failure to provide the supplier with adequate delivery instructions or any other instructions that are relevant to the supply of the Products. Penalty clauses included in the commercial documents of our customers are

not enforceable against the supplier.

The transfer of ownership occurs only after full payment of the price by the buyer, regardless of the delivery date.

The transfer of risks of the supplier's products shall occur at the point the carrier takes possession of the Products.

The terms implied by sections 13 to 15 of the Sale of Goods Act 1979 are, to the fullest extent permitted by law, excluded from the contract.

Without prejudice to the measures to be taken by the customer with respect to the carrier, in case of apparent defects or missing items, any complaint, whatever its nature, relating to the delivered products will be accepted by the supplier only if made in writing, by registered letter with acknowledgement of receipt, within three (3) days of the delivery.

The buyer must provide all justifications of the reality of the identified defects or shortages.

The customer may not return goods without the express prior written agreement of the supplier, notably obtained by e-mail.

Return costs will be charged to the supplier only if the latter or its representative confirms the apparent defect or missing items.

When the supplier or its agent confirms the apparent defect or missing item(s) after verification, the customer may only request from the supplier a replacement of the non-conforming items and/or delivery of the missing items, at the expense of the latter, without the customer

being entitled to claim any compensation of any kind or cancellation of the order.

The customer's unconditional acceptance of the Products covers any visible defects and/or shortages.

Any reservation must be confirmed in accordance with the above conditions.

A complaint by the buyer under the conditions and according to the methods described in this article does not suspend the customer's payment for the goods in question.

The supplier can in no way be held liable for acts occurring during transport, or in case of destruction, damage, loss or theft, even if it had chosen the carrier.

For the avoidance of doubt, nothing in the contract limits any liability which cannot legally be limited, including liability for:

- a) death or personal injury caused by negligence;
- b) fraud or fraudulent misrepresentation; and
- c) breach of the terms implied by section 12 of the Sale of Goods Act 1979.

The customer is responsible for installing the products.

The correct operation of the Products must be verified within 5 working days. This is to avoid delayed payment in case of malfunction caused by transport and not visible when unpacking. Payment may not be delayed in case of testing and identification of a malfunction after this period of 5 working days.

Article 3

Prices and payment terms

Our prices are calculated net, without discount, and payable according to the terms defined in the order.

If the customer fails to make a payment due to the supplier under the contract by the due date, then, without limiting the supplier's remedies under the contract, the customer shall pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under this Article 3 will accrue each day at the rate provided in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. The debt will also be increased, if necessary, by recovery costs at the customer's expense equal to a minimum of £35, with the application of additional compensation in the event that legal services are required.

The supplier retains ownership of the sold Products until the actual payment of the entire price in principal and accessories.

Non-payment, even partial, of any amount on its due date may lead to repossession of the Products. In case of a claim, the sale will be terminated by operation of the law. The customer shall return any unpaid Products at its own expense and risk, after receiving a formal notice by registered letter with acknowledgement of receipt. The repossession of the products by the supplier is not exclusive of any other legal avenues available to the latter.

It is strictly forbidden for the Customer to give as guarantee or pledge or to grant any other security on the Products under reservation of ownership.

Article 4

Product Conformity - Guarantee

Under the guarantee for hidden defects, the Supplier shall be liable only to replace defective

products at no cost, with the Customer not being entitled to claim any damages whatsoever.

The supplier guarantees its products against hidden defects, in accordance with the law, customs, case law, and under the following conditions:

- the guarantee applies only to products that have become the property of the buyer;
- it only applies to products that are entirely manufactured by the supplier;
- it does not apply if our products are used under unintended conditions of use or performance.

In addition to the legal guarantee against hidden defects, our Products (except for batteries guaranteed for 6 months) benefit from a commercial guarantee of 24 months including parts and labour from the **shipment date**.

In case of observed malfunction, Elan Cité will, by telephone, perform the usual verifications with the customer: power supply, software configuration... The removal, installation and repackaging of the equipment remain the responsibility of the customer.

If the malfunction is proven, it is covered by the guarantee. We ask you to repackage the equipment **in its original box and packing**. We will then collect the equipment (entirely at the expense of Elan Cité) for a workshop repair and a return of the equipment, again at the expense of Elan Cité.

If the original box was not kept, we can send you a new one. This will then be at the customer's expense.

Should no product failure be discovered, a flat fee will be charged to the customer, including round trip transportation and labour related to the verification of the equipment.

The guarantee does not apply to accidents of external origin affecting the equipment itself: vandalism, fire, fall, connection error..., or when the damage is

due to inappropriate handling or storage.

Any defect or fault recognised after contradictory examination only obliges Elan Cité to replace, free of charge, the Products recognised as defective, thereby excluding any indirect damage, operating loss or additional harm.

Article 5

Power supply by solar panel of the radar speed signs: Elan Cité Manufacturer's guarantee of autonomy

The low consumption of the devices guarantees the overall autonomy of the system even in winter.

In case of failure, Elan Cité will take back and provide reimbursement for the solar panel. This guarantee will not apply in the following cases: bad orientation of the solar panel, bad choice of installation generating shadows on the solar panel, non-regulatory use of the radar speed sign, use of batteries other than those provided by Elan Cité (special solar batteries), obsolescence of the batteries.

Power supply by public lighting grid of the radar speed signs and of the Electronic Information Displays

Elan Cité will not be held liable under the guarantee or under its responsibility if the duration of public lighting is not sufficient to power the Product and guarantee its autonomy.

For devices powered by electrical grids (public or permanent lighting), Elan Cité provides a male/female plug to facilitate the connection. However, the reliability of the connection is the sole responsibility of the customer

TO: Saxmundham Town Council
Suffolk

FAO: Lisa Hamon
✉ deputytownclerk@saxmundham-tc.gov.uk

Date: 12/11/2025

Dear Lisa,

Thank you for your valued enquiry. I have pleasure in submitting our quotation as below.

To supply and install:

Item Description	Unit Price	Quantity	Price
'Smiley/Angry Face' Speed Indicator Device (Solar)	£3,024.00	1	£3,024.00
Optional extras			
Bluetooth Data	£379.00		
Westconnect Remote Access (2-year SIM)	£1,479.00		

The above sign is fixed to one location.
However, if you'd prefer a portable, solar-powered version, the cost would be £3,939 + VAT

Subtotal £3,024.00

VAT £604.80

£3,628.80

FIXED TO ONE LOCATION SIGNS - WARRANTY

All of our fixed signs come complete with our comprehensive SIX-YEAR WARRANTY which covers everything except vandalism, impact damage and theft.

IMPORTANT INFORMATION REGARDING SOLAR OR SOLAR/WIND POWER

Please note that all 'Alternative Energy' systems have a finite amount of power and in extended adverse weather conditions, the sign may temporarily shut down.

The built-in low voltage disconnect system is designed to protect the batteries from damaging total discharge, and allows the sign to switch back on once the conditions improve and the batteries recharge to a suitable level.

Please ensure the solar panel has a clear, unobstructed view of the sun, otherwise the performance will be impaired.

Our solar or solar/wind powered signs may require a larger diameter and taller post than mains powered signs. Please take this into consideration before ordering or installing your post and if you require any assistance or advice we are here to help.

TRAFFIC MANAGEMENT

Please be advised that traffic management (if required) is to be supplied by others.

MEWP

A MEWP (Cherry Picker) may be required if ladders can't be used and needs to be supplied by others.

At present we could deliver the above products within approximately 6-8 weeks from receipt of written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms and Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best regards,
Joanna Pilarska



Company Registration Number:
04208260

☎ 01362 853124

✉ sales@westcotec.co.uk

🌐 www.westcotec.co.uk

Registered Office:
Westcotec Ltd, 34 Bertie Ward Way, Rash's Green Industrial Estate, Dereham, Norwich, NR19 1TE

03.11.25

Our Ref: QTE7827 IDD/pt

LISA HAMON
SAXMUNDHAM TOWN COUNCIL
THE TOWN HOUSE
STATION APPROACH
SAXMUNDHAM
SUFFOLK
IP17 1BW

Dear Lisa

Re: Repairs Following Test by Others.

Thank you for your enquiry, we are now pleased to quote as follows:

Report 356680 Market Hall

ITEM	REMEDY	CODE
4.	Locate or isolate unidentified part of circuit 1 DB1	FI
5.	Check for loss of earth at emergency light in gents W.C. circuit 1 DB2.	FI
12.	To repair or replace 2 lights in kitchen with covers rusted together.	FI

Cost: £288.00 + vat

Report 304519

ITEM	REMEDY	CODE
1.	To isolate redundant circuits 8 and 11 DB1.	FI

Cost: £154.00 + vat

Report 304518.

2.	To make safe ring of multiple spurs off ring final circuit 2 DB1.	C2
4.	To replace the cracked switch fuse spur circuits 9 DB1.	C2
5.	To locate or fit new earth stake for garage DB.	FI
6.	To refix sagging external conduit.	C2
7.	To adjust/extend conduit not connected circuit 2 DB garage.	C2
8.	To refix conduit and socket to wall circuit 1 DB garage.	C2
10.	To make ring of multiple spurs off ring final circuit 1 DB garage.	C2

Cost: £620.00 + vat

To issue minor works certificates for works carried out.

Priced without site visit and based on more than one job per visit and travel.

We trust you find the above of interest, if however we can be of further assistance, then please do not hesitate to contact the office.

Yours faithfully

I.D. DEELEY

For and on the behalf of PETER KING ELECTRICAL LTD

PRICES HELD FOR 90 DAYS

Saxmundham Town Council

Committee Meeting	Amenities and Services Committee
Meeting Date	20 November 2025
Item Number	Item 11
Report Title	Saxon Road Parking
Report Author	Lisa Hamon, Deputy Town Clerk

Background

A resident of Saxon Road has asked the Council to consider a request to add double yellow lines to the part of Saxon Road which is over and opposite a communal driveway. The driveway services the back access for all properties on the right-hand side of Saxon Road. Members of the public accessing the Pear Tree Café park their vehicles opposite the driveway, which causes parking problems, and makes it very difficult to enter and exit the driveway without using the grass verge.



Suffolk County Council state that

Waiting and loading restrictions restrict when vehicles can wait, load and unload, limit the length of stay or prevent waiting altogether. These restrictions help improve the flow of traffic and prevent obstructions on the road. They either:

- limit the length of stay (thin intermittent white lines with a sign stating the permitted parking time)*
- prevent waiting at any time (double yellow lines)*

- *prevent waiting at certain times of the day or certain days of the week (shown on a sign next to the yellow lines)*

Providing new waiting and loading restrictions is not considered one of our priorities at the moment as we don't have enough money to fix everything we want to, or as quickly as we'd like. If you would like new waiting or loading restrictions you should seek support from your local [town or parish council](#). They will then need to identify a local funding source to cover the costs associated with introducing these markings on the road.

Recommendation

If the Committee agrees to support the resident's request, it should lobby Suffolk County Council to undertake and pay for the works. A [Traffic Regulation Order \(TRO\)](#) is required to legally paint yellow lines on a public road. This is because yellow lines are a form of parking restriction that is legally enforceable only when supported by a TRO, which is issued by the local authority after a legal process and public consultation.

A realistic cost assumption for a straightforward TRO to introduce a short length of double yellow lines, including lining, signs, traffic management during the works is **£5,000**.

Environment Coordinator Report Amenities and Services November 2025

Green Team:

Sept 2025

- Planting Town pots.
- Planting up Gannon Room Bin Cubby/Green Roof.
- Watering
- Mulching and weeding Memorial Garden
- Moving woodchip into the Wildlife Walk.

October 2025

- Finished the massive Autumn mulch of the Memorial Garden.
- Raking and removing arisings from the annual mow areas: This year the mow was undertaken by the Countryside Team at ESSL with a reciprocating mower which has given us the best cut we have ever had on this area. Ideal for the flora and helped make the volunteers work much easier! The team left appropriate refuges for invertebrates and reported good populations of shrew, vole and field mice, so clear indications that the tiered mowing regime is performing for small mammals as well as the butterflies and flora.
- Mulching and TLC on the Community Orchard.

November 2025

- Bulb planting.
- Last weeding everywhere for Winter.
- Deadhead and tidy planters.

Other news:

- Arranging volunteers Christmas thank you event for all the hundreds of hours of work that they have done this year.
- Looking into Nature Towns and Cities Accreditation with Jevan, Artist Gardener at The Old Bank Garden.
- Meeting with Daniel Wareing ESDC regarding Bio Blitz for Fromus Green, May '26.
- Considering implications regarding Essex and Suffolks proposed pipelines.

I have been making a list of all the free food we have been enjoying from the Seaman Avenue playpark and the Memorial Field this year starting in the summer with delicious wild cherry plumbs from the trees in the Wildlife walk. The community orchard provided Victoria plumbs and green gages at the same time as we were counting butterflies for the Big Butterfly Count, then we helped the Cyds fruit garden out buy munching on the festoons of yellow raspberries. Late October gave us tiny but tasty apples, pears and sweet chestnuts delicious roasted at



home. Lastly, we have sampled the medlars which have been excellent if you mind the pips and, although popular in medieval times, it turns out are not for everyone!



SAXMUNDHAM TOWN COUNCIL

OPEN SPACES POLICY

Review Body: Amenities and Services Committee

Policy Approved: Town Council

Approval Date:

Minute Item:

Review Period: Annual

Next Review:



Saxmundham's Open Spaces

The Town Council manages the Memorial Field as an open space for the benefit of the residents of Saxmundham:

Purpose

- a) To encourage residents and visitors to use and enjoy Saxmundham's open spaces.
- b) To promote activities that enhance quality of life, support active and healthy living, and build community cohesion.
- c) To celebrate Saxmundham's strong historical and environmental heritage alongside its vibrant contemporary culture.

Activities that will be considered

- a) Events organised by registered charities for the purpose of raising money for local and national charities.
- b) Events organised by voluntary groups or organisations for the purpose of benefiting the local community and/or raising money for local and national charities.
- c) Commercial events of local, national and international importance or significance that promote the town to a wider audience and encourage visitors to Saxmundham.
- d) Events and activities that aim to enhance the environment of the open space, educate users, encourage participation and promote the leisure activities or opportunities available.
- e) Civic events.

Prohibited Events

The Town Council will not give approval for events on its land of the following nature:

- a) Any event likely to provoke public disorder.
- b) Any event that includes the use of performing animals, except those which are normally regarded as domesticated in the UK (i.e. horses, dogs, cats, birds used in falconry, caged birds and rabbits), which may be used as an ancillary part of a performance. No live animals are to be used as prizes.
- c) Any event that would cast doubt on the integrity of the Town Council.
- d) Any event the Town Council believes may be of questionable public morality.
- e) Balloon and Chinese lantern releases are not permitted for environmental reasons.



Fees And Application Process

- a) The Amenities and Services Committee will have the discretion and ultimate decision to determine whether a proposed event falls within the programme exclusions.
- b) Applications for small community events should be submitted where possible 6 weeks before the event. Large events should be submitted 12 weeks before the event and East Suffolk Council should be notified of the details of the event. Events submitted outside the dates will be considered at the discretion of the Town Council.
- c) Fees are reviewed annually. The aim of the Town Council is not to generate profit but to recover reasonable costs and support the ongoing maintenance and improvement of the Memorial Field.
- d) The fee for hiring the Memorial Field for charities, schools, voluntary groups and local non-profit organisations shall be £50 per session.
- e) The fee for hiring the Memorial Field for commercial events shall be £300 per session.
- f) The Town Clerk has discretion to determine the length of a session and to apply an appropriate fee accordingly.
- g) Registered charities, non-profit making and local community groups may be granted use of the Memorial Field free of charge for fundraising events benefitting local and national charities, subject to approval by the Amenities and Services Committee.
- h) Additional charges may be applied for the use of staff time, materials or equipment supplied by the Town Council during an event.

Terms and Conditions

- a) The hirer will keep the Town Council indemnified against all losses, claims, demands, actions, proceedings, damage, costs or expenses or other liability arising in any way from this licence.
- b) The hirer must observe any directions that the Town Council may make from time to time, governing their land.
- c) The hirer at the hirers expense must immediately make good any damage to any part of the Town Council's land or any part of it.
- d) The hirer must make police aware of any car parking arrangements and cones must be placed on the roads, around the land in order that residents' drives are not blocked.
- e) The Town Council requires that event organisers comply with all relevant legislation relating to the control of noise and the protection of the immediate and local environment.



- f) Organisers will be encouraged to work with local residents and the relevant authorities to minimise the impact of events on the local community. Any residents within the vicinity should have a letter posted through their door advising of the event, and a contact number to call for queries.
- g) The protection of the park environment, wildlife and features will be a primary consideration when planning and approving events. A refundable ground deposit may be required in advance to cover costs for refuse removal, reinstatement, or repairs following an event.
- h) In the case of severe weather, including very wet ground conditions or high winds creating dangerous conditions (particularly around trees), the Town Council reserves the right to cancel the event or require the event organiser to introduce appropriate safety or ground protection measures. Where it is necessary to cancel an event for safety or environmental reasons, this will be done in consultation with the hirer. The Town Council will not be liable for any costs or losses incurred because of such cancellation. Any decision to cancel an event on these grounds will be final.
- i) Promoters and organisers of events remain responsible for the marketing and promotion of their event and shall be required to make adequate provision for it comply with the relevant licensing and planning legislation. Flyposting for events will not be permitted, and the necessary permissions must be obtained for any promotional banners or posters erected.
- j) Operating hours for events will be between 9am to 11pm (excluding set-up and set-down). **The main gate must be locked when leaving the site to avoid unauthorised vehicle access.**
- k) Applications for events in open spaces will be dealt with on a first come first served basis, excepting that recurring annual events will be given priority if they are staged on regular dates.
- l) The Town Council will consider events on the basis of those permitted events and prohibited events as referred to above. References may be required and taken up where the content of an event needs further confirmation. The Town Council accepts no responsibility for the impact of refusing an event.
- m) Event organisers cannot hold an event in the Town Council's open spaces without the Town Council's written permission. This permission will be granted at the discretion of the Town Council and only following satisfactory completion of the Open Space application documents.
- n) Evidence of adequate insurance and risk assessment will also be required. Organisers will be required to obtain and provide evidence to the Town Council of Public and Employers Liability Insurance to a minimum value of £10 million. For organisations that do not have this level of cover the Amenities and Services Committee has discretion to accept lower public liability coverage if this is approved by the Town Council's insurers.
- o) Hirers must comply with all relevant Health and Safety Legislation and provide a site-specific risk assessment for any activities.
- p) Hirers must provide a copy of their safeguarding policy where activities involve children, young people, or vulnerable adults and demonstrate that staff or volunteers have appropriate DBS checks were required.



- q) If collecting money, a Street Collection Permit must be obtained from East Suffolk Council and a copy submitted to the Town Council.
- r) If alcohol is being sold the appropriate licence from East Suffolk Council must be in obtained.
- s) When using or connecting to the water point in the Memorial Garden, prior consent must be obtained from the Town Council and further instructions will be supplied.
- t) The compost area is for onsite green waste only and must only be used with prior written consent from the Town Council. Green waste must be added to the top of the heap and care taken to avoid the heap moving further out onto the grass.
- u) The goals can only be moved with the prior written consent of the Town Council and further instructions will be supplied.
- v) In order to avoid damage to the land drains and water pipes on the Memorial Field, large vehicles and heavy loads must NOT be driven or parked over the water supply pipe which runs parallel to the main driveway from between the Scout Hut and the Youth Booth to the Memorial Garden.



SAXMUNDHAM TOWN COUNCIL
APPLICATION FOR USE OF OPEN SPACES

1.	Name of Organisation	
2.	Type of organisation Eg community or commercial	
3.	Name of applicant	
4.	Address of applicant	
5.	Email of applicant	
6.	Role in organisation	
7.	Date Requested	
8.	Times Requested Including set up time and clear up time	
9.	Registered Charity Number (if applicable)	
10.	Event/Activity Planned	
11.	Mobile Telephone Number to be used when the event is happening	



I confirm I have read the "Saxmundham Open Spaces Policy" and I have provided the following information in order that the application can be processed without delay (please tick):

- Application form with all questions completed.
- A copy of the organisation's Public Liability Insurance Certificate for the amount of £10,000,000.
- A completed risk assessment for the activity to be carried out on the performance area.
- If collecting money, a copy of the Street Collection Permit issued by East Suffolk Council.
- A copy of the child safeguarding policy or vulnerable adults' policy if relevant to the activities on site
- Details of East Suffolk's Event Licence if required.

DECLARATION

- I have read the Saxmundham Open Spaces Policy **and further instructions document**, and I agree to the terms and conditions as specified.
- I also agree to keep Saxmundham Town Council indemnified against all losses, claims, demands, actions, proceedings, damage, costs or expenses or other liability arising in any way from this licence.
- I certify that, to the best of my knowledge and belief, the information provided is correct and complete.

Signed.....

Date.....

Print Name.....

Position.....

Please return the completed form, together with the supporting documents to:

Town Clerk, Saxmundham Town Council, The Town House, Station Approach, Saxmundham, IP17 1BW
Email: townclerk@saxmundham-tc.gov.uk



Appendix 1 – Further Information

- a) The code to unlock the main gate at the front of the Memorial Field is 3223
- b) When using or connecting to the water point in the Memorial Garden
 - Only use the water point with prior consent from the Town Council
 - To use the tap in the Memorial Garden, a 10mm socket is required
 - Please **do not** disconnect the hose inside the irrigation box
 - Use the external hose and connector for the irrigation system to fill or attach to
 - If required, use the small section of extra hose kept in the irrigation point and attach to the external hose
 - Please ensure that the tap is off and the box is secure before leaving
- c) Goals can only be moved with the prior written consent of the Town Council and require a minimum of 4 people to move them. The goals are padlocked to ground pegs and to move the goals, the padlocks must be removed using keys available at the Town Council Office. Goals should be moved to a location agreed by the Town Council.