







# Dullingham Village Green Children's Play Area Guidance Notes & Checklist



For Pagination only

| Version No | Mth/Yr of Change | Brief Details of Change   | Date of Change | Signature   |
|------------|------------------|---|----------------|---|
| 3.0        | 6/19             | Reformatted to include additional detail and guidance notes   | 12/6/19        |  |
| 3.1        | 9/19             | Addition of shelter in checklist and minor addition to 'Swings' in checklist. Changes highlighted.  | 4/9/19         |  |
| 3.2        | 11/20            | Inclusion of removable post padlock code in Annex A. Remove the need to require 1.5 threads protruding through locknuts. Based on discussion with Inspector during October 20 annual inspection | 4/11/20        |  |
| 3.3        | 2/21             | To include new toddler play equipment – Item 13. Monthly checklist amended.   | 3/2/21         |  |
| 3.4        | 3/24             | To include new See Saw play equipment – Item 4. .   | 12/3/24        |  |
| 3.5        | 9/25             | To introduce new 'Tulip' spinner. To delete 5 Piece Step Post Cluster. To delete Roller Bridge Barrel   | 5/10/25        |  |
|            |                  |   |                |   |

## **Dullingham Village Green Children's Play Area**

### **Guidance Notes**

This checklist is designed so that any member of the Dullingham Parish Council can use it to complete routine check of the Village Green Playground. This checklist is based on current practice and includes comments generated by the agency responsible for the annual formal inspections. It is an iterative document and may be amended as findings and trends become apparent.

It has been designed so that any member of the Dullingham PC can use it as it includes guidance notes. However, for those used to experiencing the routine playground inspection, only the checklist at Annex A need be printed out.

Routine inspections of play areas shall be done on a monthly basis by Parish Councillors using this checklist. Inspections include the check of moving parts; lubrication where necessary, the tightening of fasteners; minor repairs and the; checking of fences and gates etc. as required.

RoSPA recommend an annual inspection which will be carried out by independent competent persons.

It is important that inspections are not just visual but include the functioning of the equipment where applicable but remembering the applicable age limit of the equipment.

## Specific check – safety chains

Item 2, the 2.3mtr Basket Swing (outside of play area over grass) has the ability to be overloaded, therefore, the manufacturer has fitted safety chains as illustrated below, there are in place should one of the main chains fail and will limit risk of injury. Therefore, when the checklist states:

***Are the safety chains intact and in good condition? (Item 2 only)***

One should expect to see the following example:

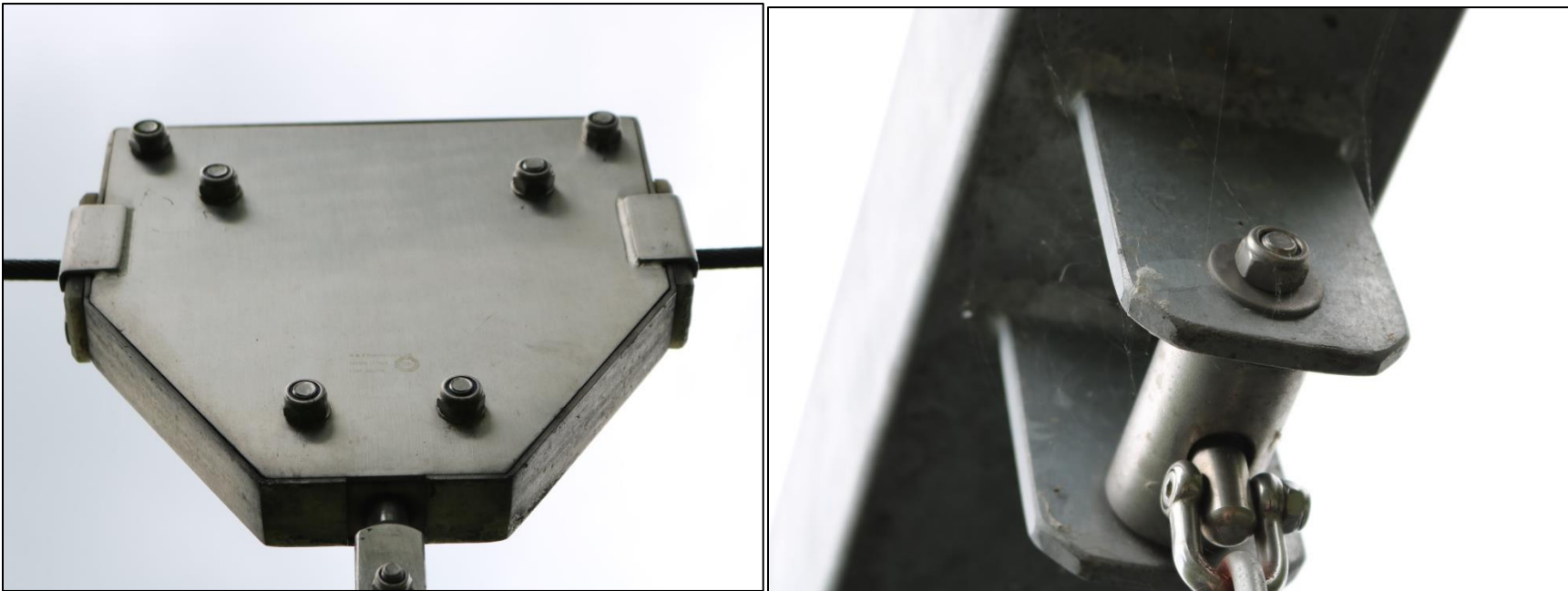


### Specific check - locknuts.

The equipment in the play area has many items secured with 'locknuts' and bolts. There are many different types of locknut but the ones used in our play area are of the 'Nyloc' type. A **Nyloc nut** is a kind of locknut with a nylon collar inserted in the top of the nut that resists undoing, The plastic insert is placed at the end of the nut, with an inner diameter slightly smaller than the major diameter of the screw. The insert deforms elastically over the threads of the screw, without having threads in turn cut into it. The nylon insert locks the nut by friction against the screw. Obviously if the bolt does not protrude through the nylon part, the bolt may not be correctly locked. Conversely, too much thread protrusion in areas of reach of children may snag on clothing. Therefore, when the checklist states:

#### ***Are all nuts and bolts secure.***

One should expect to see the following examples:



## Play Equipment

The Dullingham Play Area on the village green consists of qty 12 separate items of play equipment, some of which are multi-play. The equipment consists of the following:



**1. Medium Cableway (outside of play area over grass)**

**Item:** Lars Laj LL11311

**Age group:** 5+.

**Production date:** 9/12

**Foundation:** 120 cm deep



**2. 2.3mtr Basket Swing (outside of play area over grass)**

**Item:** Lars Laj LL13023

**Age group:** 3+

**Production date:** 9/12

**Foundation:** 100cm deep



**3. Butterfly Climbing Net**

**Item:** Lars Laj LL13602

**Age group:** 3+

**Production date:** 9/12

**Foundation:** 100 cm deep



**4. Axial See –Saw**

**Item:** OLP PRO-500-140 Forest See Saw

**Age group:** 3+

**Installation date:** 3/24

**Foundation:** 80 cm deep



**5. 2.2 mtr 1 Bay, 2 Seat Nature Swing (inc 1 Flat & 1 Cradle Seat) –**

**Item:** Lars Laj LL13022

**Age group:** 1+

**Production date:** 9/12

**Foundation:** 100 cm deep



**6. 'Tulip' Turning Bowl**

**Item:** Beckmann 500511

**Age group:** 3+.

**Production date:** u/k

**Foundation:** 65cm deep



**7. Spring Balance Beam**

**Item:** Lars Laj LL13018

**Age group:** 3+

**Production date:** 9/12

**Foundation:** 80 cm deep



**8. Large Multi-Play Unit**

**Item;** Lars Laj LL

**Age group:**

**Production date:** 9/12

**Foundation:** cm deep



**9. Dolomiti Chain Bridge**

**Item;** Lars Laj LL13540

**Age group:** 3+

**Production date:** 9/12

**Foundation:** 80 cm deep



**10. Yosemite Small Multi-Play Unit**

**Item;** Lars Laj LL13104

**Age group:** 3+

**Production date:** 9/12

**Foundation:** ?? cm deep



**11. Jumbo Plane Spring Rocker**

**Item:** Online Playgrounds SPA31.

**Age group:** 18 mths to 6.

**Installation date:** 01/21



**12. Jeep Explore Off Road Play Vehicle**

**Item:** Fenland Leisure Products LEDEX080

**Age group:** 1+

**Production date:** 1/21

## Annex A to Dullingham Village Green Children’s Play Area Information

### Monthly Checklist

| Site General   | Yes | No | Remedial/Outstanding Action Required         | Action Taken by Whom?                    |
|--|-----|----|--|--|
| Are fences secure and complete without any protrusions?                | Y   |    |  |  |
| Are gates in working order?  | Y   |    | Lower gate post is showing signs of movement | James: non-urgently reset / replace post |
| Is the site free from litter, glass or any other dangerous object?     | Y   |    |  |  |
| Is site and surrounding areas free from animal fouling?                | Y   |    |  |  |
| Do nearby trees appear to be in good condition and not likely to fall? | Y   |    |  |  |

| Ancillary Items  | Yes | No | Remedial/Outstanding Action Required | Action Taken by whom?                                      |
|--|-----|----|--------------------------------------|--|
| Are all seats and benches undamaged and in good condition? | Y   |    |                                      |  |
| Are litter bins (qty 2) secure and undamaged?              | Y   |    |                                      |  |
| Have the bins been emptied?                                |     | N  |                                      | Discuss in meeting to understand who empties bins and when |

| Surfacing   | Yes | No | Remedial/Outstanding Action Required | Action Taken by whom? |
|---|-----|----|--------------------------------------|-----------------------|
| Are safety surfaces undamaged and free from any trip hazards? | Y   |    |                                      |                       |

|   |   |  |  |   |
|---|---|--|--|---|
| Are loose-fill surfaces levels, at least 300mm deep and without rubbish or fouling? | Y |  | Thin around swings and bottom of slide | James: redistribute loose-fill surfaces |
| Is the area weed free?  | Y |  |  |   |
| Is the grass in good condition without undue wear? (Items 1 & 2)                    | Y |  |  |   |

| All Equipment   | Yes | No | Remedial/Outstanding Action Required                     | Action Taken by whom?        |
|---|-----|----|--|------------------------------|
| Are all supports present, secure and free from decay at ground level? | Y   |    |  |                              |
| Is all timber and metal work undamaged and free from corrosion?       | Y   |    |  |                              |
| Are supports secure in the ground and are all fixings secure?         | Y   |    |  |                              |
| Are all safety barriers present?                                      | Y   |    | Exterior fence at rear is significantly leaning outwards | James: brace the fence-posts |
| Does the equipment function properly and without undue noise?         | Y   |    |  |                              |

| Swings (Items 2 & 5)   | Yes | No | Remedial/Outstanding Action Required | Action Taken by whom? |
|--|-----|----|--------------------------------------|-----------------------|
| Are the chains (inc safety chains on Item 2) intact and in good condition? | Y   |    |                                      |                       |
| Are the swing seats unbroken with no exposed metal?                        | Y   |    |                                      |                       |
| Are the seats fixed securely (with secure centre bar on cradle seats)?     | Y   |    |                                      |                       |
| Are all nuts and bolts secure?   | Y   |    |                                      |                       |

| Slides (Items 8 & 10)                         | Yes | No | Remedial/Outstanding Action Required | Action Taken by whom? |
|---|-----|----|--------------------------------------|-----------------------|
| Are steps in good condition and not slippery? | Y   |    |                                      |                       |

|   |   |  |  |  |
|---|---|--|--|--|
| Are handrails secure and in good condition?   | Y |  |  |  |
| Is the chute securely fixed, undamaged and clear of foreign objects (carefully check under sides of chute)? | Y |  |  |  |

| <b>Rocking &amp; Spring items</b> (Items 4, 7 & 11)                                  | <b>Yes</b> | <b>No</b> | <b>Remedial/Outstanding Action Required</b> | <b>Action Taken by whom?</b> |
|--|------------|-----------|---|------------------------------|
| Are all supports and springs present and secure and free from decay at ground level? | Y          |           |   |                              |
| Are ground fixings secure with undue movement?                                       | Y          |           |   |                              |
| Does the item move smoothly and noiselessly?   | Y          |           |   |                              |
| Are all hand grips and footrests present and securely fixed?                         | Y          |           |   |                              |
| Where chains or ropes are present are they secure and in good condition?             | Y          |           |   |                              |

| <b>Climbing and Agility Items</b> (Items 3, 8, 9, 10)                            | <b>Yes</b> | <b>No</b> | <b>Remedial/Outstanding Action Required</b> | <b>Action Taken by whom?</b> |
|--|------------|-----------|---|------------------------------|
| Are all supports present and secure and free from decay at ground level?         | Y          |           |   |                              |
| Is all timber or metal work undamaged and free from corrosion?                   | Y          |           |   |                              |
| Are all the bars in place, securely fixed and any tube ends plugged?             | Y          |           |   |                              |
| Are any overhead bars/rings all present, securely fixed, and do bars not rotate? | Y          |           |   |                              |
| Are all ropes or chains present and in good condition and firmly fixed?          | Y          |           |   |                              |
| Are all nuts and bolts secure?   | Y          |           |   |                              |


| <b>Cable Runways (Item 1)</b>   | <b>Yes</b> | <b>No</b> | <b>Remedial/Outstanding Action Required</b> | <b>Action Taken by whom?</b> |
|---|------------|-----------|---|------------------------------|
| Are all supports present and secure and free from decay at ground level?        | Y          |           |   |                              |
| Is all timber or metal work undamaged and free from corrosion?                  | Y          |           |   |                              |
| Are the supports secure in the ground and take off platforms in good condition? | Y          |           |   |                              |
| Is the cable in good condition and securely fixed at each end?                  | Y          |           |   |                              |
| Is the seat securely fixed with chain in good condition?                        | Y          |           |   |                              |
| Does the trolley move easily and noiselessly and are guards intact?             | Y          |           |   |                              |
| If hand grips are present are they good condition?                              | Y          |           |   |                              |
| Is ground clearance sufficient  | Y          |           |   |                              |

| <b>Bridges (Items 8, 9, 10)</b>                          | <b>Yes</b> | <b>No</b> | <b>Remedial/Outstanding Action Required</b> | <b>Action Taken by whom?</b> |
|--|------------|-----------|---|------------------------------|
| Are bridge slats all present, secure, and evenly spaced? | Y          |           |   |                              |
| Are fixings secure and in good condition?                | Y          |           |   |                              |
| Are chains and ropes secure.                             | Y          |           |   |                              |

| <b>Toddler Equipment (Item 6, 13)</b>     | <b>Yes</b> | <b>No</b> | <b>Remedial/Outstanding Action Required</b> | <b>Action Taken by whom?</b> |
|---|------------|-----------|---|------------------------------|
| Are fixings secure and in good condition? | Y          |           |   |                              |
| Are there any broken accessories?         | Y          |           |   |                              |
| Is the structure secure?                  | Y          |           |   |                              |

**Circulation:** Soft copies to all Councillors. PC Chair for action as applicable. Parish Clerk for File.

**Signed**

DocuSigned by:  
  
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**Print Name**

James Leighton - Scott

**Date**

05/05/2026

**Notes** .....

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