

# Carlton Parish Council

## Toddlers Play Area - Management Policy

1. A Risk Assessment will be prepared for the Toddlers Play Area before it is brought into use and taking into account information from the manufacturer, installer and inspector. The Risk Assessment will be revised and updated as necessary.
2. The Toddlers Play Area will be inspected every week, with the time and date of the inspection, the name and signature of the person carrying it out, and comments recorded in a bound book kept for the purpose.
3. The inspection will be carried out with reference to a check-list prepared for the purpose, but will not be limited to items on the check list. The check-list will be reviewed and updated as necessary.
4. Any identified faults will be categorised using the RoSPA scale, and appropriate action taken. If a risk higher than medium is identified, prompt action must be taken to reduce the level of risk to Medium or less and a report (including photographs if necessary) made to the next meeting of the Parish Council.
5. The Toddlers Play Area and equipment in it will be inspected annually by an Inspector qualified to carry out annual inspections, and Members will be informed of the findings.
6. Any accident reported to the PC will be assessed, and appropriate action taken.
7. Any incident which might result in a claim being made will immediately be notified to the PC's insurers.
8. The Parish Clerk is responsible for receiving letters of claim, acknowledging such letters and passing them on to the insurers. If the Parish Clerk is absent, the Chairman or Vice-Chairman shall deputise.
9. Procedure to be followed in the event of a claim.

There have been significant changes in the way the Civil Justice System handles legal liability claims. New Pre-action Protocols will operate before a claim goes to court, and in practice most claims are settled without going to court.

The initial letter of claim (usually from the claimant's solicitors) should be sent to the PC in duplicate, and the copy forwarded to the PC's insurer. This letter must include a clear summary of the facts and indicate the nature of the injuries sustained and any financial loss incurred. The PC must acknowledge this letter with confirmation of our insurer within 21 days. The PC's insurer then has a maximum of three months (inclusive of the first 21 days) to complete their investigations and to respond confirming either acceptance or denial of liability on behalf of the PC. If liability is being denied, copies of all relevant documents must then be provided to the claimant's solicitors.

The above Policy was adopted by Carlton Parish Council on 17<sup>th</sup> June 2015 and will be reviewed at least annually.