



GT BARTON PARISH COUNCIL PLAYGROUND ACCIDENT POLICY

THIS DOCUMENT WHEN COMPLETED SHOULD BE RETAINED FOR A PERIOD OF 21
YEARS, AS REQUIRED BY LAW.

PROCEDURE FOLLOWING A PLAYGROUND ACCIDENT

RISK ASSESSMENT

ITEM	INSTRUCTION
Do staff members know what to do?	Clerk is aware and will carry out procedure. If Clerk is away a nominated Councillor (2021 Steve Todd) will be aware of what to do. Up to date procedures published below
Keeping the policy up to date and available.	This procedure will be reviewed annually or as advised by RoSPA and will be posted on the village website www.greatbarton.suffolk.cloud
Location of nearest Emergency Services.	West Suffolk Hospital, Hardwick Lane, Bury St Edmunds 01284 713000. Bury St Edmunds Fire Brigade – Parkway (North) Bury St Edmunds, Suffolk IP33 3AT
Location of nearest accessible telephone.	Village Hall emergency line if the hall is open, Use of mobile phone.
Have staff had appropriate first aid training ?	There are no staff members directly responsible for administering first aid at the playground.
Is there a first aid box ?	Not at the playground. There is a first aid box in the Scout Hut (in the larder cupboard on the right hand side of the kitchen door) and at the Village hall (in the corridor) If these buildings are open.
Are there clear legible signs so that the public/emergency services know where to go ?	There are no road signs for the playground but signs at the playground state the address and postcode for the emergency services. Outside noticeboard on front of village hall have contact details for Clerk and nominated Councillor.
Are there clear legible signs around the site ?	Yes and contact details posted outside the village hall.

PROCEDURE TO FOLLOW IMMEDIATELY AFTER THE ACCIDENT

1. Notify the Health and Safety Executive(or local Environmental Health Office in the event of an accident reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	Visit www.hse.gov.uk and complete the on-line form.
2. Inform Insurance Company	Came and Company Parish Council Insurance: Policy number RGBDX6962034 (Axa policy) Telephone: 01483 462860 Axa Claims Line: 0345 600 2715
3. Notify Oxfordshire Playing Fields Association	Telephone 01295 817662 Email: oxfordshirepfa@gmail.com
4. Notify RoSPA	General Information: +44 (0)121 248 2000 General email enquiries to: help@rospa.com
5. Notify the equipment provider	Playdale Playground Equipment Telephone: 01539 531561 Email : info@playdale.co.uk
6. Do steps need to be taken to prevent a recurrence of the accident ?	Clerk/Councillors to decide – seek specialist help from RoSPA if needed.
7. Does the play equipment need immobilising to prevent a repeat accident ?	Clerk has orange safety netting to isolate damaged item. Item to be passed to nominated Councillor when Clerk on holiday.
8. Do warning notices need to be posted ?	Clerk/Councillors to decide – seek specialist help from RoSPA if needed
9. Does the area need securing with proper robust fencing ?	Clerk/Councillors to decide – seek specialist help from RoSPA if needed
10. Has an accident report form been completed ?	Complete form

PLAYGROUND ACCIDENT REPORT FORM

DATE:	TIME: am pm
NAME OF INJURED PERSON:	ADDRESS:
AGE:	SEX: MALE/FEMALE
PARENT / SUPERVISOR NAME:	ADDRESS
TELEPHONE NUMBER:	AGE IF UNDER 19:
PLACE OF ACCIDENT (PRECISE LOCATION):	ITEM OR CAUSE OF ACCIDENT:
SURFACE:	DESCRIPTION OF ACCIDENT:

WEATHER CONDITIONS:	CLOTHES AND SHOES WORN:
APPARENT INJURY:	BODY PART:
TREATMENT GIVEN:	TIME:
FOLLOW UP TREATMENT:	TIME:
AMBULANCE CALLED: CALL TIME: am pm	AMBULANCE ARRIVAL TIME: am pm
NAME OF DOCTOR OR HOSPITAL:	ADDRESS
ADMITTED: YES NO	TIME IN HOSPITAL: (IF KNOWN)
PARENT OR CAREGIVER INFORMED: YES NO	TIME INFORMED: am pm
WITNESS TO ACCIDENT: ADDRESS: TELEPHONE NUMBER:	WITNESS TO ACCIDENT: ADDRESS: TELEPHONE NUMBER:
REMEDIAL ACTION RECOMMENDED ON SITE:	DATE OF REPORT:

Date	Changes made
11.11.19	Under 'Do staff members know what to do?' 'All Councillors provided with a copy' removed and 'Up to date procedures published on website' added. New website address added. West Suffolk Hospital, Oxfordshire Playing Fields Association and Playdale contact details updated.
11.11.19	Under 'Are there clear legible signs around the site' – 'but signs at the playground state the address and postcode for the emergency services. Outside noticeboard on front of village hall have contact details for Parish Council' added.
23.4.21	Under 'Do staff members know what to do?' Up to date procedures published on website changed to 'published below' and included within this document. Name of nominated Councillor added – Steve Todd Insurance company details changed: telephone number of Came and Co. Policy changed to Axa, details of claims line telephone no. for Axa 'Telephone box on the A143 at the junction of School Road/East Barton Road/A143' removed as no longer insitu

Reviewed May 2021.....Next review due May 2022