

John Coles Park

Green Flag Management Plan 2026 - 2030



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life

Control Sheet

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1. Where Are We Now?

Introduction

John Coles Park (JCP) is situated in the north of Chippenham, a 5-minute walk from the train station, 10 minutes from the town centre, and 15 from the bus station. It is located adjacent to Malmesbury Road, which is one of the main roads into the Town and in a built-up area of houses. Both primary and secondary schools are close by.

John Coles Park covers 14 acres of land and was first opened on May 23, 1923. It is named after its benefactor John Coles, who as a former mayor was instrumental in acquiring the land in 1921.

John Coles was born in 1842 and died in 1916 aged 74 at his home in Chippenham. He was buried in London Road cemetery which, like John Coles Park, is owned and managed by Chippenham Town Council.

A great benefactor and friend to the town, John Coles became a Member of the Town Council in 1886 and was Mayor of the Borough three times.

John Coles opened his chemist and grocery shop in the 1870's at 25 Market Place on the corner of The Causeway. He made medicines, invalid wines and other domestic products. He was keenly interested in education and was one of the key figures in the provision of secondary education in Chippenham. A plaque which used to hang in the Technical College commemorates his twenty-one years as Chairman of the Governing Body for Secondary and Technical Education. This is now in the Chippenham Museum Collection.

John Coles is probably best remembered for his bequest of £4,000 which helped purchase for the town some land, formerly part of a farm, which was converted to recreational use and named after him: John Coles Park.

During his lifetime, John Coles was:

- Magistrate, Businessman and benefactor of the town.
- Mayor of the Town in 1891, 1898 and 1914, and was an Alderman for 21 years.
- Initiator, financier and builder of the Technical College in Cocklebury Road.
- Chairman of Governors of the Technical College from induction until his death.

Chippenham Town Council are solely responsible for the upkeep and maintenance of John Coles Park. The Town Council employs a small, albeit versatile service team to oversee its land and estate but only two full-time grounds-persons are dedicated to overseeing the park. Park Wardens (i.e. part-time) are also employed for evening and weekends to act as guardians, with their roles being litter picking and locking up. During opening hours, a member of Council staff is always on duty.

John Coles Park offers a wide range of leisure pursuits, including tennis and outdoor bowls with each having active local clubs with a good membership base. Children's facilities include a Multi-Use Games Area (MUGA - football and basketball), a large play area and a Splashpad water play facility. A marked fitness trail helps promote active exercise via a walk, jog and run trail. This was developed in conjunction with a local running club and the Lions Club of Chippenham.

John Coles Park is also popular with dog walkers and keep fit groups. The park has a broad range of trees of all ages. A Victorian Bandstand is located in the centre of the park that hosts a band every Sunday from spring to summer. There is also a refreshment hut that is in operation all year round.

John Coles Park is vastly regarded as one of the best public parks in Wiltshire and has something to offer for any stage or walk of life.

Chippenham Town Council regards the park as its 'Jewel in the Crown' and are committed to a long-term plan of management and investment. The Council employs over 20 service delivery staff to look after its large estate including a number of parks, a cemetery, sports ground, allotments, flower displays, shrub beds and general open spaces. John Coles Park's 14 acres is just a small portion of ground maintained by Chippenham Town Council.

Chippenham Town Council are developing a tourism strategy and as part of this the Council will be considering who visits the park from outside of Chippenham and the impact this has on the area for residents and park users. The Council also engages the local community on social media platforms to gauge feedback from park visitors.

In 2017 the Town Council entered into the South-West in Bloom competition run by Britain in Bloom. It submitted entries in three categories, one of which was John Coles Park. The results in Spring 2019 gave the park a 5-star rating in the parks category.



Photograph of Councilor and Mayor John Coles – 1891-92, 1898-99 and 1914-15.



Chippenham Civic Society and the unveiling of the Blue Plaque in recognition of John Coles - 2012



Map of John Coles Park

Park Description

The park is a large open space covering approximately 14 acres, with two large spaces of open grass, flower displays and a selection of trees ranging from saplings to mature Oaks and Beech.

The park has a palisade fence around the perimeter with eight access points. The fence is circa 60 years old and is due to be replaced in the near future. In keeping with the old style, powder coated green palisade will be used albeit a softer and safer design going from trident tops to rounded.

Location

The park is located in a residential area easily accessible to all users arriving from a number of directions and by either walking, cycling or by car. The centre of town, bus station and train station are all under a 15-minute walk. There are a variety of facilities for a broad range and age of users, including both active and passive recreation. Families, dog walkers, exercise groups just to name a few.

Opening Hours

The park is a gated park and is locked up at night. It is operated on a dusk to dawn basis, gates are unlocked by park staff at 8am every morning (including all bank holidays, Christmas Day and Boxing Day). Locking up times are at 4pm between mid-November and mid-January the rest of the year the park is secured at dusk.

During opening hours, the park is staffed in the day by grounds men, and in the evenings and weekends by park wardens.



Car parking

The park has a small car park with a maximum of 25 spaces including 2 accessible bays. This is free for patrons at the park.

The Town Council actively encourage visitors of the park to walk, cycle or use public transport. This is stated on the Council's website and promotional literature. Chippenham has a number of short and long-stay car parks all within a 15-minute walk



Toilets

There is a toilet block on site which was refurbished in 2012 and consists of a male block, ladies block, baby changing room and a disabled toilet with RADAR facility. There is also a Defibrillator on the outside of the toilet block which is accessible during park opening hours. They are cleaned multiple times during the day by park staff.



Play Areas and Activities

The large play area adjacent to the car park entrance is aimed at children up to 12 years old. It has a wide variety of play equipment to cater for all in this age range, including inclusive play. The Town Council operates a rolling replacement forecast across all of its play areas. Units range from the old-style Rocking Horse and new modern multi-play units.

Splashpad – Water Play Facility

In 2015 Chippenham Town Council provided a Splashpad water play facility to broaden the appeal and user base in the park. The Splashpad was located to complement the existing play area.

In line with the other play area, it is aimed at children up to 12 years old and is fully inclusive and accessible for less abled bodied persons. It is designed on a circular concrete with 10 features of which the focal point is the tipping buckets.



The design allows water to be recycled, stored and used again (i.e. paid for once and used twice) to irrigate either the bowls green or floral displays and hanging baskets in the town centre. The storage tank has been enlarged to allow for a greater quantity of water to be recycled.



The Splashpad is open daily from the second May bank holiday through to the beginning of September. It is often kept open longer to accommodate for our Indian summers.

Tennis Courts and Multi Use Games Area (MUGA)

At the lower section of the park there are tennis courts and a MUGA (Multi Use Games Area). Originally there were 5 tennis courts but following consultation and a decline in the use of all the tennis courts, young people requested a MUGA and therefore 2 courts were converted.

There are now 3 tennis courts and these leased out to a local community-based tennis club. They offer coaching courses to all age groups in addition to an active number of social events. The other 2 courts were turned into the MUGA which consists of football and basketball courts, with two seating areas for users. The MUGA has proven to be a popular and well used area throughout the year.



Bandstand

The bandstand was designed by Mr. Adams, the Borough Surveyor at a cost of £267 in 1923. It was restored in 1987 by the Town Council.

It was refurbished once again in 2010, work included a new roof, complete repainting and re-render, and a general cleaning of the existing stonework.

The Bandstand is fairly central to the park and the Town Council organises a programme of band concerts whereby a different silver/brass band plays each Sunday from May to September. The bandstand is also used as a destination for informal private parties, wedding photographs and the like.

Refreshment kiosk and picnic area

The park has a refreshment kiosk which is operated via a formal lease and on a concessionaire basis. It is situated near the car park entrance and close to the play area and Splashpad. It is an extremely popular addition to the park and has good usage throughout the year. The kiosk was replaced in February 2019 (cost c£25,000) utilising external development Section 106 funding.

Within the vicinity there are several picnic tables that can be jointly used by customers of the refreshment kiosk or families in the park for a picnic.

In addition, there is also a drinking water fountain which has been in place for 3 years. Park users can refill their bottles here. In 2016 Chippenham joined the National Refill Scheme. JCP is one of Chippenham's listed Refill sites.

The numerous mature trees also offer cover for picnic areas and are popular with park users.

2. Where Do We Want To Get To?

Corporate Strategic Plan

Chippenham Town Council has for a number of years committed resources to improve all of its parks. The Green Flag criteria has provided a benchmark for this investment.

In 2018 Chippenham Town Council launched a Corporate Strategic Plan, which has 5 key priorities, each of which have a set of aims that have been placed into a 4-year timeline. These are reviewed annually where progress is tracked and evaluated regularly.

- Provide facilities and services which support and develop a well-connected town, which promotes health and wellbeing.
- An active role in the future development of Chippenham through collaboration with partners and stakeholders.
- Maintain and enhance opportunities to create a green, clean and safe environment.
- To promote Chippenham as a destination Market Town based on our rich heritage, history and culture.
- Effective and efficient use of resources.

Green Flag status has contributed to all 5 key priorities.

Aims

To effectively manage our land, our aims for John Coles Park, and all other Chippenham Town Council maintained parks, are as follows:

- To provide a safe, healthy and secure park for all users
- To keep cleanliness and maintenance to the highest standard.
- To be environmentally friendly and enhance biodiversity wherever possible.
- To promote and protect any conservation and heritage features.
- Encourage community participation wherever possible.
- Enhance the reputation of John Coles Park by harnessing marketing and tourism.

Objectives

- Ensure the Park remains a fantastic area for recreation for all present and future users.
- Ensure the Park retains its identity for the people of Chippenham.
- Encourage continued public use.
- Ensure the Park remains a safe public place.

Vision

John Coles Park is the jewel in our crown; a beautiful green space in the heart of Chippenham regularly attracting 1,500 people on a sunny, summer weekend. Cherished for its value to all the people of Chippenham, John Coles Park delivers excellence across all facets of the site. It has a positive influence on wellbeing and is a hub of activity that empowers the local community. Recognised as a place where people and wildlife can thrive in harmony, it is also a place where the heritage of Chippenham is protected and can be explored.

The park offers a large area of open space and a circular walk through mature trees. It is maintained to a consistently high standard by our Environmental Services team. John Coles Park contains over 350 individual trees. From the striking foliage of Copper Beech and the sweet summer smell of Silver Lime in bloom, to the towering majesty of veteran Pedunculate Oaks which pre-date the opening of the park in 1923, our trees are a delight to the senses.

John Coles is managed as an amenity park, and the trees within are a mix of native, semi-native and ornamental species, aiming to balance conservation and amenity so that there continue to be trees in the park for many future generations to enjoy.

Green Flag Criteria

A Welcoming Place

John Coles Park is in the heart of Chippenham, only a short walk from the Town Centre, train and bus station. It can be accessed by 8 different gates, which all lead into open, good visible sight lines. All entrances have tarmacked paths which are well maintained, making it accessible to all. All entrances have welcoming signs either at the entrance or just inside. Future plans for interpretation panels to explain in more detail about the trees and shrubs are being explored. Tarmacked paths continue all the way around the park leading to all its facilities and features making the entire park accessible to all. There are numerous benches located around the park, which are refurbished every year, as replacements are needed, a programme of standardisation has been started. Trees, shrubs and flower displays are seasonally maintained to create seasonal colour all year around.

Healthy, Safe and Secure

Chippenham Town Council have a legal obligation to provide a safe environment for visitors to the park and employees working there. The park is covered by a PSPO (Public Spaces protection order) therefore is a designated no drinking park, any forms of anti-social behaviour are taken seriously and are acted on immediately to prevent escalation.

We have a good working relationship with the local Police Community Support Officers (PCSO) who patrol the park on a regular basis and offer a friendly face and reassurance.

All play equipment conforms to the relevant British Standards, ROSPA (Royal Association for the Prevention of Accidents) visit 3 times a year to inspect all the play equipment including the Splashpad. All staff are ROSPA-trained and check the equipment 365 days a year. Staff carry out internal and external checks to the park on a daily basis. As defects are reported, remedial action is carried out immediately if possible.

The maintenance of the park is carried out by the Service Delivery team who adhere to risk assessments and safe working practices. Contractors working at the park are obliged to demonstrate safe working practices, their own insurance cover, risk assessments and method statements.

The park is split into two halves, the southern area that includes all play and sports facilities, is a dog on lead area. The large open space in the northern half is a dog off lead area. Dog fouling is not tolerated; the Dogs Fouling of Land Act (1966) is enforced with the support of the unitary council (Wiltshire Council) dog warden.

Well Maintained and Clean

Chippenham Town Council pride themselves on the cleanliness and high standard of maintenance in not only John Coles Park but all other maintained parks. Numerous bins are in situ around the park. During opening hours staff are on duty to litter pick and empty bins as necessary.

All grounds maintenance work is carried out by the Chippenham Town Council Service Delivery team.

There is a seasonal maintenance schedule for grass cutting, hedge cutting, tree maintenance, flower/shrub work and paths and other hard standing areas.

Building maintenance is carried out by a combination of contractors and the Service Delivery team.

In 2022, Chippenham Town Council brought in a comprehensive Tree Management Policy. In addition, a Tree Officer was employed to oversee all tree survey and management work across the estate. At JCP, trees are inspected on a timescale appropriate to their condition and location, in order to ensure the council fulfils their duty of care as tree owners.

The Council applies a commonsense approach to tree safety, considering perceived vs actual risk and balancing this with the benefits that trees provide to the public. Remedial tree works and/or removal may be recommended as a result of such inspections in order to maintain trees in a condition that is as safe as is reasonably

Play equipment is inspected three times a year by ROSPA and daily by trained CTC staff.

Environmental Management

In line with the Corporate Strategic Plan, we work to maintain and enhance opportunities to create a green, clean and safe environment.

Park users are encouraged to recycle with recycling bins placed by the refreshment kiosk.

All flowers are bought in from a local nursery who use a peat free perlite in their planting. Ride on mowers are fitted with mulching decks to self-fertilize the grass.

Invasive chemicals are kept to a minimum, where possible organic based chemicals are used when undertaking treatments for the bowling green and other horticultural work.

Bigger waste is now managed separately, whereas general waste skips were once used for everything. Green waste and metal recycling skips are now ordered separately.

The Splash pad has a large holding tank of water that we pay for once and use twice. The water is held and pumped out to water all of the council's floral displays across the portfolio.



Biodiversity, Landscape and Heritage

Surrounded by housing on all sides, John Coles Park is isolated from other local green spaces. However, this makes it an important location to support wildlife within the centre of Chippenham. With its collection of veteran trees, its important natural heritage should not be overlooked.

The Bandstand is the only built feature of heritage worth and is maintained accordingly.

In 2020, Wiltshire Wildlife Trust was commissioned to conduct a preliminary ecological assessment of all Chippenham Town Council owned sites in and around Chippenham. The John Coles Park report presents the findings of a desk study and field site visit carried out on February 5th, 2020. It then presented key recommendations for each part of the site. These were:

- Designate protected areas for veteran trees where ground compaction and exposed roots are present.
- Reduce mowing regimes under tree covered areas to twice a year to allow for natural regeneration of ground cover/flora – possibly seed with suitable native mix.
- Introduce habitat piles in less used areas on site.
- Consider regenerative planting for future woodland.
- Aim to utilise a greater range/amount of perennial pollinating plants across the site to benefit insects and for environmental benefit.
- Review tree surveys/contact arborist regarding trees in poor health/dead wood in canopies.
- Reduce or eliminate the use of pesticides and chemicals.

Community Involvement

The park is used by a wide demographic across the community, including young people, older people, and families. There is a fenced area that was originally designed as a Sensory Garden, it is made available for local groups to get involved in upkeep and maintenance. We look to support these groups with funding and tools where we can. In the future, working with local volunteers, we would like to develop this space for children's workshops, gardening sessions and possibly art exhibitions.

We have worked with two different local Rotary Clubs in support of World Polio day to plant 10,000 Crocus. In addition, there are a number of community groups who have formal agreements for facilities in the park, such as Chippenham Park Bowls Club and Chippenham Park Tennis Club. Both have active sports and social programs.



Marketing and Communication

JCP is well known to all the residents of Chippenham and the surrounding towns, due to its reputation for being a clean and safe park with well-maintained facilities.

Chippenham Town Council promotes the park via its website, with a site-specific section for the park, and social media feeds. There is also a bi-annual newsletter distributed to residents in Chippenham which regularly includes information about the park.

There are a range of events which take place throughout the year.

Chippenham Town Council's Family Fun Day – this is an annual event, in June and is a free community day with fun activities for all the family, community fundraising stalls and performances from local schools, dance groups and choirs.

Local bands play in the bandstand every Sunday from May – September. Other small events are held ranging from wedding photos, children's birthday parties and local fund raisers.



3. How Will We Get There?

The 5-Year Plan 2026 – 2030

Criteria: A Welcoming Place	Proposed Actions
Impressions	- Ensure all entrances are tidy and well-kept to create an immediate good impression. - Ensure good visual sights with attractive planting and maintained shrubs and trees.
New Visitors can easily find JCP	Provide information at town information points, on social media, and on the CTC website.
Activities for all	Provide and improve the JCP public offer, making sure there is an interest for all.

Criteria: Healthy, Safe and Secure	Proposed Actions
A safe and secure park	- Ensure fences are secure. - Ensure well maintained play equipment, picnic benches, benches, sports facilities and footpaths by following the Annual Maintenance Schedule shown in Appendix 1. - Deal with any Anti-Social behaviour incidents, quickly and effectively. - Tree officer to carry out annual tree safety inspection survey. - Tree work to be carried out by arborist if appropriate as indicated by the survey. - Ensure all staff are vigilant on dog fouling issues.

Criteria: Well Maintained and Clean	Proposed Actions
Planting and maintenance work	- Only buy in plug plants and annuals that are peat free. - Use a greater range and amount of perennial pollinating plants across the site to benefit insects. - Do not use any chemical herbicides or pesticides.
Waste	- Recycle water from the splash pad to water flower displays. - Research using grey water for flushing park toilets. - Separate generated waste into soil, rubble, and green waste and dispose of accordingly. - Install one more recyclable bin station in the park.

Criteria: Biodiversity, Landscape and Heritage	Proposed Actions
Heritage	- Ensure John Coles Park retains its historic Victorian Identity. - Preserve, enhance, and promote the bandstand.
Biodiversity	- Conserve and protect the mature parkland trees. - Implement the recommendations of the Wiltshire Wildlife Trust report over the course of this plan cycle. - WWT to assess and report on new biodiversity recommendations in 2029. - Encourage park users to notice and enjoy the natural world through community engagement activities.

Criteria: Community Involvement	Proposed Actions
Engagement	- Promote John Coles Park facilities and activities via the website, social media and information points. - Listen to feedback on how improvements to John Coles Park could be made. - Carry out a satisfaction survey.

Criteria: Marketing and Communication	Proposed Actions
Marketing	Implement CTC marketing strategies via website, social media and press releases.

Criteria: Management	Proposed Actions
Management tasks	- Ensure this management plan is followed. - Collate and store all site inspection data. - Review and action Green Flag feedback as necessary. - Review plan and budget annually.

Annual Maintenance Schedule

Please see Appendix 1.

Risk Assessments

Please see Appendix 2 as an example of one of the current risk assessments in use. Others can be provided upon request. Current risk assessments include, but are not limited to, the following:

- Manual handling
- Icy surfaces and conditions
- Litter picking
- Use of chainsaws, hedge cutters and leaf blowers
- Mowing and strimming
- Open spaces and parks
- Play Areas
- Play equipment
- Chemical & combustible fuel, use and storing of all.
- Splashpad
- Use of contractors

4. How Will We Know When We Have Arrived?

Monitor and Review

Regular site inspections are undertaken. The 'check-sheet' park staff use to demonstrate areas have been checked and are deemed 'fit-for-purpose' can be found in Appendix 3.

We will review the Green Flag mystery shopper feedback and the judges feedback from site visits as they become available. This feedback will inform updates our management and action plans.

The Management Plan will be reviewed on an annual basis, with updates showing completions and items not yet achieved.

To respond to fiscal changes, an annual action plan is generated in October every year. The management plan will be reviewed at this time. This approach to management will provide a more flexible and realistic approach to meeting the aims of the plan.

Some of the actions can be achieved within the existing budgets; however, others will only be achieved with additional resources.

A financial plan for the full 5-year plan term is available upon request.

The Town Council would be happy to discuss and provide further clarification on any aspect of this John Coles Park Management Plan. It originated as part of Chippenham Town Council's application for the Green Flag Award, which was achieved in 2023.



Appendix 1: Annual Maintenance Schedule

John Coles Park Maintenance Schedule	Description	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Grass cutting	Keep clear of bulb planted areas.	Weekly							As Required				
Establish tree root protection zones	Establish zones around veteran trees and fence.									Once only before Growing Season			
Grass cutting of tree protection zones	Keep clear of bulb planted areas.	Twice per Growing Season as Required											
Hedge cutting	All hedge cutting to be completed by end of Feb including late tidy ups.						As Required						
Litter picking		Daily											
Bin emptying	Groundsman and wardens patrol regularly. Empty bins on demand.	Daily											
Footpaths, tennis courts, MUGA, play area wet pour bases	Keep clear of debris, leaves, mud, weeds and moss.	As Required											
Buildings	Health and safety inspections.	Weekly and Recorded Monthly											
Benches	Structural inspections, any defects repaired. Refurbishment in winter months.	Inspections Only							Refurbishments as Required				
Trees	Visual inspections undertaken. Crown lifting. Maintenance work.	Inspections Only							Maintenance Work				
Play areas	Inspections, maintenance, replacement.	Daily Inspections Maintenance as Required							Inspections, Maintenance and Replacement as Required				

Appendix 2: Risk Assessment Example



CHIPPENHAM TOWN COUNCIL RISK ASSESSMENT

Activity:	Litter Picking	Date:	June 2023
Author:	Health and Safety Group	Reviewed by:	My Skills for Life  Signed Matt Kirby, Feb 2025
Next Review Date:	June 2026	Page No:	

Please note that the general principles of this risk assessment should be followed at all times. However, where a task-specific assessment is issued the contents thereof should take precedence. If in doubt, the individual(s) involved should cease work and seek the advice of their Line Manager/Supervisor.

L = LIKEIHOOD THAT HAZARDOUS EVENT WILL OCCUR	C = CONSEQUENCE OF HAZARDOUS EVENT	R = RISK RATING	ACTION
1 VERY UNLIKELY	1 INSIGNIFICANT - NO INJURY	1 - 2	NO ACTION - NO FURTHER ACTION BUT ENSURE CONTROLS ARE MAINTAINED AND REVIEWED
2 UNLIKELY	2 MINOR - MINOR INJURIES NEEDING FIRST AID	3 - 6	MONITOR - LOOK TO IMPROVE AT THE NEXT REVIEW OR IF THERE IS A SIGNIFICANT CHANGE
3 FAIRLY LIKELY	3 MODERATE - UP TO 3 DAYS ABSENCE	8 - 12	ACTION - IMPROVE WITHIN SPECIFIED TIMESCALE
4 LIKELY	4 MAJOR - MORE THAN 7 DAYS ABSENCE (RIDDOR)	15 - 16	URGENT ACTION - TAKE IMMEDIATE ACTION & STOP ACTIVITY IF NECESSARY. MAINTAIN EXISTING CONTROLS RIGOROUSLY
5 VERY LIKELY	5 CATASTROPHIC - DISABILITY/DEATH	20 - 25	STOP - STOP ACTIVITY & TAKE IMMEDIATE ACTION

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DESCRIPTION OF HAZARD & HAZARDOUS EVENT	WHO MIGHT BE HARMED	WHAT RISK CONTROLS ARE CURRENTLY IN PLACE?	CURRENT RISK RATING			ARE FURTHER CONTROLS NEEDED?	DATE TO BE COMPLETED BY	RESIDUAL RISK RATING		
			L	C	R			L	C	R
Litter picking, contact with hypodermic needles, animal faeces, broken glass, leading to infection	Employee	Hand held litter picker issued and used. All staff issued with protective gloves. Shovel and broom provided to aid clearing of spillages. Staff monitored to ensure they are using gloves and equipment provided. Wash facilities or similar available. Good hygiene followed. First aid kit readily available. Sharps clear up kit provided, with instruction on how to safely handle needles and other sharp objects. Hepatitis B vaccination programme in place for employees. PPE at work regulations must be adhered to and used as a guide. Bio Waste Training has been completed (October 2022), refresher training provided when required. Should CTC employee come into contact with any bio hazard medical	2	5	5					



		attention will be sought immediately with relevant support from CTC.								
Emptying litter bins, injury	Employee	Employees given manual handling training. Bins emptied regularly to prevent them becoming too heavy. Gloves provided and worn. PPE at work regulations 1992 must be adhered to.	1	3	3					
Outdoor working, exposure to elements	Employee	See specific risk assessment. Appropriate PPE worn. PPE at work regulations must be adhered to. Staff supplied with sun block, take regular breaks in extremes of weather, and take plenty of refreshments and fluids in both hot and cold weather.	2	4	8					
Working on or adjacent to highway, traffic injury	Employee	See specific risk assessment. High visibility clothing worn. Work done in daylight only. PPE at work regulations must be adhered to.	2	5	10					

Appendix 3: Site Inspection CheckSheet

INSPECTION REPORT

JCP

Date

Time

Inspector

Weather Conditions

✓ boxes

Site Check

COMMENTS		ACTION TAKEN
	ACCESS:	
	Pathway:	
	Owner Signs:	
	Dog Signs:	
	Fences:	
	Gates:	
	Seats:	
	Litter Bins:	
	General Surface:	
	Cleanliness:	
1	Item: SPRING ROCKERS + T/CUP TWISTER	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	
	Surfacing:	
1	Item: BUTTERFLY	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	
	Surfacing:	
1	Item: SEESAW	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	

	Other features:	
	Surfacing:	
	Item: SWINGS 2 FLAT/2 CRADLE & 1 BASKET	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	
	Surfacing:	

	COMMENTS	ACTION TAKEN
	Item: BALL SHOOT	
	Support Members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	
	Surfacing:	
	Item: BUCKET SWINGS SWING	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	
	Surfacing:	
	Item: MULTIPLAY PROLUDIC	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	
	Surfacing:	
	Item: ROCKING HORSE	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	

	Safety features:	
	Other features:	
	Surfacing:	
	Item: ROUNDABOUT	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	
	Safety features:	
	Item: WICKSTEAD MULTIPLAY	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	
	Surfacing:	
	Item: SUTCLIFFE MUTIPLAY	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	
	Surfacing:	
	Item: Jeep Unit Fun Trail	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	
	Surfacing:	
	Item: TALKING BOB	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	

	Surfacing:	
	Item: COCKERILL ROCK AND ROLL	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	
	Surfacing:	
	Item: WITCH'S HAT	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	
	Surfacing:	
	Item: JUNGLE SERACH ACTIVITY BOARDS	
	Support members:	
	Seat/stand parts:	
	Moving parts:	
	Means of access:	
	Safety features:	
	Other features:	
	Surfacing:	
	MUGA	
	Fence:	
	Goals:	
	Surface:	
	Artificial grass:	
	Basketball hoop:	
	Gates:	
	Cleanliness:	
3	TENNIS COURTS	
	Surface:	
	Nets:	
	Fence:	
	Gates:	