

Corby Glen Parish Council – Playground Issue Procedure

November 2021

	Action	Comments
1	Clerk notified of issue, ideally via email	Clerk's email address will be included on a notice at the playground, but communication may come from any source
2	Clerk logs the issue	
3	Clerk contacts councillors via Whatsapp group	Request any councillor in the vicinity to investigate & report back
4	Councillor investigates	
5	If possible, councillor fixes the problem.	Eg tighten screw.
6	Councillor reports back via Whatsapp group.	
7	Clerk updates log	
	If the problem cannot be fixed, play equipment should be disabled.	
8	Councillor reports back via Whatsapp group.	
9	Clerk updates log	
10	Councillor locates Emergency Box via Whatsapp Group	Located with the member of the Greens Team who has the Inspection Sheets
11	Councillor applies hazard tape and 'Keep Off' signs as appropriate to disable the equipment & make the public aware of the issue	
12	Councillor notifies the clerk of action required	Eg contact manufacturer & arrange repair
13	Clerk updates log	
14	If the problem cannot be resolved easily, or significant funds are required, clerk adds to agenda for next meeting.	Discussed at meeting and resolution agreed.
15	Clerk updates log	

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V1.0 November 2021

