



# Weasenham Parish Council

## Inspections Procedure

Reviewed: November 2025  
Next Review: November 2027

1. The areas for health and safety inspections are:
  - a) Community Building
  - b) Recreation Ground play equipment<sup>1</sup>
  - c) Noticeboards
  - d) SAM2 Sign
  - e) Defibrillator (Weekly)
  - f) Street furniture
2. Councillors are responsible for carrying out visual inspections of each asset at least once a month, except in the case of the defibrillators, which are checked weekly. Checks should aim to identify any defects, faults or hazards that could cause injury or damage to any person or other property, or issues that, if not addressed promptly, could result in damage, or further damage, to the asset itself. All checks should be recorded in the Inspections Register.
3. When a defect, fault or hazard is found, all necessary steps will be taken to ensure areas are made safe and that assets are not causing a danger to anyone. All defects, faults or hazards identified should be reported to the Clerk, or in their absence the Chairman, as soon as practicably possible in order that remedial action can be taken.
4. Signs displaying the contact details of the Clerk and asking parishioners to report any faults found, are displayed at the Community Building, Recreation Ground, Noticeboards and on the Parish Council website
5. The Clerk will visit each asset at least once a year with the Councillor responsible for each asset.
6. A comprehensive and thorough inspection of the play equipment on the Recreation Field will be carried out at least once a year by a qualified and impartial inspector, such as one certified by the Register of Play Inspectors International (RPiI).
7. Any items reported, and the subsequent action taken, during the period between meetings of the Parish Council, will be included as an item for discussion at the next full Parish Council meeting. Any actions agreed at the Parish Council meeting will be monitored by the Clerk and Councillor responsible.

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<sup>1</sup> It is particularly important that any defect, fault or hazard in play equipment is identified and remedied without delay.