

Richmond Chase LEAP
Facilities Management Strategy

December 2016

Introduction

The intention of this strategy is to ensure that the play area being provided at Richmond Chase is maintained as a safe and attractive facility at all times.

The strategy should be reviewed against the As Built facilities before these open to the public and any time that a material change to the facilities is made.

Management Obligations

The management obligations for the play area are held by the freeholder of the estate, who has engaged a Managing Agent to discharge these obligations on their behalf, referred to hereafter as the Operator.

It is the responsibility of the Operator to:

- Inspect the play area and equipment in accordance with the Asset Checklists appended (as may be updated to As Built status and in accordance with equipment replacement programmes implemented from time to time)
- Arrange inspections of the play area and equipment post-installation, in accordance with the recommendations herein
- To ensure the play area and equipment is cleaned, maintained and managed in accordance with this document, paying heed to the recommendations herein regarding periodic reviews and amendments to the strategy itself.
- To ensure that an independent risk assessment is carried out on an annual basis, or a frequency as dictated by the assessor for the facilities
- To ensure that contact details for the Operator are clearly on display, to allow any person to report faults or concerns about the play area.

Inspection Requirements

The frequency and scope of inspections should be in accordance with part 7 of EN1176.

The 'routine', 'operational' and 'annual' inspections required by these Standards, when implemented by competent persons as part of the overall safety management system, will assist playground operators with their legal responsibilities.

The Operator should ensure all responsible staff are trained to fully implement this obligation. The annual and operational inspection reports should be used to prioritise any remedial work. It is good practice for the annual inspections to be undertaken by someone other than the Operator. The Register of Play Inspectors International (RPII) (www.playinspectors.com) has further information on inspection and a list of registered inspectors who have demonstrated their competence by examination.

Equipment Maintenance

Whilst it is important that inspections cover the whole of the site, particular attention should be paid to the maintenance of equipment.

Asset checklists are appended to this document for the equipment intended for installation. In addition to the scope of EN1176 Part 7, the check requirements in these lists, should be used to ensure that all equipment components are checked for signs of wear and resulting inspections and actions are properly reported and documented.

An asset register should be delivered to the Operator post-installation, which should be supported by finalised equipment specifications, warranty and maintenance information from the manufacturer and details of the recommended replacement frequency for equipment. The Operator will be responsible post-acceptance of these documents, for ensuring the register is updated in the event of any replacement of equipment, including where a particular component of any asset cannot be replaced with an original part as recommended by the equipment manufacturer.

Cleaning Requirements

Equipment should be cleaned in accordance with manufacturer's recommendations, to ensure that facilities are usable and present well. Cleaning will also facilitate unimpeded inspection of the equipment by the Operator.

The general facilities should receive a daily routine clean, with spot checks to be undertaken at a frequency to be determined by the Operator post-installation. Operatives should be briefed and trained to use the cleaning regime as a further opportunity to observe any hazards or defects which should be reported to the Operator, such as hazardous or foul waste deposited in the facilities, or damage to the equipment or general facilities which may cause injury.

Management Requirements

Contact details for the Operator should be clearly displayed in the play area, in addition to any information which members of the public need to be aware of with regard to use of the area, such as opening times, rules and regulations regarding supervision of children, age limitations on the equipment or prohibition of dogs.

Clearly displaying these details will help mitigate risk of hazard or injury and will allow members of the public to report any cleaning, maintenance or management requirements arising between planned inspections.

The Operator should consider whether they wish to introduce any rules and regulations for users. Examples of regulation to consider are whether an age limit should be introduced for use of the equipment, whether dogs should be prohibited from entering the play facility and if any opening hour restrictions are required to prevent use after dark. The scope of regulations should be guided by the facilities' annual risk assessment.

Post-Installation Management Plan

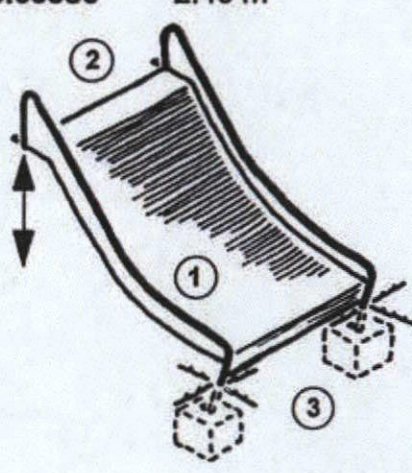
The guidance and objectives in this strategy should be transferred into a Management Plan post-installation, once the Operator accepts handover of the facilities and completes the inaugural risk assessment. This document will be developed by the Operator.

Appendix I – Play Equipment Asset Checklists

Richmond Chase; Routine Playground Inspection Checklist

Playground and play equipment can cause very serious injuries if they are not maintained in a safe condition. Playgrounds and play equipment need to be checked and maintained regularly to ensure the health and safety of all students who use them. This checklist provides a guide to look for during routine inspections of the playground and play equipment.

	Administration	
1	Have all previously reported defects been rectified?	yes / no
2	Have incident records and the hazard register been reviewed to identify hazards?	yes / no
3	Is the operator signage clean, visible and in good condition?	yes / no
	Comments/ Actions	
	Site	
4	Is the site clear of litter, fouling, sharp and dangerous objects?	yes / no
5	Are the trees free from potential falling deadwood and other hazards (e.g. pointed or broken branches at eye height)?	yes / no
6	Is access to the site in good condition and clear of obstruction?	yes / no
	Comments/Actions	
	Swings	
7	Is the main frame safe and secure?	yes / no
8	Are all moving parts in working order?	yes / no
9	Are seats and attachments in good condition?	yes / no
10	Are chains and shackles in good condition?	yes / no
11	Are all bolts in place and secure?	yes / no
12	Are posts treated/ painted when necessary to prevent rotting or splintering?	yes / no
	Comments/ Actions	
	Slides	
13	Is the main frame safe and secure?	yes / no
14	Is the sliding surface clear of obstructions?	yes / no
15	Is the sliding surface secure and free of gaps from side rails?	yes / no
16	Are the surfaces free from rust, rotting or splintering?	yes / no
17	Is the gel-coat surface of fibreglass slides intact and free from glass fibre protrusions?	yes / no
18	Are surfaces treated for rust or splintering, when necessary?	yes / no
	Comments/ Actions	
	Structures (including portable structures)	
19	Is the main frame safe and secure?	yes / no
20	Are timber pods sound and free of large structural cracks and splinters?	yes / no
21	Are timber floors and palings stable and free of large cracks and splinters?	yes / no
22	Are all nail heads flush with timber (not protruding)?	yes / no
23	Are all bolts in place and secure?	yes / no
24	Are all joints and connections firm (not loose)?	yes / no
25	Are chains and ropes secure and in good condition?	yes / no
26	Are all components in place (none missing)?	yes / no
27	Are frames maintaining shape (not distorted)?	yes / no
28	Are surfaces free from rust or rot?	yes / no
	Comments/ Actions	

Instructions for wear checks of play equipment	The equipment must be checked for correct operation and safety, especially the points listed below:	Proof of maintenance										
<p>Playground</p> <p>Date of installation</p> <p>Checks depend on the type of equipment. Any equipment with moving parts must be checked at least twice a year, static equipment at least once a year.</p> <p>Intervals for maintenance work and checks generally depend on</p> <ul style="list-style-type: none"> - location - kind of use - frequency of use - possible vandalism <p>For more details see also "General instructions for maintenance of playgrounds".</p> <p>Stainless Steel Slides width 1.00 m</p> <table border="1"> <thead> <tr> <th>Order No.</th> <th>Installed height</th> </tr> </thead> <tbody> <tr> <td>3.63320</td> <td>1.50 m</td> </tr> <tr> <td>3.63340</td> <td>1.80 m</td> </tr> <tr> <td>3.63360</td> <td>2.00 m</td> </tr> <tr> <td>3.63380</td> <td>2.40 m</td> </tr> </tbody> </table> 	Order No.	Installed height	3.63320	1.50 m	3.63340	1.80 m	3.63360	2.00 m	3.63380	2.40 m	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Slide surface</div> <ol style="list-style-type: none"> 1. Check for vandalism. <input type="checkbox"/> 2. Check that bolts and screws of main equipment are tight and retighten if necessary. <input type="checkbox"/> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Structural stability</div> <ol style="list-style-type: none"> 3. In order to check the stability of the foundation or the steel feet for corrosion, uncover the foundation once a year. <input type="checkbox"/> <p>Note For slides installed on a slope check that the ground shape has not changed in such a way that foundations are exposed.</p>	<p style="text-align: center;">Special notes, e.g. for repairs</p>
Order No.	Installed height											
3.63320	1.50 m											
3.63340	1.80 m											
3.63360	2.00 m											
3.63380	2.40 m											
<p>For spare parts refer to back of page.</p>	<p>Maintenance carried out by:</p> <p>..... Date</p>											
<p>Repair not carried out, it is still possible to play on equipment <input type="checkbox"/></p> <p>Repair not carried out, equipment is taken out of action <input type="checkbox"/></p> <p>All work carried out, everything is in order <input type="checkbox"/></p>												

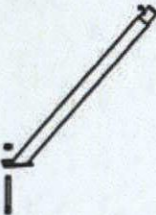

De-DINEN 20.02.2014

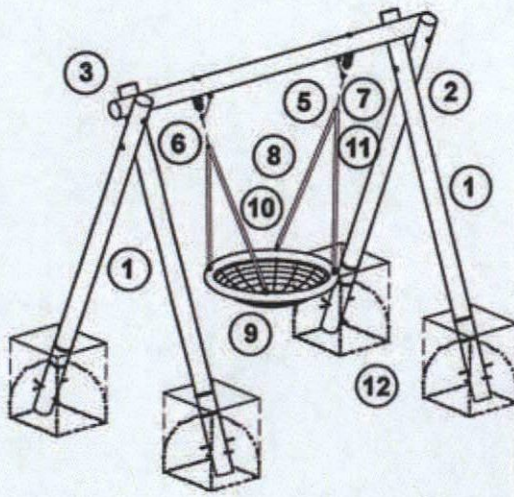

COPYRIGHT © RICHTER SPIELGERÄTE GMBH

Spare Parts
Stainless Steel Slide
Order No. 3.63320/3.63340
3.63360/3.63380



Please note that the safety standards of the equipment must not be affected. Therefore, when carrying out repairs it is helpful to only use original parts.

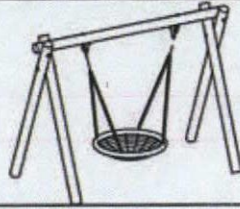
Order No.	Spare part
<p>0.92081</p>  <p>A line drawing of a long, thin metal rod with a small hole at one end and a vertical line at the other, representing a support for the bottom of the slide.</p>	<p>support for slide, bottom</p>
<p>0.92091</p>  <p>A line drawing of a cylindrical metal part with a hole in the center, representing a support for the top of the slide.</p>	<p>support for slide, top with hole Ø 13 mm</p>

Instructions for wear checks of play equipment	The equipment must be checked for correct operation and safety, especially the points listed below:	Proof of maintenance
<p>Playground</p> <p>Date of installation</p> <p>Checks depend on the kind of equipment. Any equipment with moving parts must be checked at least twice a year, static equipment at least once a year.</p> <p>Intervals for maintenance work and checks generally depend on:</p> <ul style="list-style-type: none"> - location - kind of use - frequency of use - possible vandalism <p>For more details see also „General instructions for maintenance of playgrounds“.</p> <p>Cradle Nest Order No. 6.14500/L6.14500</p>   <p>Attention! First chain link must be securely clamped in the swivel.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Wooden parts </div> <ol style="list-style-type: none"> 1. Check for rot and, if necessary, smooth out splinters and round off sharp edges of cracks. <input type="checkbox"/> 2. Check all wood connections for firmness and tighten if required. <input type="checkbox"/> 3. Recommendation: Apply paraffin wax to the end grain faces of the wood once a year, please refer to Order No. 0.90100, 1 litre. <input type="checkbox"/> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Universal joints </div> <ol style="list-style-type: none"> 4. Check the forks. The opening has to show in the direction of the crossbeam. <input type="checkbox"/> 5. Check the joints for smooth motion in both directions. <input type="checkbox"/> 6. Check the swivel for smooth motion, if necessary grease lightly. <input type="checkbox"/> 7. Check the connection to the wood, collar must be flush. <input type="checkbox"/> 8. Check chains and connections to chains, the first chain link must be locked, check wear on contact surfaces between first and second chain link. <input type="checkbox"/> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Cradle Nest </div> <ol style="list-style-type: none"> 9. Check for damage or wear, if necessary renew the Cradle Swing. <input type="checkbox"/> 10. Check the connections to the chains. <input type="checkbox"/> 11. Check the hose pipe covers of the chains for damage due to wear of vandalism. <input type="checkbox"/> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Structural stability </div> <ol style="list-style-type: none"> 12. In order to check for rot at wooden parts or steel feet for corrosion, uncover the foundations once a year. <input type="checkbox"/> <p>Repair not carried out, it is still possible to play on equipment <input type="checkbox"/></p> <p>Repair not carried out, equipment ist taken out of action <input type="checkbox"/></p> <p>All work carried out, everything is in order <input type="checkbox"/></p> <p>Maintenance carried out by</p>	<p style="text-align: center;">Special notes (e. g. for repairs):</p>
<p>For spare parts please turn over!</p>	<p>..... Date</p>	








En-EN 12.08.2014

COPYRIGHT © RICHTER SPIELGERÄTE GMBH

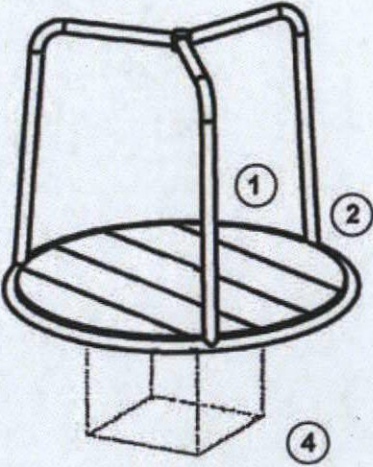
Spare parts
Cradle Nest
Order No.
6.14500/L6.14500



Please note that the safety standards of the equipment must not be affected. Therefore, when carrying out repairs it is helpful to only use original parts.

Order No.	Spare part	Order No.	Spare part
0.86000	cradle nest without joints	0.20012	stainless steel machine bolt reinforced, with locking nut
			
0.86010	cradle nest with joints	0.88193	reinforced square block steel with 2 brass bushes
			
0.87030	pair of chains	99.01319	cross beam pre-drilled for joints
			
0.93133	complete swing joint		
			

This copy may be copied for maintenance of Richter play equipment.

Instructions for wear checks of play equipment	The equipment must be checked for correct operation and safety, especially the points listed below:	Proof of maintenance
<p>Playground</p> <p>Date of installation</p> <p>Checks depend on the kind of equipment. Any equipment with moving parts must be checked at least twice a year, static equipment at least once a year.</p> <p>Intervals for maintenance work and checks generally depend on:</p> <ul style="list-style-type: none"> - location - kind of use - frequency of use - possible vandalism <p>For more details see also „General instructions for maintenance of playgrounds“.</p> <p>Small Carousel Order No. 6.26501</p> 	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Wooden parts</div> <ol style="list-style-type: none"> 1. Check for rot and, if necessary, smooth out splinters and round off sharp edges of cracks. <input type="checkbox"/> 2. Check that all bolts and screws are tight and retighten if necessary <input type="checkbox"/> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Rotary mechanism</div> <ol style="list-style-type: none"> 3. is maintenance-free <input type="checkbox"/> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Structural stability</div> <ol style="list-style-type: none"> 4. In order to check the fixation to the ground, uncover the foundation once a year <input type="checkbox"/> 	<p>Special notes (e. g. for repairs):</p>
	<p>Repair not carried out, it is still possible to play on equipment <input type="checkbox"/></p>	
	<p>Repair not carried out, equipment ist taken out of action <input type="checkbox"/></p>	
	<p>All work carried out, everything is in order <input type="checkbox"/></p>	
	<p>Maintenance carried out by</p> <p style="text-align: right;">Date</p>	

En-EN 14.08.2014

COPYRIGHT © RICHTER SPIELGERÄTE GMBH