



GT BARTON PARISH COUNCIL

PLAYGROUND ACCIDENT POLICY

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

LAW.

Legal Requirements

There is no specific legislation on play safety. However, the key legislation is:

- The Health & Safety at Work Act 1974 and appropriate updates
- Occupiers Liability Acts of 1957 and 1984
- Management of Health and Safety at Work Regulations 1999 (Management Regulations)
- Consumer Protection Act 1987
- Children Act 1989 • RIDDOR 2013
- Control of Substances Hazardous to Health Regulation 1992
- Control of Pesticides Regulations 1986
- Environmental Protection Act 1990

The Council and its Officers have a duty to take actions that will ensure the safety of people at work and members of the public who may be affected by the facilities that are provided by the Parish Council within the parish of Great Barton. The Council will be governed by the rules of “reasonable practicability” and will seek to correct major hazards. Minor faults where risk is negligible and potential injury very minor will be monitored unless the fault or hazard changes status.

ITEM	INSTRUCTION
Do staff members know what to do?	Clerk is aware and will carry out procedure. If Clerk is away a nominated Councillor (2025 ANDY BAKER) 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 Chair.
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 ACY 2389223 (Ansva) Phone: 0345 60 20 999 Email: ansvar.insurance@ansvar.co.uk Website: ansvar.co.uk
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 Broxap Street Furniture (GYM) Telephone: 01782 564411 Email: ryan.green@broxap.com / Sales:broxap.com
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

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 in situ
18/08/2025	Updated information for Nominated Councillor to Andy Baker. Insurance Details Updated as now with Ansva Insurance. Gym Equipment Provider details added.

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:

Reviewed June 2026