

## West Buckland Parish Council

### Playing Field and Play Area Policy

#### Background

West Buckland playing field is sited adjacent to the Village Hall in Silver Street, West Buckland and the postcode is TA21 9NA. The field is owned and maintained by West Buckland Parish Council for public use. Included in the field is a fenced play area with equipment for children's use. The field and play area are inspected on a regular basis and an annual inspection of the play area and equipment is carried out by Rospa. This policy sets out guidelines for use.

***West Buckland Parish Council has the right to close the playing field and/or the play area at any time for essential maintenance.***

#### Use

Members of the public are welcome to use the field and facilities provided except when the area, or part of the area, is closed for essential maintenance or permission has been granted for a person or group/organisation to use it.

All persons use the facility at their own risk. Anyone using the field when ground conditions are wet or icy should wear suitable footwear and be aware that the field could be slippery.

Any person or group/organisation planning to use the playing field for an organised use or event will need to apply to the Parish Council for permission and will need to provide full details of planned use and proof of public liability insurance. Anyone planning to use the playing field in conjunction with use of the Village Hall needs to apply to the Parish Council for permission to use the field. The cost of any damage to the field incurred during use must be met by the person or group/organisation making the application. Applications should be made to the Clerk to the Parish Council. Details of the information required are included at Annex A.

Well behaved dogs are allowed on the playing field but owners must pick up all dog mess and dispose of it using the dog bin provided at an entrance to the playing field. If you have any concerns about the behaviour of your dog/s towards people or other dogs they should be kept on a leash. ***No dogs are allowed in the play area.***

Litter should be placed in the litter bin in the play area or removed from the field

Anyone using the field or play area should remember that it is a community facility and they should try to keep it in a good condition.

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Agreed by West Buckland Parish Council on 29.11.16  
Review date November 2018

## **Annex A.**

### **The information the Parish Council will need before permission to use the field can be granted is:**

1. The name of the person or group/organisation requesting permission.
2. Name and contact details of organiser including address, home, mobile telephone numbers and email details
3. The purpose of the event
4. The date and time of the planned use. Please include setting up and clearing up times
5. The target audience
6. Likely numbers attending the event
7. A Health & Safety risk assessment.
8. Public Liability Insurance will have to be provided to the Parish Council before the event takes place.

### **For larger events the following information will also be required**

1. Name of who has contacted the emergency services and if necessary Somerset County Council highways prior to the event. Details of any permits or permissions to be given to the Parish Council.
2. Details of planned access for pedestrians and vehicles
3. Details of access for emergency vehicles
4. Animals: it is the organisers responsibility to ensure providers, or any one in charge of an animal, have insurance and animal welfare is met
5. Behaviour of attendees: are any problems envisaged? Incidents process and recording
6. Car parking plan
7. Children: Child Protection/Safeguarding Policy developed in accordance with the principles established by the Children Acts 1989 and 2004.
8. Will there be any cycling on the playing field during the event?
9. Complaints process for making and recording complaints.
10. Provision for people with disabilities including access and parking
11. Details of any electricity cabling and signage
12. Will Fair Ground Equipment be used? Safety certificates and evidence of public liability insurance to cover use will need to be provided to the Parish Council before the event takes place.
13. Details of fire prevention measures
14. Details of First Aid provisions including recording incidents
15. Will glass be used on the playing field? This includes the sale of drinks including alcohol.
16. Health and Safety Risk Assessment details
17. Will large inflatables be used? Certificates and evidence of public liability insurance to cover use to be provided to the Parish Council before the event takes place
18. Licences: Copy of Temporary Event Notice to be provided to the Parish Council if alcohol will be sold. PRS for music licence details to be provided to the Parish Council.
19. Litter including picking up and clearing provisions

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20. If hot food is being provided and liquid petroleum gas is being use please provide plans for storage, fire risk and potential damage to grass
21. Plan of site including details of stalls etc to be provided to the Parish Council before the event takes place
22. Details of how Public notices and permissions for the event will be displayed.
23. Details for security and stewarding provisions
24. The speed limit for vehicles on site and plans for signage
25. Plans for the erection and dismantling of temporary structures.
26. Details for the provision of toilets
27. Details of water supplies

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