

# FAREHAM

BOROUGH COUNCIL

## AGENDA

### STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL

**Date:** Thursday, 10 September 2015

**Time:** 6.00 pm

**Venue:** Collingwood Room - Civic Offices

**Members:**

Councillor L Keeble (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

Councillors J M Englefield  
J V Bryant  
D M Whittingham  
D J Norris  
D C S Swanbrow

**Deputies:** A Mandry  
Mrs K K Trott



**1. Apologies for Absence**

**2. Minutes (Pages 1 - 4)**

To confirm as a correct record the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 16 July 2015.

**3. Chairman's Announcements**

**4. Declarations of Interest and Disclosures of Advice or Directions**

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct and disclosures of advice or directions received from Group Leaders or Political Groups, in accordance with the Council's Constitution.

**5. Deputations**

To receive any deputations of which notice has been lodged.

**6. Review of Work Programme 2015/16 (Pages 5 - 8)**

To consider a report by the Director of Environmental Services on a review of the Work Programme 2015/16.

**7. Refuse and Recycling Route Risk Assessments (Pages 9 - 16)**

To consider a report by the Director of Environmental Services on the refuse and recycling route risk assessments.

**8. Play Area Inspection Review (Pages 17 - 22)**

To consider a report by the Director of Environmental Services on a review of the play area inspections.

**9. Exclusion of Public and Press**

To consider whether it is in the public interest to exclude the public and representatives of the press from the remainder of the meeting in accordance with the Section 100A(4) of the Local Government Act 1972, on the grounds that the matter to be dealt with involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

**10. Hedge Cutting Contract Performance Report (Pages 23 - 28)**

To consider a report by the Director of Environmental Services on the hedge cutting contract performance report.

**11. Members Open Forum**

To allow Members to ask questions on any Streetscene related topic.

P GRIMWOOD  
Chief Executive Officer

Civic Offices  
[www.fareham.gov.uk](http://www.fareham.gov.uk)  
2 September 2015

**For further information please contact:  
Democratic Services, Civic Offices, Fareham, PO16 7AZ  
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[democraticservices@fareham.gov.uk](mailto:democraticservices@fareham.gov.uk)**



# FAREHAM

BOROUGH COUNCIL

## Minutes of the Streetscene Policy Development and Review Panel

**(to be confirmed at the next meeting)**

**Date:** Thursday, 16 July 2015

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Councillor L Keeble (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

**Councillors:** J V Bryant, D J Norris and D C S Swanbrow

**Also Present:** Councillor Miss T G Harper Executive Member for Streetscene (item 10), Mrs K K Trott (Item 10) and P W Whittle, JP (Item 10)



**1. APOLOGIES FOR ABSENCE**

There were no apologies of absence.

**2. MINUTES**

It was AGREED that the minutes of the Streetscene Policy Development and Review Panel held on 4 June 2015 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

He stated that he was pleased to see the invitation to all members to attend this meeting for the Member's Open Forum included in the July copy of the member's newsletter. He welcomed Councillor's Whittle, JP and Mrs Trott to the meeting who were attending to take part in the open forum.

He informed members that the annual visit to the depot would not be possible this year as it is extremely time consuming for Officers to arrange. However should any member wish to have a tour of the depot they should contact Dawn Kenderdine who will arrange individual visits.

Lastly he informed the Panel that the judges for South East in Bloom were in the Borough today and whilst the results are not yet known, Officers are optimistic that the results will be very positive again this year.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. REVIEW OF WORK PROGRAMME 2015/16**

The Panel considered a report by the Director of Environmental Services which reviewed the Panel's work programme for 2015/16.

The Director of Environmental Services addressed the Panel to inform them that the Member Work Group for the public toilet refurbishment will be commencing shortly.

It was AGREED that Work Programme for 2015/16 be agreed.

## **7. ANNUAL REPORT ON STREET CLEANSING SERVICE**

The Panel considered a report by the Director of Environmental Services on an annual update of the Street Cleansing Service.

The report was presented by the Operations Manager, who then took questions from members.

Councillor Bryant enquired as to who was responsible for the clearing of weeds off of pavements and streets, and who should the public contact to report these issues. The Operations Manager explained that any reports should be directed to Hampshire County Council in the first instance as they will be responsible for spraying the weeds and then Fareham Borough Council will be responsible for the cleaning up of the weeds once they have completely died off.

The Operations Manager was also asked if there was any enforcement action that could be taken if there was offensive graffiti on private property which the owners refused to have removed. Members were advised that there would be some kind of enforcement action that could be taken but Officers would need to take advice from the Legal team on how this could be done.

Councillor Swanbrow passed on his thanks to the Street Cleansing team who are extremely efficient and quick at responding to reports of dead animals on the highway.

It was AGREED that the Panel note the contents of the report.

## **8. EXCLUSION OF PUBLIC AND PRESS**

It was AGREED that in accordance with Section 100A(4) of the Local Government Act 1972, the public and representatives of the Press be excluded from the remainder of the meeting as the Panel considered it was not in the public interest to consider the matter in public on the grounds that it involved the disclosure of exempt information as defined in paragraph 3 of Part 1 of schedule 12A of the Act.

## **9. ANNUAL REVIEW OF TRADE WASTE SERVICE**

The Panel considered a report by the Director of Environmental Services on an annual review of the Trade Waste Service.

It was AGREED that the content of the report be noted.

## **10. MEMBERS OPEN FORUM**

At the Invitation of the Chairman, Councillor's Mrs Trott, Miss Harper, the Executive Member for Streetscene and Whittle, JP joined the Panel for this item.

Councillor Whittle addressed the Panel as he had received a suggestion to put forward to Officers. He explained that he had recently been contacted by a

member of the public regarding litter picking. The resident suggested that the Council provide bags for volunteers to collect and use for litter picking when they are out in the Borough and then leave the bags by Council litter bins for collection. He also suggested that something similar could also be arranged for dog fouling.

The Operations Manager addressed the Panel to respond to Councillor Whittle's suggestion. He explained that the Council do already operate a system where they provide black FBC marked bags to voluntary litter pickers and then arrange collection of these bags from the volunteer at a time that is convenient to both the volunteer and the Council's operatives.

Councillor Trott raised this issue of advertising of this service that the Council offer as it has been some years since the Council put a notice in Fareham Today outlining this service to residents. The Operations Manager explained that he is currently working with the Head of Parking and Enforcement on ways to tackle dog fouling and littering. As part of this initiative they will be looking at ways to advertise and promote the voluntary service that the Council support.

The Chairman asked if the big clean up events have attracted more volunteers as the events did attract a lot of interest from residents. The Operations Manager did confirm that the events were very well attend and residents were very willing to help out on these days, but they have not gained any regular volunteers through them.

Councillor Whittle suggested that the volunteers receive some kind of award for their hard work, and maybe it could be something that is incorporated into the Council's Fareham in Bloom Award Ceremony.

Councillor Mrs Bayford addressed the Panel and suggested that dog fouling bags be provided by dog bins in the hope that it could encourage less responsible dog walkers to pick up after their dog. The Director of Environmental Services confirmed that this could be investigated as part of the new initiative.

Councillor Norris raised concern that some of the no dog fouling posters that were put up last year have been removed. The Operations Manager assured members that he would ask the enforcement officers to investigate this.

The Director of Environmental Services concluded the discussion by informing the Panel that the Operations Manager will be meeting with the Communications Team next week to start working on the new initiative. He explained that the start of the process would be concerned with working on informing, educating and engaging with residents.

The Chairman thanked all members for their suggestions.

(The meeting started at 6.00 pm  
and ended at 7.10 pm).



# FAREHAM

BOROUGH COUNCIL

## Report to Streetscene Policy Development and Review Panel

**Date**                    **10 September 2015**

**Report of:**           **Director of Environmental Services**

**Subject:**              **REVIEW OF WORK PROGRAMME 2015/16**

### SUMMARY

The Work Programme for 2015/16 was reviewed and agreed by the Panel at its last meeting on 16 July 2015.

### RECOMMENDATION

Members are now invited to further review the Work Programme for the year 2015/16.

## **INTRODUCTION**

1. At the meeting of the Panel on 16 July 2015 members reviewed and agreed the Panel's Work Programme for 2015/16, attached as Appendix A to this report. Members are now invited to further review the Work Programme.

## **REVISIONS TO THE WORK PROGRAMME**

2. There are no revisions to the previously agreed work programme.

## **RISK ASSESSMENT**

3. There are no significant risk considerations in relation to this report

## **CONCLUSION**

4. The Panel is now invited to confirm the programme of items for 2015/16, as set out in the attached Appendix A.

### **Background Papers:**

None

### **Reference Papers:**

Streetscene Policy Development and Review Panel – 16 July 2015 - Minutes

### **Enquiries:**

For further information on this report please contact Paul Doran. (Ext 4572)

**STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL – WORK PROGRAMME  
2015/16**

<b>Date</b>	<b>Subject</b>
4 June 2015	<ul style="list-style-type: none"> <li>• Review of Work Programme 2015/16</li> </ul>
	<ul style="list-style-type: none"> <li>• Presentation on Streetscene Services and Key Achievements</li> </ul>
16 July 2015	<ul style="list-style-type: none"> <li>• Review of Work Programme 2015/16</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Review of Trade Waste Service</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Report on Street Cleansing Service</li> </ul>
	<ul style="list-style-type: none"> <li>• Members Open Forum</li> </ul>
10 September 2015	<ul style="list-style-type: none"> <li>• Review of Work Programme 2015/16</li> </ul>
	<ul style="list-style-type: none"> <li>• Refuse and Recycling Route Risk Assessments</li> </ul>
	<ul style="list-style-type: none"> <li>• Hedge Cutting Contract Performance Report</li> </ul>
	<ul style="list-style-type: none"> <li>• Play Area Inspection Review</li> </ul>
	<ul style="list-style-type: none"> <li>• Members Open Forum</li> </ul>
22 October 2015	<ul style="list-style-type: none"> <li>• Review of Work Programme 2015/16</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Report on Recycling Performance</li> </ul>
	<ul style="list-style-type: none"> <li>• Public Toilet Refurbishment 5 Year Programme</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Report on Grounds Maintenance Performance</li> </ul>
28 January 2016	<ul style="list-style-type: none"> <li>• Preliminary Review of Work Programme 2015/16 &amp; Draft Work Programme 2016/17</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Fleet Management Report</li> </ul>
	<ul style="list-style-type: none"> <li>• Corporate Cleaning Contract Renewal</li> </ul>
	<ul style="list-style-type: none"> <li>• Bus Shelter Maintenance Contract Renewal</li> </ul>
3 March 2016	<ul style="list-style-type: none"> <li>• Final Review of Work Programme for 2015/16 and Draft Work Programme 2016/17</li> </ul>
	<ul style="list-style-type: none"> <li>• Review of Bin Charging Policy</li> </ul>

	<ul style="list-style-type: none"><li>• Allotment Agreement Renewal</li></ul>
	<ul style="list-style-type: none"><li>• Members Open Forum</li></ul>

# FAREHAM

BOROUGH COUNCIL

## Report to Streetscene Policy Development and Review Panel

**Date**                    **10 September 2015**

**Report of:**            **Director of Environmental Services**

**Subject:**              **REFUSE AND RECYCLING ROUTE RISK ASSESSMENTS**

### **SUMMARY**

The purpose of this report is to provide information to Members on the route risk assessments relating to the refuse and recycling operation.

### **RECOMMENDATION**

That the Panel notes the content of this report.

## **INTRODUCTION**

1. Within the Borough there are over 48,000 properties accessed by a network of more than 1700 roads. As part of a project started in 2014, all roads across the Borough are being route risk assessed in relation to refuse and recycling collections to help minimise risks and prevent accidents.
2. A route risk assessment is the process where hazards are identified and the risk associated with that hazard is evaluated. Once this has been completed, appropriate ways to eliminate or control the hazard are then put into place to reduce the risk and minimise the chance of an incident occurring.
3. The waste and recycling industry is known to be a high risk industry in which a large number of accidents/incidents occur each year. It accounts for 0.5% of employees in Britain but 2.6% of reported injuries to employees. In the UK for 2013/14 there were 486 reported major injuries and 4 fatalities relating to waste and recycling collection employees which is higher than in either agriculture or construction sectors.
4. The council has taken a proactive approach towards route risk assessments and has started this project ahead of a requirement by the Health and Safety Executive for all collections rounds to be assessed.

## **PURPOSE**

5. The purpose of a route risk assessment is to highlight any areas where the crew may encounter an additional hazard and to ensure any risks have been minimised to prevent incidents from occurring. The format of the assessment ensures that crews and supervisors work together to identify the hazards as part of their day to day collections, and record all information in a simple and easy to access crew sheet and form.
6. Cycle paths, pedestrian walkways into areas where there are collection points for bins, schools and areas where reversing takes place are all examples of items that are noted on a route risk assessment, including information on how to reduce the risk. This can be as simple as avoiding collections during peak traffic periods near to schools when there are likely to be more pedestrians and vehicles in the area.
7. This is a major project to undertake, with approximately half of all routes completed and the task is expected to be complete by the end of 2015.

## **LEGISLATION**

8. The Management of Health and Safety at Work Regulations 1999 requires employers to suitably and sufficiently assess and control the risks their activities present to their employees and others. The assessment should identify:
  - The hazards that can cause harm, what kind of harm and how likely it is to happen
  - Who is at risk (such as employees and members of the public)
  - The appropriate control measures needed to eliminate or reduce the risks so far as is reasonably practicable.

## **REVERSING**

9. One of the most hazardous manoeuvres that all crews have to carry out multiple times each day is reversing. Reversing causes a disproportionately large number of moving vehicle accidents in the waste and recycling industry, which is why it has become a focal point of the route risk assessment process. In the UK nearly a quarter of all deaths involving vehicles at work occur during reversing.
10. Wherever possible, reversing has been eliminated from the rounds, and if this is not possible the distances vehicles must reverse has been reduced. When a vehicle is reversing, complete control over the situation cannot always be achieved because of factors such as other vehicles, pedestrians and the weather conditions. By reducing the number of reversing manoeuvres along with annual reversing training for all staff, this has helped to reduce the associated risks and prevent accidents.
11. Each year all employees within the waste management team complete reversing training. This training includes classroom and practical activities out in the Borough to help promote safe working practices and ensures that all crews work together to safely carry out any reversing manoeuvre.
12. An example where the process of route risk assessments has helped to reduce the risks is Wessex Gardens in Portchester. Originally the crew reversed the vehicle over 100 metres into the cul-de-sac as there was no safe place to turn the vehicle. By writing to the residents about the problems of parking in the turning area on bin collection day, the vehicle is now able to drive in and turn around without difficulty, minimising the reversing distance to less than the length of the vehicle within the turning area. This manoeuvre can be closely monitored by the crew acting as reversing assistants to the driver to ensure the safety of both employees and members of the public.

## **SPECIFIC HAZARDS**

13. Across the borough there are a wide range of roads that allow access to a variety of styles of houses and flats. Each of these areas have location specific hazards such as reversing, schools, high risk pedestrian areas, low overhead cables, staircases/steps, poor lighting and aggressive animals. Each road must also be assessed for single side or double side collections, where the bins are only collected from one side of a road or double side collections from both sides of the road with crew members crossing the road to bring bins to the vehicle. Single side collections tend to be for fast main roads, as it requires the vehicle to travel up each road twice, while double side collections are used for quieter roads and cul-de-sacs.
14. As part of the route assessment these risks must be eliminated or reduced to ensure the safe working of the crew. This information is then recorded on the crew sheets and also the road's specific route risk assessment sheet. This system allows for the crew sheet to be used as a quick reference guide for the driver with more detailed explanation provided on the route risk assessment, with both sheets being kept in the crew folder for easy reference.
15. An example of a crew sheet outlining specific hazards can be found at Appendix (A) with the related route risk assessment for Titchfield Road Stubbington in Appendix (B).

## **ACCIDENTS**

16. Within the refuse and recycling team there have been 22 accidents in 2013/14. These have included slips, trips and falls, and injuries from handling, lifting or carrying. For 2014/15 the number of accidents has reduced to 18. The route risk assessment process has helped to highlight the importance of reducing hazards that crews come across in their everyday work and reduce the number of preventable accidents.

## **CONCLUSION**

17. By working together to complete the route risk assessment project, crew members and supervisors have a better understanding of the hazards related to refuse and recycling collections, along with what can be done to reduce the associated risks.

18. The project has already improved the safety of refuse and recycling collections by reducing reversing distances and the number of manoeuvres carried out. Alongside regular crew training this will help the service to continue to operate in a safe manner.

19. Once the initial project is completed all collection routes will be reviewed at least once every two years, to ensure new and existing hazards are identified and evaluated to minimise the risks.

### **Appendices:**

**Appendix A** – Example of a Crew Sheet

**Appendix B** – Example of a Route Risk Assessment

### **Background Papers:**

None

### **Reference Papers:**

[Safe Waste and Recycling Collection Services](#) (produced by the Health and Safety Executive)

### **Enquiries:**

For further information on this report please contact Kitty Rose (Ext. 4747)



## Appendix A – Example a of Crew Sheet

R5	Street	Assisted	Large Hhld 2nd bin	Friday __/__/__	Sidewaste / Contamination / Notes
				Not out	
18	<b>Garnett Close</b> After MJ Hse, reverse	10			
19	<b>Melvin Jones House</b> Reverse in				
20	<b>Green Road</b>	93			
21	<b>Hérons Close</b> (5 -refuse behind back gate, recycling at side of hs) Reverse	2, 5, 9,	2		
22	<b>Foster Close</b> Closes off - reverse		14, 18, 31		
22	Foster Close ( <b>Marchesi Court</b> )				
23	<b>Scott Close</b> Reverse behind garages				
24 / 32	<b>Titchfield Road - Titchfield</b> Watch for cars first thing in morning - hectic. SINGLE SIDED COLLECTION		114		Make sure 114 done
25	<b>The Paddock</b> Reverse				

**Appendix B – Example of a Route Risk Assessment**

<h1>FAREHAM</h1> <h2>BOROUGH COUNCIL</h2>	
<b>REFUSE/RECYCLING COLLECTION ROUTE RISK ASSESSMENT</b>	
<b>FBC-RA- GENERIC</b>	
<b>Description of Activity</b> Safe and effective collection of domestic waste	
<b>Description of Main Hazard</b> Manual handling injuries Crush injuries Hand injuries causing cuts and traps Slips, trips and falls Defective equipment Falling objects Other vehicles operating in area Weather conditions	
<b>Description of Main Risk</b> Injuries sustained by manual handling and repetitive movements Injuries sustained by slips, trips, falls cuts, traps Faulty or defective equipment	
<b>Who is at Risk</b> Driver, Loader and Members of the public.	
<b>Existing Risk Control Measures</b> Only trained competent people to use equipment Scheduled, suitable and sufficient manual handling training to include ergonomics Operator to keep hands and feet clear of all moving parts. Planned preventative maintenance program in place for vehicle and ancillary equipment. Specific hoist training for all loaders and drivers. Drivers and operatives are to communicate at all times when operating the vehicles hoist. All defective or damaged equipment to be reported to driver charge hand immediately and TRD. Provision of all Personal Protective Equipment (PPE) to include safety footwear and Hi Vis jackets and suitable hand protection as a minimum. Drivers and loaders to be extremely aware of other vehicles operating in the immediate area. Drivers and Loaders to be aware of members of public in the immediate area. Drivers and loaders to be aware of weather conditions and to take care on slippery or wet surface	
<b>Severity</b>	2
<b>Likelihood</b>	4
<b>Risk category with existing Risk Control Measures (score)</b>	
<b>Risk Category</b>	
<b>8</b>	
<b>TRIVIAL</b>	

# FAREHAM

## BOROUGH COUNCIL

### REFUSE/RECYCLING COLLECTION ROUTE RISK ASSESSMENT

RA-R5D5-Titchfield Road

**Additional Hazards specific to location:**

Very busy commuter route.  
 Roundabout by number 1.  
 Pedestrian access from Shopping area by number 1.  
 Number 1's bin is collected from the rear of the property in parking area.  
 Railings along pavement between number 23 and Crofton Mews.  
 Driveway access to rear of 25/27.  
 Car park and access to Crofton Club at number 30.  
 Rain gully on pavement from St Marys Road to number 74.  
 Pelican crossing at number 105.  
 Assisted lift at number 68.

**Who is at Risk**

Driver, Loader and members of the public

**Additional Risk Control Measures**

Identified as single sided collection only.  
 Crew to be aware of traffic coming off of the roundabout by number 1, Driver to position so it does not cause any obstruction.  
 Crew to be aware of pedestrians using access from shops by number 1.  
 Crew to be aware of vehicles using parking to rear of number 1.  
 Crew to move bins from behind railings to Crofton Mews entrance for emptying/ Driver to position vehicle at furthest point from roundabout.  
 Crew to be aware of vehicles using access to rear of 25/27.  
 Crew to be aware of vehicles turning in or out of Crofton Club car park.  
 Crew to be aware of uneven pavement where rain gully is present.  
 Crew to be aware of pedestrians using pelican crossing and driver to position vehicle so it does not obstruct crossing.  
 Crew to be aware of vehicles using driveway at number 68.

**Description of Main Risk**

Injuries sustained by manual handling and repetitive movements.  
 Injuries sustained by slips, trips, falls cuts, traps.  
 Faulty or defective equipment.

**Severity**

8

**Likelihood**

4

**Risk category with existing Risk Control Measures (score)**

32

**Risk Category**

**TOLERABLE**

**Action required to maintain risk control measures**

**Action Taken / Date**

**Date of assessment:**

21/08/2015

**Assessment completed by:**

Martin Saunders

**Date of review:**



# FAREHAM

BOROUGH COUNCIL

## Report to Streetscene Policy Development and Review Panel

**Date**                    **10 September 2015**

**Report of:**           **Director of Environmental Services**

**Subject:**              **PLAY AREA INSPECTION REVIEW**

### **SUMMARY**

The purpose of this report is to inform the panel of the recent history of defects and repair work carried out on the Council's play areas and to outline a revised inspection schedule based on known risk data.

### **RECOMMENDATION**

That the Panel notes the contents of the report

## **INTRODUCTION**

1. The opportunity to play creatively in high quality environments is essential to the development of children. Through their play they acquire skills and abilities which can be learnt in no other way. It is therefore important for the Council to continue to provide these facilities within easy walking distance of local residents to ensure all the children in the Borough have access to this development opportunity.
2. To achieve the above provision the Council maintains 45 sites that include play areas, outdoor gyms and skate parks. The sites are located throughout the Borough, mainly on Leisure and Housing land. Access to all of these unsupervised play areas is free and unrestricted.
3. As part of the Streetscene Operations Service, the Council's Grounds Maintenance Team is responsible for inspecting, maintaining and repairing the play facilities.
4. The Council has a duty under the Health & Safety at Work Act (1974) to ensure the health & safety of users, so far as reasonably practicable, and also the Occupier's Liability Act (1957 – revised 1984) that requires that people can expect to be reasonably safe when using the Council's playgrounds.
5. To comply with the above legislation a full time play inspector/fitter, trained to Royal Society for the Prevention of Accidents (ROSPA) standard, is employed to inspect, maintain and undertake minor repairs to all of the Council's play area sites.

## **CURRENT INSPECTION SERVICE**

6. The current play inspection schedule has been in place for a number of years. All the inspections are recorded and take place on a frequency between 1 and 4 occasions per week.
7. The frequency of inspection is based on a site usage assessment undertaken a number of years ago that is not held on record. The schedule results in 84 inspections being carried out each week or a total of 4,368 per annum.
8. The number of inspections undertaken leaves little time for the essential on-going maintenance and repairs that often need to be arranged around the availability of additional members of the grounds maintenance team that are needed to support the inspection service whilst repairs are undertaken.
9. Further pressure will be added to the service when new play facilities are completed at Coldeast and the proposed Titchfield nature area, in addition to any adoptions that may come forward from new developments around the Borough and also as the Welborne project develops.
10. The current schedule does not take into account any seasonal variation in site usage or the regularly updated information on the defect history and repairs undertaken at each site.

## **INSPECTION SERVICE REVIEW**

11. In order to assess if the current schedule was fit for purpose data was analysed of all the defects recorded over the previous 30 months (January 2013 – June 2015) Appendix A.

12. The data demonstrates that a total of 867 defects were recorded during this time. Defects can be wide ranging from equipment wear and tear to surfacing and fencing faults, vandalism or even the clearing up of broken glass, graffiti, human vomit and faeces
13. The average number of defects recorded each month was 29 out of 364 inspections undertaken. The average defects recorded in the summer period March to October was 35 and this dropped to just 16 through the winter months of November to February.
14. The site with the highest number of defects recorded was Fareham Park with an average through the summer period of just over three defects a month. The lowest was Laurel Gardens that did not record a single defect throughout the 30 months of data analysed.
15. From the analysis of the data it was clear that most sites recorded a defect at a rate of less than one per month for the summer and winter periods. Therefore, a full inspection undertaken once per week should be sufficient to ensure that these sites continue to be safe and fit for purpose if continued on this frequency.
16. Sites that accrue an average of between 1 and 1.99 defects a month would need to be inspected on two occasions per week and sites that have an average defect rate 2 or higher would require 3 inspections a week.
17. Only two sites (Fareham Park and Stubbington) have recorded a higher monthly average than two defects and this only occurs during the summer months. Therefore, these sites would be inspected on three occasions per week during the summer period and reducing to one occasion per week through the less busy winter months.
18. Twenty of the forty five sites that fall below the one defect a month ratio are already inspected on a weekly schedule and therefore, would be unaffected by the new proposal as it is not planned to inspect any site less than a basic minimum of one occasion per week.
19. Nineteen sites would see a reduction to their current inspection frequency throughout the summer and winter periods whilst three sites would see an increase in the frequency during the summer period.
20. As previously stated in the report the current number of recorded inspections carried out each year is 4,368. Each record is completed on a sheet of A4 paper that is then scanned and saved onto the Council's electronic filing system.
21. The new proposal would reduce the amount of inspections by over 1,400 per annum. Not only would a saving be made on the amount of paper used but also the time taken to complete the sheets and for the Administration team to scan and save the documents.
22. The operatives time saved will help to absorb the impact of additional play area sites coming on line over the coming years and to also improve on the current response time taken to repair and maintain the existing sites.
23. Further efficiencies could be realised in the future by the use of mobile information technology to eliminate paper use almost completely and this will be explored further in the coming years.

## **RISK ASSESSMENT**

24. Although it is proposed to reduce the frequency of play area inspections undertaken across a number of sites in the Borough there will now be a suitable risk assessment put in place for the operation that is robustly informed by the data collected from the inspection process.
25. A regular review of the rolling data will also be in place to ensure the schedule is updated and the frequency of inspections can be amended as and when appropriate.

## **CONCLUSION**

26. The proposed new inspection schedule will continue to ensure the Council provides a safe place for children to play and will also help support the Council's evidence when required by ensuring that the procedures in place are appropriate to manage the risks involved at each site.
27. Officers from the department of Streetscene will work with the Council's insurers to develop and implement the new inspection regime at the earliest opportunity.

### **Background Papers:**

None

### **Reference Papers:**

None

### **Enquiries:**

For further information on this report please contact Mick Gore. (Ext 4823)



Appendix A

PLAY AREA	TOTAL DEFECTS OVER 30 MONTHS	AVE DEFECTS SUMMER MONTHS	AVE DEFECTS WINTER MONTHS	CURRENT WEEKLY INSPECTION FREQUENCY	PROPOSED WEEKLY INSPECTION FREQUENCY SUMMER	PROPOSED WEEKLY INSPECTION FREQUENCY WINTER
Fareham Park	71	3.1	0.9	3	3	1
Stubbington Rec.	49	2.05	0.8	4	3	1
Longacres	44	1.95	0.5	3	2	1
Park Lane	48	1.8	1.2	4	2	2
Priory Park	35	1.6	0.3	1	2	1
Warsash Rec	35	1.5	0.5	2	2	1
Crossfell Walk	34	1.35	0.7	3	2	1
Bath Lane	33	1.35	0.6	4	2	1
Eastern Parade	30	1.3	0.4	3	2	1
Abshot Road	28	1.25	0.3	1	2	1
Portchester Park	30	1.2	0.6	4	2	1
Castle Street	26	1.2	0.2	1	2	1
Sweethills Crescent	29	1.15	0.6	2	2	1
Dore Avenue	31	0.95	1.2	3	1	2
Locks Heath District Skate	26	0.95	0.7	3	1	1
Clydesdale	24	0.95	0.5	2	1	1
Locks Heath House Park	22	0.95	0.3	3	1	1
King George V	21	0.9	0.3	2	1	1
Barry's Meadow	20	0.85	0.3	2	1	1
Wicor Skate Park	16	0.75	0.1	1	1	1
Kenwood Road	16	0.7	0.2	1	1	1
Course Park Crescent	21	0.65	0.8	2	1	1
Harbour View	15	0.55	0.4	1	1	1
Blackbrook Park	14	0.55	0.3	1	1	1
Hollybrook Gdns	12	0.55	0.1	1	1	1
Metcalfe Avenue	13	0.45	0.4	1	1	1
St. Michaels Road	13	0.45	0.4	1	1	1
Salterns	11	0.45	0.2	1	1	1
Sunlight Gardens	10	0.45	0.1	1	1	1
West Street	10	0.45	0.1	4	1	1
Swanwick Lane	11	0.4	0.3	2	1	1
Seafeld Park	8	0.35	0.1	1	1	1
Newtown	12	0.3	0.6	1	1	1
Fielding Road	6	0.3	0	1	1	1
Drake Close	6	0.25	0.1	1	1	1
Segensworth Road	6	0.25	0.1	1	1	1
Bellfield	5	0.25	0	2	1	1

Badgers Copse	4	0.2	0	2	1	1
Burridge	4	0.2	0	1	1	1
Kites Croft	4	0.2	0	2	1	1
Sarisbury Green	5	0.15	0.2	1	1	1
Howerts Close	3	0.15	0	1	1	1
Funtley	4	0.1	0.2	1	1	1
Birchen Road	2	0.1	0	1	1	1
Laurel Gardens	0	0	0	1	1	1
<b>Total</b>	<b>867</b>			<b>84</b>	<b>60</b>	<b>47</b>

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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