Parks and Green Spaces

Monthly Inspection Example

**EXAMPLE PARK**

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| **Month/Year:** |  |
| Date of inspection: |  | Signed: |
| Staff member (1): |  |  |
| Staff member (2): |  |  |
| Items referred to (Asset Department) / (External Contractor) for repairs:General comments/observations/recommendations:Items for Managers attention: |
| Manager name: |  | Signed: |
| Date checked: |  |  |
| Manager’s comments: |
| **Park environment, infrastructure and street furniture** |
| Mark walk route on map below (this declares that the whole site has been checked) |
| NT PARKS MAP rev6.jpg |

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| **Park environment, infrastructure and street furniture** |
|  **Environment** | 🗹 | 🗷 | **Further action:** |
| Is the tree canopy above footpaths free of dead, dying, diseased or loose branches? |  |  |  |
| Is the tree canopy above surrounding pavements/roads free of dead, dying, diseased or loose branches? |  |  |  |
| Are all footpaths clear of overhanging vegetation / branches that could make contact at head height or below? |  |  |  |
| Are all invasive or poisonous plant species identified with the team and either cordoned off, due to be removed or on a treatment plan? |  |  |  |
| Have all known hotspots been checked for sharps/needles/drug paraphernalia or broken glass? |  |  |  |
|  |
| **Infrastructure** | 🗹 | 🗷 | **Further action:** |
| Are footpaths in safe condition and free of trip hazards? |  |  |  |
| Are steps in safe condition and free of trip hazards? |  |  |  |
| Are bridges in safe condition with no visible subsidence of the balustrades, walking surfaces safe and railings securely fitted? |  |  |  |
| Is fencing and gates in a safe condition with no gaps, sharp edges or protruding fixings? |  |  |  |
| Are culvert grills safe, clear, adequately fixed and free flowing. |  |  |  |
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| **Street furniture** | 🗹 | 🗷 | **Further action:** |
| Are the benches safe to sit on with no cracks or visible sign of damage? Are the legs free from cracks and have no visible sign of damage? |  |  |  |
| Are the bins set in the ground correctly? Are the wooden frames free from visible signs of damage? Does the bin have a liner in? |  |  |  |
| Are the lampposts structurally sound, free of paint damage and access hatch securely fastened? |  |  |  |
| Are the feeder pillars free of paint damage, structurally sound and door secure and locked? Is the earthing block present and secure? |  |  |  |
| Are CCTV camera poles structurally sound, free from paint damage? Are the cameras/LED units damaged at all? |  |  |  |
| Are the bowling green ramps and steps securely fastened down without trip hazards? Do they have visible signs of wear? |  |  |  |
|  |  |  |  |
| **Park signage** | 🗹 | 🗷 | **Further action:** |
| Are water safety warnings visible and free of surrounding vegetation? |  |  |  |
| Are the fence notice boards in a safe condition with no damage, securely fastened, with no sharp edges or protruding fixings?  |  |  |  |
| Interpretation lecterns safe as above? Are they clearly eligible and free of graffiti? |  |  |  |
| Upright notice boards/interpretation safe as above? Are they clearly eligible and free of graffiti? |  |  |  |
| Opening times checked as above? |  |  |  |
| Entry signs checked as above? |  |  |  |
| Fire assemble points present and are the signs visibly clear and in correct position? |  |  |  |
| Vehicle restrictions - are they in the correct place and are clear to read? |  |  |  |
| Service yard site safety signages - are they in the correct place and are clear to read? |  |  |  |
| **Monuments features and sculptures** | 🗹 | 🗷  | **Further action:** |
| Are the tree sculptures structurally sound? (Test with force) Are they free from damage/graffiti? Is the key visibly secured with the original cables? |  |  |  |
| Is the Duffy Memorial structurally sound and free from damage/graffiti? Are there any chipped edges? |  |  |  |
| Is the Boat seat structurally sound and free from damage and trip hazards? |  |  |  |
| Is the bandstand structurally sound and free damage? Are the railings secure? |  |  |  |
| Are the Promenade pillars structurally sound and visibly clear of any damage/graffiti? |  |  |  |
| Is the Vinery Wall structurally sound: free from bowing, large mortar cracks, loose or missing bricks or copings.  |  |  |  |
|  Is the fernery structurally sound and visibly clear of any damage as above? Is the gate secure? |  |  |  |
| **Sports & Play Facilities** | 🗹 | 🗷  |  |
| Are tennis court surfaces, signage, nets and fencing, gates and surrounds safe and in good condition? |  |  |  |
| Are MUGA surfaces, signage, fencing, gates and surrounds, goalmouths, basketball hoops & cricket stumps safe and in good condition? |  |  |  |
| Are Outdoor Gym surfaces, signage and equipment safe and in good condition? |  |  |  |
| Are Play Area landscape features: Tunnel doors, mound, teen shelter, fencing, trees and vegetation safe and in visibly good condition? |  |  |  |
| Is the water system chamber lid secure, is the system functioning? |  |  |  |
| Are games greens fencing, surrounds, gates and surfaces safe and free from damage or deterioration? Has the irrigation system been tested recently? |  |  |  |
| **Additional notes:** |
| **Buildings and surrounding areas** |
| **Externals of buildings** | 🗹 | 🗷  | **Further action:** |
| Are building roofs in a good condition with no missing tiles or lead? |  |  |  |
| Are building walls in a good condition? (Timber cladding, brick, plaster) |  |  |  |
| Are gutters. Downpipes and surface water drains visibly clear? |  |  |  |
| Are manholes sitting flush and secure to the frame? Is drainage from buildings free from issues? |  |  |  |
| **External access and egress:** | 🗹 | 🗷 | **Further action:** |
| Are all access routes kept clear of combustible materials? |  |  |  |
| Are external access and exit routes clear, in good order and free from trip and slip hazards? |  |  |   |
| **Hazardous substances:** | 🗹 | 🗷 | **Further action:** |
| Are all hazardous substances (cleaning chemicals, pesticides etc.) correctly stored? |  |  |  |
| Are hazardous substances restricted from access by unauthorised persons?  |  |  |  |
| Are plant rooms, cleaner's cupboards, and stores kept locked? |  |  |  |
| **External Areas:** | 🗹 | 🗷 | **Further action:** |
| Are structures i.e. sheds, containers and external storage in good repair and secure? |  |  |  |
| Are fragile roofs adequately safeguarded and signed? |  |  |  |
| Are adjoining walls and fences and gates in good condition? |  |  |  |
| Are service yard materials stored safely and secure? Are walking/driving surfaces free from slip/trip/puncture hazards?  |  |  |  |
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|  **Welfare Facilities:** | 🗹 | 🗷 | **Further action:** |
| Are there adequate and clean sanitary provisions? |  |  |  |
| Is drinking water readily available? |  |  |  |
| Are there provisions for employees to make a hot drink? |  |  |  |
| Are there adequate facilities for staff to take breaks and eat meals? |  |  |  |
| **First Aid:** | 🗹 | 🗷 | **Further action:** |
| Do you have a properly stocked First Aid Box?Has the first aid box in: Park Lodge front door, Park Lodge rear, Machinery Store, Community Kitchen, Café been checked and restocked if necessary? |  |  |  |
| Do you have someone who ensures the First Aid Box is kept to minimum levels for agreed contents? |  |  |  |
| **Fire Safety Measures:** | 🗹 | 🗷 | **Further action:** |
| Are there clear instructions for fire and emergency actions in all buildings? |  |  |  |
| Do you have a robust and effective written fire emergency evacuation plan? |  |  |  |
| Has this plan been reviewed and where necessary updated within the last 12 months? |  |  |  |
| Has a monthly fire alarm test been carried out including checks to fire escapes? |  |  |  |
| Is the access system releasing door magnets during a fire alarm? |  |  |  |
| Are the machinery store shutters automatically closing during a fire alarm? |  |  |  |
| **Indoor Environment:** | 🗹 | 🗷  | **Further action:** |
| Is workplace sufficiently well ventilated? |  |  |  |
| Is workplace temperature reasonably comfortable? |  |  |  |
| Is lighting adequate? |  |  |  |
| Is inhalable dust and noise below work exposure levels. |  |  |  |
| **Indoor floors, Walkways & Stairs:** | 🗹 | 🗷  | **Further action:** |
| Are all floors and walkways clear and in good condition and free of slip/trip hazards? |  |  |  |
| Are steps and stairways safe and in good condition and fitted with adequate handrails? |  |  |  |
| Are external walkways/routes/veranda free of potholes/trip hazards? |  |  |  |
| **Internal access and Egress:** | 🗹 | 🗷 | **Further action:** |
| Are all access routes kept clear of combustible materials? |  |  |  |
| Are all exit routes unlocked and clear of any obstructions? |  |  |  |
| Are external access and exit routes clear, in good order and free from trip and slip hazards? |  |  |   |
| **CCTV System and Security:** | 🗹 | 🗷 | **Further action:** |
| Are the CCTV presets still operating correctly? |  |  |  |
| Are all cameras functioning correctly and free from visual obstruction? |  |  |  |
| Is the building access system working correctly? Are all mag-locks working? |  |  |  |
| **Additional notes:** |