

## QUARTERLY SAFETY INSPECTION REPORT

*At least every three months two Trustees should jointly carry out a visual inspection using this guide. Each question should be answered "Yes or "No" and, if "No", the nature of the problem should be indicated either alongside the question or at the end of the form.*

*Once completed the report should be signed and dated and then be passed promptly to the Trust Secretary.*

### Visual checks

<b>1. Entrances to the Green are clear of hazards such as overhanging branches, treacherous footways etc</b>		
Main Gate onto Chestnut Lane	<b>Yes / No</b>	
Church Gate	<b>Yes / No</b>	
Stile from pathway to Main Street	<b>Yes / No</b>	
Gate into Ward's field	<b>Yes / No</b>	
Pedestrian gate and steps from Chestnut Lane	<b>Yes / No</b>	
<b>2. Gates are in good working order at the following locations</b>		
Main Gate onto Chestnut Lane	<b>Yes / No</b>	
Entrance from the Church (both gates)	<b>Yes / No</b>	
Self-Closing Gate into Pond Area	<b>Yes / No</b>	
Self-Closing Gate within the Pond Area towards the well	<b>Yes / No</b>	
Gate into Ward's field	<b>Yes / No</b>	
Pedestrian gate at the steps from Chestnut Lane	<b>Yes / No</b>	
<b>3. Disabled access gates at the following locations are easily operable by people with mobility or strength difficulties</b>		
Main Gate onto Chestnut Lane	<b>Yes / No</b>	
Church Gate	<b>Yes / No</b>	

<b>4. The following footpaths are clear of obstacles and trip hazards</b>		
Ridge Path (Ward's field to Church)	<b>Yes / No</b>	
Lower field (Ward's Gate to Pond)	<b>Yes / No</b>	
Through meadow (Pond to Church)	<b>Yes / No</b>	
Upper field (Ward's field round edge to Church)	<b>Yes / No</b>	
Pathway within the Pond Area	<b>Yes / No</b>	
<b>5. The following seating and tables appear to be in a safe condition</b>		
1 x Seat within pond area	<b>Yes / No</b>	
3 x Seats and 2 x picnic tables by play equipment	<b>Yes / No</b>	
1 x Seat by pedestrian gate onto Chestnut Lane	<b>Yes / No</b>	
2 x Seats alongside the ridge path	<b>Yes / No</b>	
1 x Seat by Church gate	<b>Yes / No</b>	
1 x Seat by copse	<b>Yes / No</b>	
<b>6. The following woodwork in the pond area appears to be in a safe condition and free from any trip hazards</b>		
Fencing in and around the pond area	<b>Yes / No</b>	
Handrail to steps down to the decking	<b>Yes / No</b>	
Handrail to steps down to the well	<b>Yes / No</b>	
Steps down to the decking	<b>Yes / No</b>	
Decking	<b>Yes / No</b>	
Steps down to the well	<b>Yes / No</b>	

<b>7. The woodland and hedgerows appear to be in a safe condition (i.e. no branches that are likely to fall or otherwise cause injury)</b>		
Hedgerow from pond to Chestnut Lane	<b>Yes / No</b>	
Hedgerow alongside Chestnut Lane	<b>Yes / No</b>	
Copse	<b>Yes / No</b>	
Hedgerow from Main Entrance Gate to Church Entrance Gate	<b>Yes / No</b>	
Hedgerow alongside the Church and across to the pond	<b>Yes / No</b>	
<b>8. The following play equipment has been inspected and appears to be in safe working order (chains fixed securely, fasteners secure, ropes and webbing in good order etc.)</b>		
All swings including the basket swing	<b>Yes / No</b>	
Climbing frame with slide, cargo nets, pole, rope ladder	<b>Yes / No</b>	
Small sit-on bug	<b>Yes / No</b>	
Wooden Trim Trail	<b>Yes / No</b>	
<b>9. The following rubbish bins have been checked and appear to be in working order and emptied weekly (currently every Thursday).</b>		
Rubbish bin and Dog Disposal Bin by Ward's Gate	<b>Yes / No</b>	
Rubbish bin and Dog Disposal bin by Church Gate Entrance	<b>Yes / No</b>	
<b>10. Litter and Other Items on the Green</b>		
Litter or abandoned items found on the Green	<b>Yes / No</b>	<b>Please specify</b>
If 'Yes' please confirm that you have disposed of these appropriately	<b>Yes / No</b>	<b>If 'No' please state action required.</b>

<b>11. Evidence of Dog Fouling</b>		
Dog Fouling present	Yes / No	If 'Yes' please state how many piles?
<b>12. Actions from Previous Quarterly Report</b>		
<b>Date of Last Report</b>		
All the items marked for attention in the previous safety inspection have been dealt with satisfactorily	Yes / No	If not please specify:
<b>Other comments:</b>		
<b><i>Date Inspection carried out</i></b>		
<b><i>Trustees carrying out the inspection</i></b>		
Name:	Name:	
Signature:	Signature:	