







## Method Statement – Open Spaces.

	Hi-Viz Fleece EN ISO 20471:2013 + A1:2016 (Class 3)		Hi-Viz Trousers EN ISO 20471:2013 + A1:2016 (Class 1)
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### Preparation

- Check weather conditions prior to leaving the depot.
- Ensure you have the correct PPE and are dressed suitably for the weather.
- Ensure you have your route planned to be as efficient in travel time as possible.
- Carry out daily vehicle checks
- Make sure that the inspections are loaded on the tablet ready for completion.
- Make sure tablet is sufficiently charged and make sure to take the power cable with you.



### During Operation

- On arrival park vehicle in a sensible location, try to remain on tarmac and avoid reversing.
- When entering the play park have an awareness of members of the public in or around the play area. Introduce yourself and explain why you are there.
- Inspect equipment not being played on first and politely request that equipment users step away to allow you to carry out inspection.
- If play area is extremely busy, then you can defer visit to a quieter time. If you are consistently having to defer a visit to a park review the inspection route to take account of this.
- Check the area for glass, needles, faeces as you move around the play area. If found arrange to clear up.
- When climbing use three points of contact and utilise correct handrails and grips. Do not overreach.
- When inspecting some of the time you are not using the equipment as it is intended to be used. Inspections only carried out by competent staff members with good knowledge of inspection procedures conforming to BSEN1176/1177
- Check for damage or failure of component parts / items of equipment.
- Carry out inspections in accordance with BSEN1176/1177. For example, you are checking for cracks / loose fittings / sharp edges / instability / overall condition / surfacing requirements.
- Communicate your intended inspection route to avoid duplication of effort, if possible alternate equipment inspectors inspect (if one inspected the swings on the previous inspection then the other does it the next time)
- Communication throughout inspection is important so you each know where the other is.
- If in doubt ask for a second opinion.
- If any equipment is found to be in an unsatisfactory condition, then either arrange to repair then and there if you can. If repair is not possible onsite, then item should be made safe.
- Options to make safe are to disable the item for use, board up gaps, fence off.





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- If you need to leave the site to gather materials to use in the make safe, and it is practical to do so, leave one staff member onsite to prevent use of time. If you are lone working seek assistance from Open Space Team.
- Photograph any findings of concern
- If you know that you will need a replacement part which will require to be ordered in gather the information while you are onsite (to avoid need for return trip)

### After Operation

- Condition of the equipment and results of inspection should be noted on Confirm Connect – the tablet as soon as possible (ideally before leaving site)
- The condition of the equipment should be noted – this will apply a date stamp to when the inspection has been completed and forms the inspection record.
- The notes section is where you note any works carried out, any works required in the coming month, any works completed in the past month. Comments in the notes should be reviewed and updated following every inspection. Comments should not be carried any longer than required.
- History of items and inspection notes can be sought from the feature history section of desktop Confirm at any time. Once a comment is saved it is on the system indefinitely.
- **Remember inspection notes are shared with third parties.**
- If equipment cannot be inspected for any reason, this needs to be logged in the notes section too.
- Any and all tools required to carry out inspections or onsite repairs should be returned to the vehicle.
- Leave the site using safe driving practice.



### Competence

- Inspectors will receive RPII Outdoor Operational training and be registered with the RPII.

**New workers** will work alongside more experience operators to gain further supported experience.

