



Longburrow Hall, Park Lane  
Stokenchurch, High Wycombe  
Bucks HP14 3TQ

## Community Facilities Governance Policy

### **Section 1 – Play Area Policy**

#### 1.1 Policy Purpose

This policy sets out how **Stokenchurch Parish Council** hereinafter referred to as '**The council**' will manage and maintain its play areas to provide safe, accessible, and enjoyable opportunities for children and young people.

#### 1.2 Scope

This policy applies to all council-owned or managed play areas and equipment, including:

Fixed play equipment (swings, slides, climbing frames)

Safety surfaces

Seating, fencing, bins, and signage

Adjacent open spaces used for informal play

#### 1.3 Policy Objectives

The Council will:

Provide well-maintained, safe play areas appropriate to the needs of the community.

Carry out regular inspections of equipment and surfaces.

Encourage inclusive play for children of all ages and abilities.

Consult residents, parents, and children on proposed changes or new installations.

Secure funding and manage budgets responsibly.

Review this policy regularly to ensure effectiveness.

#### 1.4 Risk Management & Inspections

Weekly Visual Checks: Quick inspections for obvious defects.

Monthly Formal Checks: Detailed checks by trained staff or contractor.

Annual Technical Inspection: Comprehensive survey by ROSPA accredited inspector.

All defects or hazards will be recorded, assessed, and remedied promptly.

#### 1.5 Maintenance & Repairs

Maintain play equipment, structures, and surfaces in safe working condition.

Repair or remove damaged equipment as soon as possible.

Schedule routine maintenance such as painting, tightening fixings, and cleaning.

Review and replace equipment as needed.

#### 1.6 Design Standards

Comply with relevant British Standards for play equipment.

Provide age-appropriate provision (e.g., equipment zones for 2–7 and 8–12 years).

Promote inclusive and accessible play for children with disabilities.

#### 1.7 Community Engagement

Seek views from residents, parents, youth groups, and schools.

Consider feedback in planning upgrades, new facilities, or budget allocation.

#### 1.8 Funding & Budgeting

Funding may come from council precept allocation, grants, community fundraising, or Section 106 / CIL contributions.

Council will publish a play area works programme annually.

#### 1.9 Review

This policy will be reviewed at least every two years or sooner if required by changes in legislation, safety guidance, or community needs.

#### 1.10 Adoption Resolution

It was RESOLVED that the Council adopt this Play Area Policy and review it at least every two years.

## **Section 2 – Defibrillator Check & Maintenance Policy**

### 2.1 Policy Purpose

This policy sets out how Stokenchurch Parish Council hereinafter referred to as '**The Council**' will check, maintain, and ensure readiness of all defibrillators owned or managed by the Council to protect the health and safety of the community.

### 2.2 Scope

Applies to all automated external defibrillators (AEDs) located on council-owned or managed land or premises, including:

- Community buildings
- Parks and recreation areas
- Other public areas maintained by the Council

### 2.3 Roles & Responsibilities

Parish Clerk / Responsible Officer: Maintain records of defibrillators, including location, serial number, last service date, and faults.

Designated Volunteers / Custodians: Conduct regular checks.

Council: Approve maintenance expenditure and replacements.

### 2.4 Defibrillator Checks

Monthly Functional Checks: Ensure device is visible, accessible, undamaged, and status indicators are normal. Record readiness checks, verify battery and electrode pad expiry dates.

Annual Maintenance: Arrange formal service if required; replace consumables.

### 2.5 Reporting & Faults

Any defects or issues must be reported immediately to the Parish Clerk.

Faults must be rectified promptly to ensure operational readiness.

Records of all checks, maintenance, and faults will be maintained for reference and audit.

### 2.6 Training

Staff, volunteers, and custodians will be trained in AED use and basic CPR.

Training will be refreshed regularly according to guidance from recognised health authorities.

### 2.7 Review

Policy will be reviewed every two years or sooner if guidance, legislation, or manufacturer instructions change.

#### 2.8 Adoption Resolution

It was RESOLVED that the council adopt this Defibrillator Check & Maintenance Policy and review it at least every two years.

Date of policy: 11/03/26

Date of committee meeting: 11/03/26

Policy effective from: 11/03/26

Date for next review: 11/03/28

**— policy ends here —**