

Financial Report for Sandon Parish Council Meeting

9th July 2025

a) To note receipt of income (3rd July 2025):

- Total receipts: ½ precept payment £4399.37
- Memo: VAT reclaim for £79.80 in process

Available balance (Bank a/c less uncleared chq & committed funds £17,033.43-£69.00) **£16,964.43**

b) [To receive summary report of receipts and payments against budget](#)

c) [To receive bank reconciliation](#)

d) To consider price quotations, charges and grant requests

e) To authorise payments made in accordance with the budget July 2025 spend approvals /
cheque release authorisations required:

- | | |
|--|----------|
| ● Clerk salary (£247.91+£567.22+90.44) | £ 905.57 |
| ● Broadmead Leisure inv 2925 (May/June and July inspections) | £ 234.00 |
| ● HAPTC new councillor training | £ 69.00 |
| ● Focus Broadband (to note inv 10808479 & 10779661) | £ 133.36 |
| ● RoSPA Play Safety Annual Inspection | £ 96.00 |

Total new (July 2025) expenditure to be approved by PC **£1437.93**

Projected Balance following above July 2025 expenditure: **£16375.77**

f) [RoSPA report](#): Annual safety inspection by RoSPA Play Safety was completed in May 2025, report. No urgent concerns but some upkeep to be completed.

g) Exercise of Public Rights: In compliance with the Accounts and Audit Regulations 2015 the notices advertising the period for the exercise of public rights were posted on the Sandon Parish Council website and village notice boards; to date no requests for inspection of the financial records have been received from members of the public (the inspection period ends 14th July 2025).

SANDON PARISH COUNCIL 2025-26 BUDGET & MANAGEMENT ACCOUNTS

Month 1 - to 31 March 2026

	2024-2025 Actual	2025-2026 Budget	£ Actual YTD paid (excl'g VAT)	£ Actual YTD VAT paid	Forecast to 31 March 2026
Balance in Santander Bank a/c at prior year end	17683.16	17683.16	18723.06		
Cash and cheques in hand					
Less value of uncleared cheques as at prior year end	-2150.56	-2150.56			
Less Creditors (money owed by SPC) - at prior year end					
Plus Debtors (money owed to SPC) - at prior year end					
Net balance at start of current year	15532.60	15532.60	18723.06		
Receipts					
Precept	9321.94	8,500.00	4399.37		9,000.00
Grants					
VAT	212.76				
Other receipts (uncleared and returned cheque)	160.00				
TOTAL	9,694.70	8,500.00	4,399.37	0.00	9,000.00
Expenditure					
Operating expenses					
Employment costs (including PAYE)	4634.68	5,300.00	78.31		5,221.69
Insurance	464.00	500.00	464.00		36.00
Playground Management (annual ROSPA inspection)	78.00	95.00			95.00
Audit Commission (Audit fee)	187.25	200.36	200.36		0.00
Village Hall rent		150.00	150.00		0.00
Clerk's expenses		37.50			37.50
Financial Officer's expenses					0.00
Other operating expenses (incl IT)	152.84		86.00	17.20	-86.00
Parish Council Election expenses (in allocated PC reserves)					0.00
Councillor & Officer Training (HAPTC)	60.00	500.00	69.00		431.00
Subscriptions - (HAPTC, SLCC, ICO, Focus broadband)	419.08	423.00	458.99		-35.99
Professional services (VAT on legal fees)					0.00
Other admin and general expenses	72.00				0.00
Total operating expenses	6,067.85	7,205.86	1,506.66	17.20	5,699.20
Section 137 Grants awarded by Sandon PC		1,500.00			1,500.00
Sandon PCC					0.00
Friends of Sandon School	500.00		500.00		-500.00
Sandon Gardeners Club	100.00				0.00
Sandon Sports Club					0.00
Sandon Cygnets					0.00
Sandon Strollers Cricket Club					0.00
Herts Air Ambulance					0.00
D-Day celebration	291.50		313.23		-313.23
Total grants awarded	891.50	1,500.00	813.23	0.00	686.77
Village projects					0.00
New General Equipment					0.00
Village Hall Improvements & Equipment		450.00			450.00
Other Village projects		300.00			300.00
Total village projects	0.00	750.00	0.00	0.00	750.00
Maintenance of assets & miscellaneous					0.00
Repairs & maintenance (regular payment to Broadmead Leisure)	195.00		3,330.00	78.00	-3,330.00
Capital replacements					0.00
Other costs	79.20				0.00
Total maintenance & miscellaneous expenditure	274.20	0.00	3,330.00	78.00	-3,330.00
Earmarked reserves					0.00
Parish Council Election expenses		1,744.13			1,744.13
Capital Replacements		1,000.00			1,000.00
Repairs and Maintenance		600.00			600.00
New equipment		500.00			500.00
Village Hall improvements		500.00			500.00
					0.00
TOTAL EXPENDITURE	14,467.10	9,455.86	5,649.89	95.20	3,805.97
TOTAL INCOME	9,694.70	8,500.00	4,399.37		9,000.00
Spending from Reserves (- denotes use of reserve)	-4,772.40	-955.86	-1,250.52		5,194.03
Total year to date receipts less total year to date payments (incl. VAT)				-1,345.72	
Net actual balance (excluding creditors & debtors)				17,377.34	
memo: Total payments incl. VAT				5,745.09	
Application of funds at 13th June 2025					
Balance in Santander bank a/c		17,446.34		Reconciled:	yes
Less unpresented cheques		69.00			
Less committed funds		0.00			
Plus cash / cheques to pay-in		0.00			
Plus Debtors (HMRC is not included as debtor for unclaimed VAT)		0.00			
Net funds available to Sandon Parish Council at 1st July 2025		17377.34			
Free Reserves (funds available less unspent budget)		13571.37		Date:	
Memo: Reclaimed VAT (paid by SPC but not yet repaid by HMRC)		95.20		Prepared by CFGS 03/07/2025	

Councillor Signature confirming Balance reconciliation to Bank Statement.

Sandon Parish Council
Quarterly Summary Information Report – Covering 2024/24 Quarters 1-4 (i.e. 12 months to 31st March 2024)

Ref	Information Title	PC Approval Date	Beneficiary	Purpose	£ Excl. VAT	£ VAT not yet recovered	Merchant category of expenditure / Explanatory notes on Parish Council (PC) activities
1	Expenditures exceeding £100		HAPTC BHIB HAPTC L. Armstrong Focus Group Broadmead Leisure	Annual subscription Annual premium Audit Fish & Chips Broadband Playground inspection	307.08 464.00 187.25 219.50 104.18 195	20.84 39	Association of Parish & Town Councils Insurance underwriters Audit s.137 D-Day celebrations Broadband provision Playground inspection
2	Govern't Procurement Card transactions						None
3	Procurement Tenders issued over £5,000						None
4	PC Land & Buildings owned.	Village Hall (13/12/1960)	Village residents	Meetings & Social events	(Rebuild Insurance value £373k)		This Community Asset was conveyed to the Parish Council by St Albans Diocesan Board of Finance and Elizabeth Faure Walker in 1960 in consideration of funds raised by donations, subscriptions and gifts from the inhabitants of the Parish, and cannot be sold by the Council and is hence valued at a nominal £1 on the PC Asset Register
5	Social Housing Asset Value						None
6	Grants paid to voluntary, community and social enterprise organisations						None
7	Organisation Chart						The PC comprises 6 councillors, who elect a Chair and Deputy from their number. Both Clerk and RFO report to the PC.
8	Trade Union Facility Time						There are no trade union representatives and no paid time is allocated for trade union activities
9 & 10	Parking Account & Parking Spaces						The Council has no parking spaces and hence no parking account
11	Senior Salaries						No employee earns over £50,000 p.a.
12	Constitution						Standing Orders and Code of Conduct are regularly reviewed and published on the Sandon Parish Council website
13	Pay multiple						1:0 – M & F employees are paid the same hourly rate
14	Fraud						No instances of fraud and no ongoing fraud investigations
15	Waste Contracts						No waste contracts are appointed by Sandon PC

Transactions
XXXX XXXX XXXX 9709: 03/06/2025 to 03/07/2025

Date	Description	Money in	Money Out	Balance
02/07/2025	PAYMENT BY CHEQUE WITH SERIAL NO 000811		£2,940.00	£17,446.34
26/06/2025	DIRECT DEBIT PAYMENT TO FOCUS GROUP REF FH7203, MANDATE NO 0002		£125.02	£20,386.34
13/06/2025	PAYMENT BY CHEQUE WITH SERIAL NO 000810		£234.00	£20,511.36

Sandon Parish Council 2025-26

RTI Full Payment Submission (FPS)

Apr-2025

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
C Scott	326.22			247.91	
Total	326.22	0.00	0.00	247.91	0.00

Employer Totals:

	PAYE Month
Total Net Pay	247.91
TAX:	
NIC:	
HMRC ACCOUNT:	
Tax & NIC due for Apr-2025	0.00
Payment for Apr-2025	0.00
Balance carried forward to May-2025	0.00
OTHER PAYMENTS:	
TOTAL NET OUTLAY	247.91

Amounts shown in the PAYE Month column are the totals for all the pay periods in that PAYE Month.

The figures in this report are based on the data contained in your payroll file NOW. If you have made changes to your data since submitting the RTI return for this period then the figures in this report may be different from those sent to HMRC originally.

Sandon Parish Council 2025-26

RTI Full Payment Submission (FPS)

Jun-2025

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
C Scott	90.44			90.44	
Total	90.44	0.00	0.00	90.44	0.00

Employer Totals:

	PAYE Month
Total Net Pay	90.44
TAX:	
NIC:	
HMRC ACCOUNT:	
Tax & NIC due for Jun-2025	0.00
Payment for Jun-2025	0.00
Balance carried forward to Jul-2025	0.00
OTHER PAYMENTS:	
TOTAL NET OUTLAY	90.44

Amounts shown in the PAYE Month column are the totals for all the pay periods in that PAYE Month.

The figures in this report are based on the data contained in your payroll file NOW. If you have made changes to your data since submitting the RTI return for this period then the figures in this report may be different from those sent to HMRC originally.

Sandon Parish Council 2025-26

RTI Full Payment Submission (FPS)

May-2025

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
C Scott	567.22			567.22	22.53
Total	567.22	0.00	0.00	567.22	22.53

Employer Totals:

	PAYE Month
Total Net Pay	567.22
TAX:	
NIC:	
Employer NIC	22.53
NIC Employment Allowance	-22.53
Total NIC Due	0.00
Total Tax & NIC Due	0.00
HMRC ACCOUNT:	
Tax & NIC due for May-2025	0.00
Payment for May-2025	0.00
Balance carried forward to Jun-2025	0.00
OTHER PAYMENTS:	
TOTAL NET OUTLAY	567.22

** The NIC Employment Allowance is reported once on an RTI Employer Payment Summary (EPS) at the beginning of the year.

Amounts shown in the PAYE Month column are the totals for all the pay periods in that PAYE Month.

Broadmead Leisure Limited
17 Stanstead Road
Hoddesdon
Hertfordshire
EN11 0PF
07974465351
VAT Registration No.: 894940961

INVOICE TO
Sandon Parish Council

VAT Invoice 2925

DATE 28/04/2025 **TERMS** 14 days

DUE DATE 12/05/2025

DESCRIPTION	AMOUNT
To carry out Monthly inspection to village playground. May/June and July 2025	195.00
SUBTOTAL	195.00
VAT TOTAL	39.00
TOTAL	234.00
TOTAL DUE	£234.00

BACS Payments: Lloyds
Sort :30-99-86
A/C No. 01024221

Sandon Parish Council

Invoice No: 2526/134
Date: 28.04.25

INVOICE

For: Cllr Lisa Megraw	
• New Councillor Training	£17
• Introduction to Planning	£17
• Finance for Councillors	£35
Total Due	£69

PREFERRED payment method: BACS:

- Sort code 60-83-01
- Account 20361897
- Name for confirmation of payee: **Hertfordshire Asso**
- Reference: **invoice number**

Please only pay by cheque when strictly necessary.

- *Ensure the **invoice number** is on the back*
- *Payable to: Hertfordshire Association of Parish and Town Councils*
- ***Please contact sue@haptc.org.uk for current postal address***

Your first invoice explained:

Your first invoice may be more than expected, so here's an explanation of how it's made up:

When Focus Group take over or install a service it can take a while for the supplier to start the billing process. As Focus Group charge for services a month in advance, your first invoice may include three separate charges for the same service.

Example:

This is the date that the service went live with us, and the part-month charge		This is the charge for the month that the invoice is dated		
Business Line Rental	09/01/24	31/01/24	1	18.11
Business Line Rental	01/02/24	28/02/24	1	23.95
Business Line Rental	01/03/24	31/03/24	1	23.95
This is the advanced month charge				

(In the example above, the service started with Focus Group on the 09/01/24 and you would have received your first invoice in February)

The next invoice that you would receive in this example would include a single charge of £23.95 for the advance charges for April.

If you have any further questions regarding your invoice, don't hesitate to contact our Customer Service Team.

INVOICE



Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Sandon Parish Council
Sandon Village Hall
Payne End
Buntingford
Hertfordshire
SG9 0QU

VAT No. 837118622

Account No.	FH7203	Invoice No.	10779661	Date/Tax Point	14/05/25
-------------	--------	-------------	----------	----------------	----------

Description	Price Each	Qty	Total (£)
Service Charges	6.95	1	6.95
Subtotal			6.95
VAT at 20.00%			1.39
TOTAL DUE			8.34


Thank you for paying by Direct Debit. The amount shown will be collected on or after 29/05/2025

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For all sales enquiries please call **0330 024 2200** or email **sales@focusgroup.co.uk**

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PAYING YOUR INVOICE

Standard payment terms are 14 days from the date of this invoice. Choose how to pay from the following options:

Direct Debit

If the invoice does not confirm that you are already paying by DD, please email creditcontrol@focusgroup.co.uk and we will switch you to Direct Debit.

Electronic Payments

BACS, Internet and Telephone Banking Payments can be made to the following bank details:

Account Name: Focus 4 U Ltd

Sort Code: 40-25-03

Account No: 01464973

Please quote your Account No (FH7203) as the Reference

Pay your bill online

You can pay us online by going to www.focusgroup.co.uk/pay-online/

Cheque

Make cheques payable to Focus 4 U Ltd, quoting your account number (FH7203), and send to the address on the remittance advice below

To tell us you've already paid your bill, please email creditcontrol@focusgroup.co.uk

IF YOU NEED TO CONTACT US

For technical support and customer services please contact us via our customer portal at <https://portal.focusgroup.co.uk>.

For all other contact details please go to our customer area at <https://focusgroup.co.uk/customer-area>.

If your contract is coming to an end and you would like to discuss the options available to you, please contact us on customerengagement@focusgroup.co.uk

We make every effort to ensure our customers are happy with the level of service they receive from us. However, despite our best efforts, we appreciate sometimes, things can go wrong. When they do, we want to know so we can put them right. Please see our Customer Complaints Code <https://focusgroup.co.uk/information/customer-complaints-code/> for how you can get in touch, including how to use the Alternative Dispute Resolution Service provided by the Ombudsman.

Please detach and enclose with your payment

Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Account No.

FH7203

Cheque Enclosed

☐

Electronic Payment

☐

Amount you are paying

REMITTANCE ADVICE

INVOICE



Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Sandon Parish Council
Sandon Village Hall
Payne End
Buntingford
Hertfordshire
SG9 0QU

VAT No. 837118622

Account No.	FH7203	Invoice No.	10808479	Date/Tax Point	12/06/25
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Description	Price Each	Qty	Total (£)
Service Charges	104.18	1	104.18
Subtotal			104.18
VAT at 20.00%			20.84
TOTAL DUE			125.02


Thank you for paying by Direct Debit. The amount shown will be collected on or after 26/06/2025

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PAYING YOUR INVOICE

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Account Name: Focus 4 U Ltd

Sort Code: 40-25-03

Account No: 01464973

Please quote your Account No (FH7203) as the Reference

Pay your bill online

You can pay us online by going to www.focusgroup.co.uk/pay-online/

Cheque

Make cheques payable to Focus 4 U Ltd, quoting your account number (FH7203), and send to the address on the remittance advice below

To tell us you've already paid your bill, please email creditcontrol@focusgroup.co.uk

IF YOU NEED TO CONTACT US

For technical support and customer services please contact us via our customer portal at <https://portal.focusgroup.co.uk>.

For all other contact details please go to our customer area at <https://focusgroup.co.uk/customer-area>.

If your contract is coming to an end and you would like to discuss the options available to you, please contact us on customerengagement@focusgroup.co.uk

We make every effort to ensure our customers are happy with the level of service they receive from us. However, despite our best efforts, we appreciate sometimes, things can go wrong. When they do, we want to know so we can put them right. Please see our Customer Complaints Code <https://focusgroup.co.uk/information/customer-complaints-code/> for how you can get in touch, including how to use the Alternative Dispute Resolution Service provided by the Ombudsman.

Please detach and enclose with your payment

Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Account No.

FH7203

Cheque Enclosed

☐

Electronic Payment

☐

Amount you are paying

REMITTANCE ADVICE

Description	Date From	Date To	Qty	Price (£)
Sandon Village Hall - SG9 0QU				
Tel. No: DSL-SG90QU-001				
SoGEA Activation - Part Fibre	06/05/25	06/05/25	1	0.00
SOGEA (G) 80/20 Rental - Part Fibre	06/05/25	31/05/25	1	29.35
SOGEA (G) 80/20 Rental - Part Fibre	01/06/25	30/06/25	1	35.00
SOGEA (G) 80/20 Rental - Part Fibre	01/07/25	31/07/25	1	35.00
Static IP Address	06/05/25	31/05/25	1	1.43
Static IP Address	01/06/25	30/06/25	1	1.70
Static IP Address	01/07/25	31/07/25	1	1.70



INVOICE

Sandon Parish Council
Lye End Farm
Sandon
Buntingford
Hertfordshire
SG9 0RS

Invoice Date
30 May 2025

Account Number

Invoice Number
88554

Purchase Order
Mike Wicksteed

VAT Number
876328389

Playsafety Limited
Unit 78 Shrivenham Hundred Business Park
Watchfield
SWINDON
SN6 8TY
UNITED KINGDOM
+44(0)1793 317470

accounts@rospaplaysafety.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
AI PARISH, Annual Inspection - Roe Green Recreation Ground	1.00	80.00	20%	80.00
Subtotal				80.00
Total VAT 20%				16.00
Amount Due GBP				96.00

Due Date: 29 Jun 2025

Terms: 30 days. A late payment charge may be added at the rate of 5% per month (0.16% per day)

Electronic or BACS payments to:

(Please quote invoice number as reference)

Sort Code: 60-22-31
Account: 70525366

International Payments:

(Please quote invoice number as reference)

BIC: NWBKGB2L
IBAN: GB17NWBK60223170525366

Please make cheques payable to Playsafety Limited

Playsafety Ltd is licensed by RoSPA Play Safety



Safety Inspection Report

Annual Inspection

Roe Green Recreation Ground

Sandon Parish Council

23 May 2025



Safety Inspection Report

Annual Inspection

Site name: **Roe Green Recreation Ground**
Date of inspection: **23 May 2025**
Inspector: **Lewis Heath**



Litter Bin

Innate risk score:
 2

Description	Tasks	Risk score
Minor repairs are needed.	Repair., Replace.	 6

Seating

Innate risk score:
 3

Description	Tasks	Risk score
Item is rusting in places.	Treat and repair.	 3

General Surface - Grass

Innate risk score:
 3

Description	Tasks	Risk score
No Findings		

Signage - Info




Innate risk score:
 2

Description	Tasks	Risk score
No Findings		

Goal Posts x 2

Innate risk score:

 8

Description	Tasks	Risk score
Item has some parts missing.	Replace the missing parts.	 7
Loose in ground.	Repair.	 6
Item is rusting in places.	Descale.	 4

Slide

Innate risk score:

 5

Description	Tasks	Risk score
There is a toggle entrapment.	Eliminate the entrapment.	 6

Climber - Frame

Innate risk score:

 6

Description	Tasks	Risk score
The paint is chipped.	Touch up the paint.	 3

Swing - Junior - 1 Bay 2 Seat

Innate risk score:


 5

Description	Tasks	Risk score
No Findings		

Swing - Toddler - 1 Bay 2 Seat

Innate risk score:

 4

Description	Tasks	Risk score
Fittings are rusty.	No reasonably practicable action is identified.	 5

How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

Primary Items

Sample Asset Name

Manufactured by Manufacturer Name

asset image here

Innate risk level

Actual risk level

Risk level:
Low

Potential risk score reduction:
1

Remedial tasks:
1

Surface: Grass

Standards:

EN 1176-1:2017, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

Item is rusting in places.

Tasks

Replace.

Note

Two of the frame washers are rusting.

Finding Photos

asset image here

asset image here

Risk level:
Low

Risk score:
7

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

4

Signage - Info



Litter Bin



Innate risk level

Actual risk level

2

6

Risk level:

Low

Potential risk score reduction:

4

Remedial tasks:

2

Maintenance Finding

Description
Minor repairs are needed.
Tasks
Repair., Replace.
Note
Timbers are damaged and loose leaving fixings projecting.

Risk level:

Low

Risk score:

6

Finding Photos



Seating



Innate risk level

Actual risk level

3

3

Risk level:

Very low

✓

Risk score as low as possible

Remedial tasks:

1

Maintenance Finding

Description
Item is rusting in places.
Tasks
Treat and repair.

Risk level:

Very low

Risk score:

3

Finding Photos



General Surface - Grass



Innate risk level

Actual risk level

3

3

Risk level:

Very low

✓

Risk score as low as possible

✓

No remedial tasks

Inspection SI0000284031. Report produced on 29/05/2025 at 15:22:14

A4

Slide

Manufactured by Wicksteed Leisure Ltd



Innate risk level

Actual risk level

5

6

Risk level:

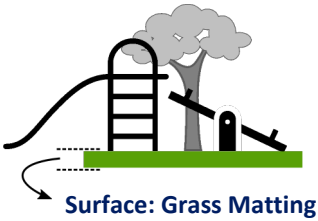
Low

Potential risk score reduction:

1

Remedial tasks:

1



Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

- Equipment Standard Compliance Findings
1. There is a toggle entrapment.

There are no maintenance findings for this item.

Standard Compliance Finding

Description

There is a toggle entrapment.

Tasks

Eliminate the entrapment.

Risk level:

Low

Risk score:

6

Finding Photos



Climber - Frame

Manufactured by (Unknown)



Innate risk level

Actual risk level

6

6

Risk level:

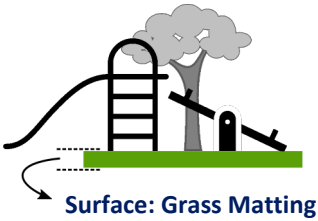
Low

✓

Risk score as low as possible

Remedial tasks:

1



Standards:

✓

EN 1176-1:2017+A1:2023
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

The paint is chipped.

Tasks

Touch up the paint.

Risk level:

Very low

Risk score:

3

Finding Photos



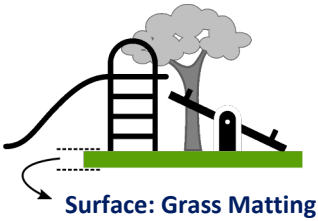
Swing - Junior - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd



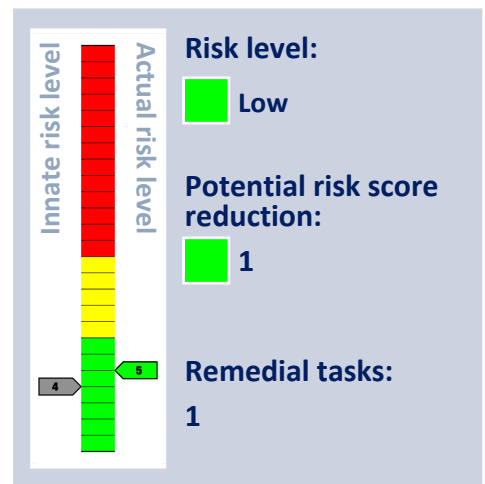
Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Swing - Toddler - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd



Standards:



EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Fittings are rusty.

Tasks

No reasonably practicable action is identified.

Note

Nuts on underside of seats.

Finding Photos



Low

Risk score:

5

Maintenance Finding

Description

Loose in ground.

Tasks

Repair.

Note

Loose in ground sockets. Secure.
Posts leaning. Repair.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Item is rusting in places.

Tasks

Descale.

Note

Rusting on frames.

Risk level:

Low

Risk score:

4

Finding Photos



General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5$ = low risk. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5$ = low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

L i k e l i h o o d	Severity					
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.



General Notes

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).



General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.



General Notes

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

- * No obstacles in the minimum space (other than structures to assist or safeguard the user)
- * Traffic flows should not go through the minimum space

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

- * Free height of fall should not exceed 3m
- * No obstacles in the falling space
- * Platforms with fall heights of more than 1m between them require surfacing

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

- * No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

- * Surfacing should have no sharp edges or protrusions
- * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm)
- * Hard surfaces should only be used outside where children fall
- * Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

DESIGN AND MANUFACTURE

- * The equipment must be suitable for the user and risks should be identifiable by the child
- * Accessibility: adults must be able to gain access to help children
- * Grip requirements: permitted diameter 16 - 45mm (i.e. overhead bars)
- * Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)
- * Requirements for easily accessible equipment

FINISHING

- * Timber species and synthetics should be splinter resistant
- * No protrusions or sharp-edged components
- * Bolts should not protrude by more than 8mm
- * Corners, edges or projecting parts over 8mm should have a 3mm radius.
- * No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel)
- * No crushing or shearing points
- * Connections should not come loose by themselves and should resist removal.
- * Timber connections should not rely solely on screws or nails.
- * Leaking lubricants should not stain or impair the safety of the equipment

FIBRE ROPES

- * Conform to EN 701 or 919 or have a material and load certificate
- * Ropes used by hands shall have a soft, non-slip covering

WIRE ROPES

- * Non-rotating and corrosion resistant with no splayed wires outside the ferrule
- * Wire connector clip threads should protrude less than 8mm
- * Turnbuckles should be enclosed, have a loop at each end and be secured

CHAINS

- * Maximum opening of individual links: 8.6mm in any one direction.
- * Connecting links between chains must be less than 8.6mm or over 12mm

SWINGING SUSPENDED ROPES

- * Not combined with swings in the same bay
- * Less than 2m long: over 600mm from static parts; over 900mm from swinging parts
- * 2m - 4m long: over 1000mm from anything
- * Diameter: 25 - 45mm

CLIMBING ROPES

- * Anchored at both ends and movement less than 20% of rope length
- * Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

ENTRAPMENTS

- * Entrapment: a place from which children cannot extricate themselves unaided
- There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

BRIDGES

- * The space between the flexible bridge and rigid sides should be not less than 230mm

ENTRAPMENT OF FEET AND LEGS

- * Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- * There are no requirements for suspension bridge gaps other than the main entrapment requirements

FINGER ENTRAPMENTS

- These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps
- * Tube ends should be securely enclosed and removable only with tools
 - * Moving gaps should not close to less than 12mm

BARRIERS AND GUARD-RAILS

- * Hand-rail: a rail to help the child balance
- * Guard-rail: a rail to prevent children falling
- * Barrier: a guard-rail with non-climbable in-fill

HAND-RAILS

- * Where required they should be between 600 and 850mm above the standing surface

EQUIPMENT FOR UNDER 3'S

- * Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

EQUIPMENT FOR OVER 3'S

- * Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over
- * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing
- * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing
- * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

MEANS OF ACCESS

- The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to $\pm 3^\circ$ (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

EN 1176 Notes – Summary of Requirements

SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

REQUIREMENTS

* No all rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. Do not mix cradle and flat seats in same bay * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single point swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

SITING

* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

SURFACING REQUIREMENTS

Forward and Back

* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: $0.867 \times \text{length of suspension member} + 1.75\text{m}$ 2. loose-fill: $0.867 \times \text{length of suspension member} + 2.25\text{m}$

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

* Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES

SAFETY REQUIREMENTS

* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply *

From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

* Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm

RUN -OUTS

* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (BS type only)

* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

* Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: * DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * BS type: 1m each side and 1m beyond

CABLE RUNWAYS

SAFETY REQUIREMENTS

* Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

* Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) *

Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

SAFETY REQUIREMENTS

* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm

SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:

EN 1176 Notes – Summary of Requirements

* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm in * Protective skirts should be of rigid material and have no burrs or other defects * The bottom edge should be flared towards the inside or protected

Giant revolving discs

* Clearance of underside at lowest point: 300mm * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

MINIMUM SPACE

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m ; standing 1.8m * Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

SURFACING REQUIREMENTS

* There are no special extra requirements for surfacing areas * Surfaces should be continuous underneath and level

ROCKING ITEMS

DEFINITIONS

* Rocking equipment which can be moved by the user and is supported from below

* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

* Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position

* Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

SAFETY

* Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas * Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible * Information on accidents should be kept (RoSPA has a suitable form)

* Staff and users should be safe during maintenance operations

INSPECTION

* Manufacturers will recommend the inspection frequency although some sites may need a daily check

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

* An inspection schedule should be prepared for each playground, listing components and methods

* Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

* This covers remedial work and repairs as required * Alterations should only be carried out after consultation & agreement with the supplier or a competent person





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