

Pitstone Parish Council

Asset Inspector

Vacancy Details

Locations:

- Hever Close playground (inside the fence)
- Hever Close goal
- Tree beyond Hever Close playground
- Windsor Road playground (inside the fence)
- Vicarage Road playground (by the recreation ground)
- Vicarage Road recreation ground
- Open space between The Crescent and Marsworth Road
- Bus Shelters x 3 on Marsworth Road
- Parish sign on Marsworth Road
- Seating at end of Glebe Close

The role will expand to also cover the following locations once the assets are completed and transferred to parish council ownership:

- Open space in new Rushendon Furlong development tbc
- Play area and open space in new Vicarage Road development
- Multi-use games area in new Vicarage/Marsworth Road development tbc
- Skate park to be built next to Vicarage Road playground

Other locations may be added in the future.

Training:

Employees will be required to undertake the following training:

- A one day Play Area Inspection Training course in Routine Visual Inspections hosted by RoSPA.
 - This course runs from 9.30am-4.30pm in either Brentwood or Huntingdon. Dates tbc.
 - The parish council will meet the associated cost
 - All attendees will receive a Course Certificate upon completion
 - The course covers: child development; the importance of play; accidents, their type/frequency/severity; legal/Acts of Parliament & how they affect the operator; EN1176; documentation/reporting/importance of record keeping; logical & systematic approach to inspecting including risk assessment; inspection of approaches to playgrounds including signs, traffic, road barriers etc; inspection of immediate playground surroundings, vegetation, fences, gates etc; inspection of active playground area within the fenced surround, seats, litter bins, vegetation, lighting, other furniture and non play items; inspection of specific play equipment or play features including surfacing; common faults on popular items; and practical site inspection.
 - Due to the practical aspects of this course and possible inclement weather please ensure you wear appropriate clothing and footwear. Climbing onto playground features and playground equipment may be necessary.
 - The parish council will pay associated mileage expenses at a rate of 45ppm. Tea/coffee provided by RoSPA.
- A one day Lantra Basic Tree Inspection course hosted by Capel Manor College.
 - This course runs from 9.30am-4.30pm in Enfield or Regents Park. Dates tbc.
 - The parish council will meet the associated cost.
 - All attendees will receive a Course Certificate upon completion
 - The course covers is aimed at highway inspectors, rangers, general estate workers and assistant tree inspectors. The course is designed to give training on identifying common signs

and symptoms that may lead to tree or limb failure and methods of reporting this information to people more suitably qualified to make final decisions on safety.

- Due to the practical aspects of this course and possible inclement weather please ensure you wear appropriate clothing and footwear.
- The parish council will pay associated mileage expenses at a rate of 45ppm.

General Job Description:

- Undertake weekly inspections of parish council owned assets including play equipment, grass, trees, bus shelters, parish sign, fences, seating etc. Alternating sites with an existing member of staff, to ensure that two pairs of eyes check each item twice a month.
- Undertake more detailed checks of trees on rotational basis, including a tree tap test with nylon hammer every month
- Undertake more detailed checks of play equipment on a monthly basis, including testing with rubber mallet
- Undertake additional checks if there has been severe adverse weather such as storms
- Record all findings on sheets provided
- Provide immediate feedback to the parish clerk of any issues that require attention so that remedial action can be taken
- Return all completed sheets to the parish clerk on a regular basis as they must be retained for legal reference for a period of 6 years
- Undertake minor works on site such as: pruning of rose/blackberry shrubs that may encroach on play area, pruning of low hanging tree branches, removal of hazardous items found in play areas, removal of any fly posting, replacing cable ties on goal net etc.

Person Specification:

- Willing to work on own initiative – refer to Lone Workers policy for advice
- Willing to work outdoors in all weathers
- Reasonable level of fitness required to climb on, look under & thoroughly inspect play equipment
- Diligent
- Observant
- Good attention to detail
- Efficient record keeping

Hours and Rates of Pay:

- Rate of pay is currently £8.72 per hour.
- Anticipated hours: 1-1.5 hours per week.
- Additional hours to be paid at the same hourly rate.

Benefits:

- The parish council operates a NEST pension scheme and will make contributions if you are eligible for automatic enrolment. If you are not eligible for automatic enrolment you can still choose to join if you wish and make your own contributions.
- 28 days holiday (including bank holidays) pro rata.

Equipment to be provided by the parish council:

- Hi-vis vest & waterproof clothing/shoes
- Gloves
- Clip board & pen
- Rubber / nylon mallets
- Black sacks
- Hand sanitiser
- Multi-use tool/knife/scissors/scraper when necessary
- Tree location map

- A means of recording photographs of any damage useful eg camera function on your mobile phone (not provided by the council)
- Should you identify a piece of equipment or consumable that would assist your duties please inform the parish council and we will arrange for purchase etc.

Lone Worker Advice

The parish council takes its responsibility towards your safety very seriously and request your assistance to minimize any hazards associated with carrying out your duties.

In general, the sites and the tasks are low risk, however it is impossible to fully eliminate all risks and you should be particularly careful of slip hazards when the ground is wet or trip hazards when inspecting play equipment etc. You should also take care when handling brambles and ensure you wear suitable gloves.

The parish council will:

- Full training will be provided on the use of equipment.
- Full training will be provided on the tasks to be undertaken.
- The parish council seeks to ensure that all the necessary equipment you may need is provided, but if you identify a product that would be useful please let us know.
- The parish council seeks to provide all necessary protective equipment, but please let us know if there are other items that you would find useful.
- The parish council will supervise you or contact you periodically to check that everything is satisfactory, but you are more than welcome to contact the parish council at any time to discuss any issue.

You should:

- Never place yourself in any danger when carrying out any of your duties.
- Co-operate with the parish council with regard to measures designed to protect your health and safety eg attend training and wear protective clothing.
- Always take a fully charged mobile phone with you when working in case of emergencies.
- Always try to tell someone where you are going and when you expect to return (in case you are taken poorly whilst working).
- Always use the correct equipment and protective clothing eg when cutting back overhanging brambles always wear protective gloves to protect yourself from cuts.
- Advise the parish council of any issues that you identify that may pose a risk to your health and safety so that swift remedial action can be taken.

Contact:

You are welcome to contact either of the two people listed below whenever you need to. The council will also periodically call into the pavilion to check how things are progressing and discuss any issues that may arise.

- Mrs Laurie Eagling, Clerk to Pitstone Parish Council, 9 Warwick Road, Pitstone, Beds, LU7 9FE. Tel: 01296 767261. Email: parishclerk@pitstone.co.uk.
- Mr Ben Blunt, Chairman of the Staffing Committee, The Laurels, Old Farm, Pitstone, Beds, LU7 9RD. Email: ben.blunt@pitstonepc.org

Further Advice:

- Further advice from the Health and Safety Executive is available at <http://www.hse.gov.uk/pubns/indg73.pdf>
- Further advice about working safely during the Coronavirus pandemic is available at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Coronavirus Advice

The safety of all our staff, hirers and their guests is of paramount importance.

- You must follow the general coronavirus guidelines and socially distance from anyone outside your bubble.
- You must use hand sanitizer regularly whilst carrying out your duties and wash hands for 20 seconds on your return home.
- Face masks are not required as all work is outside.
- Disposable or washable gloves are available.
- Please wash your clothing when you return home.
- You must not go to work if you are feeling unwell, have recently tested positive for Coronavirus or have been in close contact with someone who has tested positive.