

PITSTONE PARISH COUNCIL

POSITION : ASSET INSPECTOR(S)

LOCATIONS :

- Hever Close playground (inside the fence)
- Hever Close goal
- Tree beyond Hever Close playground
- Windsor Road playground (inside the fence)
- Vicarage Road playground
- 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.

RESPONSIBILITIES :

- 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.

PERSONAL CHARACTERISTICS :

- 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

ANTICIPATED HOURS :

- 1.5 hrs per week

HOURLY RATE :

- Current hourly rate = £8.72ph

EQUIPMENT :

- Hi-vis vest & waterproof clothing/shoes
- Clip board & pen
- Rubber / nylon mallets
- Multi-use tool/knife/scissors/scrapper when necessary
- A means of recording photographs of any damage eg camera function on your mobile phone
- The parish council can supply any equipment required