

<b>Grounds Maintenance Work Inspection Programme</b>	<b>SYSTEMS IN PLACE</b>	<b>SYSTEMS IN PLACE TO RECORD WORK UNDERTAKEN</b>	<b>QUALITY CONTROL</b>	<b>TARGET</b>	<b>OFFICER RESPONSIBLE</b>
<b>Monthly Play Equipment Inspections</b>	Pro Forma booklet listing each site and equipment.	Inspection Pro Forma completed, booklets retained.	Inspections undertaken by Play Equipment Operative. Booklets passed to Supervisor	Two play sites to be inspected per week plus 100% staff H & S compliance.	R Brooksby or S Sheppard
<b>Public Open Space Grass Cutting. 12 Cuts Per Year x 2 Rounds.</b>	Schedules produced depicting dates and location of cuts.	Progress monitored on wall charts. Staff complete wall chart on a daily basis.	Supervisor & Service Manager to undertake and record site work quality and Health & Safety compliance inspections.	Two areas to be inspected per week, plus 100% staff H & S compliance.	R Brooksby Or S Sheppard
<b>Sheltered Grass Cutting x22 Cuts Per Year</b> <b>Non Sheltered Grass Cutting x14 Cuts Per Year</b>	Wall Chart Depicting Dates and Location of Cuts	Progress monitored on wall charts. Staff complete wall chart on a daily basis.	Supervisor & Service Manager to undertake and record site work quality and Health & Safety compliance inspections.	Two sites to be inspected per week, plus 100% staff H & S compliance.	R Brooksby or S Sheppard
<b>Tractor Gang Mowing &amp; Side Arm Flail</b>	Wall Chart Depicting Dates and Location of Cuts.	Progress monitored on wall charts. Staff complete wall chart on a daily basis.	Supervisor & Service Manager to undertake and record site work quality and Health & Safety compliance inspections.	Two sites to be inspected per week, plus 100% staff H & S compliance.	R Brooksby or S Sheppard

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