



## **Standard Operating Procedure (SOP) Access to Saxilby Public Recreation Ground Charity Field by Council Staff**

Site: Saxilby Public Recreation Ground and St Andrews Community Centre

SOP Number: SOP/ASP/001

Approval Date: 05/03/2025

Review Date: March 2027

# Access to Saxilby Public Recreation Ground Charity Field by Council Staff

## 1. Purpose

To outline the correct procedure for council staff when accessing and carrying out maintenance/operations on the Saxilby Public Recreation Ground Charity Field to ensure safety, efficiency, and compliance with relevant policies.

## 2. Scope

This SOP applies to all council, contractors, and any authorised personnel required to access the recreation ground for work purposes.

## 3. Access Requirements

- Access is permitted to undertake agreed maintenance including litter bin emptying, white lining for events, field maintenance, and to access the council office.
- All vehicles and equipment used on-site must be suitable for the ground conditions to prevent damage.

## 4. Entry and Exit Procedures

- Entry is permitted through all access points whilst minimising disruption to public use.
- Ensure all gates, barriers, or security features are properly closed and locked upon entry and exit.
- Do not drive across sports pitches
- Minimise driving across grass when wet

## 5. Safety and Conduct

- A risk assessment must be completed before any maintenance work, especially when using machinery or chemicals.
- Ensure public safety by placing appropriate signage and, if necessary, cordoning off work areas.
- Follow health and safety regulations, including PPE requirements.
- Staff must wear appropriate high-visibility clothing when on-site.
- Any incidents, hazards, or damage must be reported immediately to the supervisor.

## 6. Maintenance and Work Guidelines

- Minimise noise and disruption to public activities and scheduled events.
- Ensure proper waste disposal and removal of debris after work completion.
- Any deviations from the planned work must be reported and approved in advance.

## 7. Emergency Procedures

- In case of an emergency (e.g., injury, equipment failure, public disturbance), contact emergency services if necessary and report to the designated supervisor.
- If a serious incident preserve the scene.
- Ensure an incident report is completed and submitted.

## 8. Compliance & Review

- Staff must comply with all legal, environmental, and council/charity policies governing public land use.
- This SOP will be reviewed bi-annually or as required to ensure ongoing compliance and efficiency.

## 9. Signatures

Signed on behalf of Saxilby Public Recreation Ground Charity

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of Saxilby Public Recreation Ground Charity

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of Saxilby with Ingleby Parish Council

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of Saxilby with Ingleby Parish Council

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_