

BUSINESS - SCHOOL OPERATIONS

Inspection and Maintenance of Playground Equipment

1.0 Introduction

The Durham District School Board mandates that all playgrounds located on school property must comply with the current CSA Standard for Children's Playspaces and Equipment.

2.0 Responsibilities

Installation of new playground equipment is subject to Board Regulation: *Recreational Equipment on Board Property* and requires the approval of the Superintendent of Education/Facilities Services. The sponsoring organization is also required to involve the Purchasing Department early in the planning stages for a list of Board approved vendors for playground equipment (Board Procedure: *Fundraising*). Consultation with the Health and Safety Department is required to assist the sponsoring organization in selecting equipment that is appropriate for a school environment.

It is the responsibility of the SCC/sponsoring organization to maintain playground equipment at the current CSA Standard. This includes all financial obligations.

Each school is responsible for conducting daily and monthly inspections in accordance to the current CSA Standard. Checklists are appended to this procedure to assist with this process. The Health and Safety Department can provide training if requested.

The Board will fund and coordinate an annual comprehensive inspection on behalf of the SCC/sponsoring organization/school.

3.0 Inspection Schedule

3.1 Daily/Weekly:

A visual inspection to identify defects or emerging problems will be conducted on a daily/weekly basis. The designated person, as assigned by the Principal, will check for any vandalism, harmful debris and note the condition of the protective surfacing. The daily/weekly inspection along with any action required is to be documented and kept at the school on file. Refer to Appendix 1: *Daily/Weekly Playground Inspection Checklist*.

3.2 Monthly:

The monthly inspection will include an examination of the physical structure of the playground (i.e. wear on chains and loose bolts). It is the responsibility of the Principal, to designate an individual for this responsibility. The monthly inspection along with any required repairs will be documented and kept on file at the school. Individuals responsible for conducting the Monthly Inspection shall refer to Appendix 2: *Monthly Inspection Checklist*. Guidance in conducting the monthly inspection is available by contacting the Health and Safety Department.

3.3 Annual:

The Health and Safety Department will initiate a third party inspection by a certified Canadian Parks and Recreation Playground Inspector of all playground equipment on Board property. The purpose of this comprehensive inspection is to ensure all equipment meets the current CSA Standard. The inspection report will be sent to the Principal, SCC/sponsoring organization and the Manager of Maintenance for action and retention. Technical assistance with inspection interpretation is available by contacting the Health & Safety Department.

The Principal will submit a written action plan outlining the measures to be taken to correct the deficiencies as identified in the Annual Inspection. The action plan will be submitted to the Manager of Health and Safety within four weeks of receipt of the Annual Inspection. Failure to take corrective action could result in closure or removal of the playground. Notification will be given to the SCC/sponsoring organization of the equipment closure or removal.

4.0 **Durham Region Health Department - Annual Audit**

The Durham Region Health Department in conjunction with the Health & Safety Department will perform a joint annual audit by randomly selecting playground equipment from each city/township. A report will be sent to the Principal through the Health & Safety Department outlining any corrective action required.

5.0 **Maintenance and Repair**

5.1 Minor Maintenance and Repair

Minor maintenance and repairs will be coordinated through the Principal and communicated to the SCC/sponsoring organization. This is limited to items such as the maintenance of protective surfacing and tightening of loose bolts.

5.2 Major Maintenance and Repair

Major maintenance and repair is to be carried out only by qualified individuals with a thorough knowledge of the current CSA Standard for Children's Playspaces and Equipment.

The Principal will contact the manufacturer of the equipment or a Board approved contractor to conduct any major maintenance or repair. The Health and Safety Department will maintain a list of contact numbers and will be available for consultation on repairs.

Written confirmation of repairs must be forwarded to the Manager of Health and Safety, and communicated to the SCC/sponsoring organization.

6.0 **Winter Use**

Winter weather conditions such as snow build-up, ice/freezing rain, or temperatures below 0 degrees C can make equipment unsafe for use. The Ontario School Boards' Insurance Exchange recommends that playground equipment cannot be operated safely under these winter weather conditions. Therefore, under these circumstances, playground equipment should be placed off limits. It is the responsibility of the Principal to designate the equipment off limits by issuing announcements and/or flagging off the equipment.

7.0 Supervision

The Principal is responsible for assigning adequate supervision. Individuals responsible for supervision can refer to Appendix 3: *Supervision Checklist - Guidelines for Effective Supervision*.

Appendix:

Appendix 1: *Daily/Weekly Playground Inspection Checklist*

Appendix 2: *Monthly Inspection Checklist*

Appendix 3: *Supervision Checklist - Guidelines for Effective Supervision*

Effective Date

2002-10-07

Amended/Reviewed

2006-08-08

2014-12-10

Daily/Weekly Playground Inspection Checklist

Location Name: _____

	M	T	W	T	F
Check for and remove loose garbage, debris, broken glass, animal droppings on play area ground surface.					
Check play structure for obvious signs of damage, vandalism or broken parts. (Advise Principal immediately if service is needed).					
Check for and remove skipping ropes or any other ropes or climbing devices which have been attached to but are not a permanent part of the playground structure.					
Rake sand/gravel to replenish areas beneath swing bays, slide exits and fire poles.					
Empty garbage can(s) located in playground areas.					

Action Items or General Comments:

Completed By: _____

Date: _____

Signature: _____

Adopted from the Ontario School Boards' Insurance Exchange: *Risk Management at a Glance - Recommended Forms and Checklists*

Monthly Playground Inspection Checklist

Appendix 2

Item	Condition	Action Taken	Date Completed
Chains (worn, open links)			
S-hooks & Fastening Devices (worn, openings greater than 1 mm)			
Hanger Bearings (worn, inadequate lubrication, clamps not secure)			
Stability in Ground (tilting or swaying components)			
Protective Surfacing (adequate depth, no exposed concrete, harmful debris)			
Plastic Components (cracks, sharp edges, burns, wearing)			
Nuts and Bolts (loose parts, corrosion)			
Wood Structures (splintering, protruding hardware)			

Condition Legend:

CHECK MARK: Satisfactory

X: Attention Required

Location: _____

Inspected By: _____

Date: _____

Time: _____

Signature: _____

Adopted from CAN/CSA-Z614-98 "Children's Playspaces and Equipment"

The following list of playground rules should be refined to meet the individual school needs. All playground supervisors, including teachers, students, and volunteer supervisors should be introduced to these rules with periodic reminders.

1. No pushing.
2. No running around play structure.
3. Take turns.
4. No fighting.
5. In case of injury - **DO NOT MOVE THE PERSON**. Report to supervisor immediately.
6. No throwing sticks, stones or other objects.
7. No eating while on playground equipment.
8. Playground equipment is off limits during rainy, snowy or icy weather.
9. Skipping ropes, ropes or strings are not permitted on playground equipment.
10. No scarves, loose drawstrings, or bicycle helmets are permitted on playground equipment.
11. Set rules for specific pieces of play - define maximum number of students and age levels permitted.
12. Train teachers, volunteer supervisors and the students about the playground rules. Reinforce.

Adopted from the Ontario School Boards' Insurance Exchange: *Risk Management at a Glance - Recommended Forms and Checklists*