



Administrative Procedure: School Playground Equipment

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Purpose

The Superior North Catholic District School Board recognizes the need to promote positive play experiences within a safe school environment. This policy outlines the Board's procedure surrounding playground equipment installation and maintenance. It has been written to reflect our priority for student safety.

Procedure

New Equipment – Full or Partial Equipment

1. The Board encourages community and parent groups to help in the cost of purchasing and installing playground equipment. The Board will perform all inspections, repairs and maintenance and assumes the liability and responsibility for the play structure.
2. The design, construction and installation of playground equipment must conform to the standards from the Canadian Standards Association CSA-Z614-07, Children's Play Spaces and Equipment currently in effect at the time of installation.
3. The Board's maintenance department must be included in the planning and installation process. A third party qualified and/or certified person is required to work with school committees during design and installation and would coordinate site specific concerns with appropriate Board staff.
4. Although the Board accepts design standards of reputable manufacturers, it has restricted certain design aspects:
 - a. Wood structural members are not acceptable;
 - b. Platform height not to exceed six (6) feet;
 - c. Swings not to exceed eight (8) feet;
 - d. Board-only approved protective surface;
 - e. Plastic border material shall be used as the material for the enclosure of the protective surface.
5. The Board reserves the right to restrict other design aspects as deemed appropriate.
 - a. All play structures and equipment must be installed by an approved installer and/or manufacturer. Upon completion, the Board must be provided with a letter indicating:
 - b. Equipment and installation conforms to the current CAN/CSA guidelines and standards.
 - c. The terms and conditions of the guarantee and warranty.
6. All manufacturers installing playground equipment on Board property must provide proof of insurance coverage for a minimum of two million dollars vehicle and liability insurance, with the Board named as co-insured. The manufacturer must also provide a certificate of good standing from the Workplace Safety and Insurance Board, before the final payment will be released.

Existing Equipment

1. Initially, the Board will prepare a comprehensive written report for each playground structure. From this, recommendations will be prepared as to whether the equipment is adequate or should be removed, renovated or upgraded. All renovations and upgrades will comply with the current CAN/CSA guidelines and standards.
2. Additions to existing playground equipment must be approved by the Board's Manager of Operations, prior to any in-depth planning.

Inspections

1. **Daily Visual Inspections:** A visual inspection shall be performed on all playground equipment used by students, by the Custodian or designate, at least once each school day. This inspection is intended to identify obvious safety concerns and needed repairs, such as glass, broken borders, loose or missing handrails or anything that could cause injury to a student. When a deficiency is identified in the daily inspection, the Custodian shall follow the steps set out in section 4.1 of this procedure. A daily maintenance log book must be kept on file at the school.
2. **Monthly Inspections:** Monthly inspections of the playground equipment shall be done by the school custodian. The monthly inspection checklists must be retained at the school.
3. **Recorded Annual Inspection by Maintenance Department:** A detailed annual inspection of all playground equipment located on Board property shall be performed in the spring each year by a trained certified inspector who has received special training in the inspection and maintenance of playground equipment. The inspection findings and actions shall be recorded and kept on file in the school for two years. Where possible, the person doing the inspection shall make all necessary repairs as soon as possible after the inspection.
4. **Inspection Checklists:** The monthly inspections will use the checklist form provided (Appendix 1).

Maintenance and Repairs

1. When a teacher on yard duty identifies a safety concern or an item in need of repair, it shall be reported to the school Principal immediately. The school Principal shall report the concern to the Custodian immediately and a copy sent to the Manager of Operations. When a defect is reported it shall be repaired as soon as possible and, in the interim, the Principal shall make the equipment out of bounds to students.

2. When repairs are made on site, the Custodian will log the work completed and retain it on file. The work order for repairs completed will be the record of repair.
3. Should a repair that involves a safety hazard take more than one day to complete, the children shall be prevented from using the equipment through the use of appropriate fencing and a 'keep off' warning sign.
4. When the cost to repair a piece of playground equipment is excessive, the Manager of Operations, after consulting with the school Principal, may decide that the equipment should be taken out of service and removed from the school grounds.

Costing

The Board will assume responsibility to maintain the structures to required standards within budget allowances. However, if the equipment poses a safety hazard and the Board budget funds are not available, the equipment will be taken out of service, removed or repaired if funds are provided by the school or group that installed the play structure.

Finance

1. All schools are responsible to help raise funds for the purchase of playground equipment.
2. The Principal must notify the Manager of Operations of the school's plans (ie. type of equipment, cost, fund-raising projects, etc.) during the planning stage.
3. When the school is ready to send collected funds to the Board, the Principal shall notify the Manager of Finance so that a school trust fund can be set up for same.
4. Cheques should be made payable to the Superior North Catholic District School Board. Tax receipts are available for any private donation of \$20.00 or over. Accounting services will require the name and address of the donor.

General

1. The Principal on behalf of the parent groups should contact the Manager of Operations before requesting information from the manufacturers/suppliers to avoid unnecessary legal issues. For example, when contacting a manufacturer, tenders should not be requested, but rather an estimate.

2. To take advantage of certain economic opportunities, the group that is funding the equipment is encouraged to request the Board to issue a purchase order on behalf of the group.
3. Installations by volunteers are not permitted.
4. Each school should conduct playground safety sessions outlining the playground rules applicable to the specific location. These sessions should be held for students, teachers and any volunteer yard supervisors, at the beginning of each school year.

Appendix - Daily Visual Inspection Record, Playground Structures



SUPERIOR NORTH CATHOLIC District School Board

Date: _____ School: _____ Principal's Signature: _____
 (Month/Year)

DAILY VISUAL INSPECTION RECORD PLAYGROUND STRUCTURES

Indicate satisfactory (S) Or Attention Required (A). If attention required note specifics in detailed report below.

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Visual																															

Detailed Report For Items Requiring Attention: Indicate the date inspected under the item(s) that require attention.

	Swings	Slides	Spring Toys	Climbers	Merry-Go-Round/Whirls	Creative Structures	General Site Condition
Chains							
Shocks							
Seats							
Hanger Bearings							
Grease Fittings							
Stability In Ground							
Exposed Concrete							
Tilting							
End/Centre Fittings							
Chain Pipe Covers							
Hand Railings							
Support Bars/Legs							
Fastening Point/Areas							
Side Walls & Bedway							
Entrapment Points/Areas							
Sharp Edges/Points							
Stairs Of Slide							
Tube Slides Cracking/Damage							
Spring & Bar							
Handles							
Pivot Point For Wear							
Nuts & Bolts							
Ground Clearance							
Locking Devices Int/Ext							
Wood Checking Max. 12"							
Protrusions							
Protective Caps/Plugs							
Surface Below Equipment							
Wooden Borders							
Benches							
Debris/Broken Glass							
Asphalt Paths, Etc.							
Lighting							
Sign(s)							

