



Administrative Procedure: School Playground Equipment

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1.0 Purpose

- 1.1 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.

2.0 Procedure

- 2.1 New Equipment – Full or Partial Equipment:

- 2.1.1 The Board will perform all inspections, repairs and maintenance and assumes the liability and responsibility for all play structure.
- 2.1.2 The design, construction and installation of playground equipment must conform to the standards from the Canadian Standards Association CSA-Z614-07, Children's PlaySpaces and Equipment currently in effect at the time of installation.
- 2.1.3 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.
- 2.1.4 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.
- 2.1.5 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:
 - Equipment and installation conforms to the current CAN/CSA guidelines and standards.
 - The terms and conditions of the guarantee and warranty.
- 2.1.6 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.

3.0 Existing Equipment

- 3.1 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.
- 3.2 Additions to existing playground equipment must be approved by the Board's Plant & Field Services Manager, prior to any in-depth planning.

4.0 Inspections

- 4.1 **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 this procedure. A daily maintenance log book must be kept on file at the school.
- 4.2 **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.
- 4.3 **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.
Inspection Checklists: The monthly inspections will use the checklist form provided (Appendix 1).

5.0 Maintenance and Repairs

- 5.1 When a staff member 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 Plant and Field Services Manager or the Assistant Plant and Field Services Manager. 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.
- 5.2 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.
- 5.3 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.
- 5.4 When the cost to repair a piece of playground equipment is excessive, the Plant and Field Services Manager, after consulting with the school Principal, may decide that the equipment should be taken out of service and removed from the school grounds.

6.0 Costing

- 6.1 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.

7.0 General

- 7.1 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 A

All playground Inspection Reports are in eBase.

[eBase](#)