

Administrative Procedure 544

Playground Equipment

Background

Renfrew County District School Board recognizes the value of play in the healthy development of children. Independent and cooperative play helps to foster social, creative, emotional and physical development.

Funding for new play structures and the purchase of components to upgrade existing structures is the responsibility of the local school community. In order to ensure that all play structures are safe, this administrative procedure recognizes the district's duty to inspect and maintain playground equipment to reduce the risk of student injury.

Procedure

1. The Standard

- 1) All new playground equipment and replacement parts must comply with the current Canadian Standards Association (CSA) standard for Children's Playspaces and Equipment.
- 2) Equipment installed prior to the implementation of standards shall be maintained and modified to provide a safe play experience.
- 3) The Health and Safety Officer is responsible to the Director of Education to ensure that all newly purchased equipment meets the current CSA standard.

2. Planning

- 1) The principal is responsible for providing information about the process to local community members interested in purchasing playground equipment.
- 2) The local committee is responsible for all costs related to the purchase, site preparation and installation of playground equipment. The purchased equipment becomes the property of Renfrew County District School Board, which will assume the ongoing maintenance of the equipment and site.
- 3) The local committee will develop a detailed proposal including:

- a) type of equipment to be purchased (with drawings);
 - b) detailed site plan for location of equipment;
 - c) costs, including site preparation and installation plan;
 - d) timeline for construction; and
 - e) financial plan.
- 4) Proposal approval must be received from the school's principal, the Health and Safety Officer and the Superintendent of Business.
 - 5) The equipment, installation and site must meet or exceed the current Canadian Standards Association standard CSA-Z614 - current Children's Playspaces and Equipment.

3. Construction

Installation of playground equipment will be according to the manufacturer's specifications and the CSA standard. Assembly of playground equipment must be performed by qualified personnel. The principal or the Health and Safety Officer reserves the right to inspect the site and equipment at any point in the installation process. Final inspection and approval must be provided by the Health and Safety Officer prior to the equipment being used.

4. Inspections

a) Daily Visual Inspection:

The principal or designate is responsible for performing a quick, daily inspection of playground equipment. This check is to identify obvious hazards such as broken glass, broken handrails, and damaged equipment.

If an immediate hazard is discovered, steps must be taken to protect the students from harm (repair immediately or prevent access). If the problem does not present an immediate safety hazard to students, a work order should be sent to the plant department with a copy to the health and safety office for verification.

Record of the daily inspection must be kept at the school.

b) Monthly Inspection:

The principal or designate is responsible for performing a monthly inspection of playground equipment, using a checklist provided by the Director's designate. The records of the monthly inspections must be kept at the school for three years.

c) Annual Inspection:

The health and safety office is responsible for providing an annual inspection by a qualified inspector. The health and safety office will provide a copy of the inspection report to the school.

5. Unsafe Equipment

If playground equipment is determined to be unsafe, the principal or designate will prevent access, post warnings and contact the plant department to arrange for repair.

If it is determined that the playground structure is beyond repair, the equipment will be removed and disposed of as appropriate in the circumstances.

6. Training

The principal or designate will ensure that students and staff members supervising the schoolyard are instructed in the proper use of playground equipment at the start of the school year. Yard supervisors will strictly enforce playground safety rules.

Legal Reference:

Education Act S. 265; S. 286

Canadian Standards Association (CSA) standard for Children's Playspaces and Equipment.