

# Public Schools Branch

## OPERATIONAL PROCEDURE

### PLAYGROUNDS AND PLAYGROUND EQUIPMENT

<i>Policy Section</i> <b>Finance and Facilities</b>	<i>Procedure Number</i> <b>202.1</b>
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*Replaces:* **ELSB Operational Procedure 202.1 Playgrounds and Playground Equipment, January 26, 2016**

#### 1.0 INTRODUCTION

- 1.1 The Public Schools Branch encourages safe, creative and active use of school grounds and playground equipment. The safety of children using playground facilities at school and the related liability are of the utmost concern. Standards in this area are according to the Canadian Standards Association (CSA).

#### 2.0 PURPOSE

- 2.1 To establish procedures for the funding, installation, inspection, and maintenance of playground equipment within the Public Schools Branch.

#### 3.0 DEFINITION

- 3.1 General Visual Inspection - A scan of a school playground to identify hazards such as obvious damage to equipment, glass or sharps, vandalism, animal droppings, bare spots in protective surface, litter, or non-permanent ropes/strings/climbing devices.

#### 4.0 FUNDING AND INSTALLATION

- 4.1 The Public Schools Branch works closely with various school related groups to ensure that only safe and functional playground equipment is placed in a secure environment on school property.
- 4.2 All new playground projects, equipment and associated signage must be approved by the Public Schools Branch prior to purchase and installation.
- 4.3 Authorized Public Schools Branch employees will work with the school principal or designate to identify
  - 4.3.1 A safe location for playground equipment;
  - 4.3.2 The appropriate steps for proper site preparation; and
  - 4.3.3 The appropriate protective surfaces for new installations.
- 4.4 A school, Home and School Association or other school affiliate will be fully responsible for all costs related to site preparation, purchasing and installing playground equipment and protective surfaces, to CSA standards.
- 4.5 The Public Schools Branch will assume ownership, upon final inspection, of the playground equipment that has met CSA and Public Schools Branch standards

and will take responsibility for all ongoing costs related to inspection, maintenance, warranty and insurance related concerns.

## **5.0 INSPECTION AND MAINTENANCE**

- 5.1 New playground equipment, modifications, alterations, improvements and/or replacements installed on school property shall conform to the CSA guidelines outlined in *Children's Playspaces and Equipment*, CAN/CSA-Z614-07, April 2008, and as updated from time to time.
- 5.2 The Public Schools Branch will coordinate and fund the removal of playground equipment as necessary.
- 5.3 Playground equipment on school property, which has been provided by an outside organization, becomes the property of the school board.
- 5.4 The Public Schools Branch will assume the responsibility for playground inspections and related maintenance based on CSA standards.
- 5.5 The principal will ensure that a general visual inspection of the playground(s) is conducted each school day and logged on the Daily Playground General Visual Inspection Log. The inspection should be completed before student use.
- 5.6 The principal or designate shall carry out a regular monthly inspection of all equipment and grounds which are part of the assigned playground area. The principal/designate shall complete and maintain at the school the Playground Monthly Inspection Form.
- 5.7 Staff will report any concerns with the playground and playground equipment immediately to the school administration or Property Services Section.
- 5.8 In addition, the Property Services Coordinator or designate shall carry out a semi-annual inspection of all Public Schools Branch playgrounds and playground equipment. The inspection report shall be completed by the Property Services Section and maintained at the branch office, with a copy sent to the applicable school.
- 5.9 Any deficiencies noted shall be corrected in the following manner:
  - 5.9.1 Health and safety issues – immediately
  - 5.9.2 Other deficiencies – will be prioritized
- 5.10 The Public Schools Branch will manage any warranty and insurance matters related to playground equipment.

## **6.0 FORMS**

- 6.1 Playground Monthly Inspection Form
- 6.2 Daily Playground General Visual Inspection Log

## **7.0 CROSS REFERENCE**

- 7.1 CSA Guidelines - *Children's Playspaces and Equipment*
- 7.2 PSB Board Governance Policy *SL 2 – Treatment of Students and Parents*