



### **PURPOSE:**

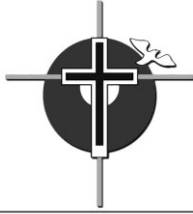
The Catholic District School Board of Eastern Ontario recognizes the need to promote positive play experiences within a safe school environment. This policy outlines the Board's procedure surrounding playground equipment installation and maintenance. It has been written to reflect our priority for student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

### **ACCOUNTABILITY:**

1. Frequency of Reports – Annual
2. Severity Threshold – As needed (e.g. Significant injury related to playground equipment)
3. Criteria for Success:
  - All construction and repairs comply with Can/CSA standards
  - Supervision is addressed

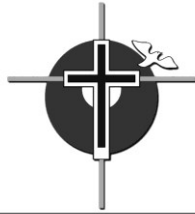
### **PROCEDURE:**

1. **New or Donated Equipment – Full or Partial Equipment:**
  - a) The Board encourages community and parent groups to pay for the purchase and installation of playground equipment. The Board will contribute up to \$1000 for play structures for new schools, perform all inspections, repairs and maintenance. The Board assumes the liability and responsibility for the play structure.
  - b) The design, construction and installation of playground equipment must conform to the standards from the Canadian Standards Association CSA-Z614, Children's Playspaces and Equipment currently in effect at the time of installation.
  - c) The Board's Plant and 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.



## ADMINISTRATIVE PROCEDURE

- d) Although the Board accepts design standards of reputable manufacturers, it has restricted certain design aspects:
- wood structural members are not acceptable
  - platform height not to exceed six (6) feet
  - swings not to exceed eight (8) feet
  - wood fibre with a current International Play Equipment Manufacturing Association (IPEMA) certificate must be used for the protective surface.
  - plastic border material shall be used as the material for the enclosure of the protective surface.
- e) The Board reserves the right to restrict other design aspects as deemed appropriate.
- f) All play structures and equipment must be installed by an approved manufacturer. On completion, the manufacturer is to provide the Board with a letter indicating:
- i. Equipment and installation conforms to the current CAN/CSA guidelines and standards.
  - ii. The terms and conditions of the guarantee and warranty.
- g) 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 Workplace Safety and Insurance Board before final payment will be released.
- h) Accessibility  
The installation, retrofit and renovation of all play structures new or previously owned, will be done in accordance with Annex “H” of the CAN/CSA Z164-07 *Children’s Play Spaces and Equipment Standard*.  
Items covered by Annex “H” include but are not limited to:
- a) Minimum accessibility requirements
  - b) Accessibility specifications for element within the play space
  - c) Amount of play spaces within the structure that must be accessible
  - d) Elevated component as well as ground level components
  - e) Requirements for accessible routes within and leading to the play structure
  - f) Details on calculations required to determine compliance.

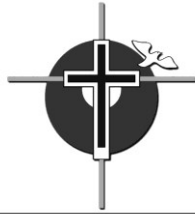


### 2. Existing Equipment

- a) 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.
- b) Additions to existing playground equipment must be approved by the Board's Plant and Maintenance Department prior to any in-depth planning.

### 3. Inspections

- a) **Daily Visual Inspections:** A visual inspection shall be performed on all playground equipment used by students by the Principal or designate at least once on each school day. This inspection is intended to identify obvious safety concerns and needed repairs, such as glass, broken boards, loose or missing handrails or anything that could cause injury to a student. When a deficiency is identified in the daily inspection, the Principal shall follow the steps set out in 4.1 of this procedure. A daily maintenance log book must be kept on file at the school.
- b) **Monthly Inspections:** Monthly inspections of the playground equipment shall be done by one of the school principal or the school custodian. The monthly inspection checklists must be retained at the school.
- c) **Recorded Annual Inspection by Plant and Maintenance Department:** A detailed annual inspection of 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 Plant and Maintenance Department for two years. Where possible, the person doing the inspection shall make repairs as soon as possible after the report is received.
- d) **Inspection Checklists:** The monthly inspections will use the checklists provided in the facilities manual (*also attached – Appendix 1*).



#### **4. Maintenance and Repairs**

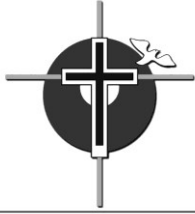
- a) When a teacher on yard duty identifies a safety concern or an item in need of repair it shall be reported to the school principal immediately. The school principal shall report the concern to the Plant and Maintenance Department immediately. When a defect is reported it shall be repaired as soon as possible and, in the interim, the Principal shall make the equipment out of bounds to students.
- b) When repairs are made on site, the Plant and Maintenance staff are to log the work completed and retain it on file. The work order for repairs completed by the maintenance staff will be the record of repair.
- c) 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.
- d) When the cost to repair a piece of playground equipment is excessive, the Manager of Plant and Maintenance, after consulting with the school principal, may decide that the equipment should be taken out of service and removed from the school grounds.

#### **5. Equipment on Local Recreation Authority Property**

- a) In many cases, playground equipment that is used by the students of a school is located on non-Board property adjacent to the school property. In these cases the daily inspection procedures shall be carried out by the Principal or designate, as detailed in 3.1 and the Principal shall follow the same procedures for reporting a concern to Plant and Maintenance, as detailed in 4.1. The Principal shall make the equipment out of bounds to students until the equipment is repaired.
- b) Plant and Maintenance shall advise the local recreation authority of the need to repair playground equipment located on recreation property and shall monitor the progress of repairs and advise the School Principal when the repairs are completed.

#### **6. 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.

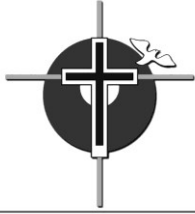


## 7. Finance

- a) All schools are responsible for raising funds for the purchase of playground equipment.
- b) The Principal must notify the Superintendent of Business of the school's plans i.e. type of equipment, cost, fundraising projects, etc. during the planning stage and submit a Procurement Business Case to Executive Council for review and approval prior to proceeding.
- c) 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.
- d) Cheques should be made payable to the Catholic District School Board of Eastern Ontario. Tax receipts are available for any private donation of \$20.00 or over. Accounting services will require the name and address of the donor.

## 8. General

- a) The Principal on behalf of the parent groups should contact the Board's Purchasing supervisor before requesting information from the manufacturers/suppliers to avoid unnecessary legal issues. For example, when contacting a manufacturer, tender should not be requested, but rather an estimate.
- b) 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.
- c) Installations by volunteers is not permitted.
- d) 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 1 Playground Inspection

The Canadian Standards Association (CSA) has defined maintenance and inspection requirements under standard CSA-Z614-98. Compliance with this CSA standard is necessary to reduce injuries on playground equipment and the following is a summary of the points relevant to a school maintenance/inspection program:

(1) Installation:

- Equipment installation should be performed by qualified personnel (e.g. manufacturer or vendor)
- Volunteer installations should not be permitted unless supervised by qualified personnel. All newly installed equipment must be inspected by a qualified inspector prior to use. Retain inspector's report for future use.

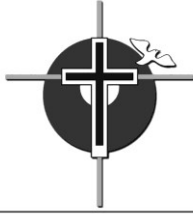
(2) Inspection/Maintenance Schedule:

**Daily/Weekly:** Visual inspection for broken glass, vandalism, animal droppings, replenish or rake ground cover. This inspection should be conducted before students arrive in the morning, and can be performed by the Principal or a custodian. The inspection and any corrective action should be logged in a daily journal. Remove equipment from service (off limits) until repairs are needed.

**Monthly:** This is a more detailed inspection and must be recorded on an appropriate equipment checklist form. This inspection should be conducted by a certified inspector. Any maintenance or repairs noted on the checklist should be acted on immediately, and recorded when completed.

**Annual:** This is a comprehensive audit of the playground site which should be conducted by a certified playground inspector. Contact your board office.

(3) **Signage:** Post appropriate signs identifying the owner and a contact number in case of problems, as well as notice that the playground is inspected regularly.



### **Playground Safety - Winter Use Advisory**

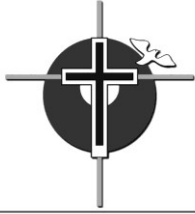
OSBIE has been a long-time advocate of playground safety programs that include, but are not limited to, the provisions of the CSA Standard CSA-Z614-98, and any preceding Guidelines. Without detracting from the importance of following the CSA Standards for Playground Safety, we wish to emphasize that this Standard is intended to establish a MINIMUM code of conduct for any operator of public-use play structures.

One area of concern which falls outside the provisions of the CSA Standard, relates to equipment safety under winter conditions. The following winter conditions can make equipment that is otherwise in compliance with the Standard, unsafe for use:

1. Freezing temperatures - At temperatures below 0 C, very few types of protective ground surfacing remain resilient enough to offer any degree of protection to a falling child – regardless of depth. If the ground cover is frozen, the play equipment is NOT safe for use.
2. Snow build-up - Snow can cause two problems on a play structure - firstly, it can make play surfaces very slippery; secondly, it can create suffocation hazards if the openings at the end of tube slides or similar structures become closed in by drifting snow.
3. Ice or freezing rain - As noted above, ice or freezing rain can make play surfaces, hand grips and stairways very slippery, increasing the risk of slip and fall injuries.
4. Clothing - Winter clothing is much different than normal clothing. Synthetic materials, such as nylon, reduce sliding resistance, particularly on plastic slide beds. This can increase the travel speed on this equipment to a dangerous level, and if combined with frozen ground cover, as described under Item (1), can increase the chance of injury. Winter clothing is also very bulky and is more likely to have drawstrings or hooks and clips which can become entangled in components of the equipment.

#### **Recommendation:**

It is OSBIE's position that playground equipment cannot be operated safely under the winter conditions as described above, and that schools should place this equipment “off limits” during these conditions.



**Daily Inspection Visual**

**PLAYGROUND WEEK OF EQUIPMENT** *Please make working copies.*

**Please put a check mark to indicate in good condition. Report immediately by fax with comments if not.**

LIST OF EQUIPMENT	Monday	Tuesday	Wednesday	Thursday	Friday
1.					
2.					
3.					
4.					
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Ground Conditions: Initials					