

19.7 Playground Procedure

Latest Revision: Oct 2011

1.0 Purpose

- .01 The purpose is to ensure that all newly purchased and existing playground equipment is being inspected and maintained in accordance with Canadian Standards Association.
- .02 It is the responsibility of the Principal to open the play structure in the Spring and to Close the play structures for the Winter.

2.0 Newly Purchased Or New Donated Playground Equipment

- .01 All newly purchased or donated playground equipment must comply with Canadian Standards Association (CSA) CAN/CSA-Z614 (Latest Edition), Children's Play Spaces and Equipment. Letters of compliance with this standard from the equipment manufacturer must be retained with all other documents for the equipment.
- .02 No used equipment will be installed on School property.
- .03 The Principal is the primary communication with the Board Office and is responsible for defining the needs of the school in considering the purchase of playground equipment.
- .04 All donated or purchased playground equipment becomes the sole property of the Board Office.
- .05 The school, through its Catholic School Advisory Council (CSAC) or other parent groups, is responsible for:
 - a) Acquiring the funds to purchase new playground equipment.
 - b) Developing a plan for replacement of playground equipment based on the fifteen (15) year life expectancy of most equipment.
- .06 The Principal is responsible for selecting a play structure from a manufacturer which meets or exceed design and performance specifications as established by the Canadian Standards Association.
- .07 The Board Office is responsible for the final approval regarding standards of design, construction and location of all playground equipment prior to purchase. Preference will be given to lower risk and lower maintenance structures.
- .08 Schools are encouraged to give consideration to alternative play areas such as naturalized areas, berms, trees, and pathways before purchasing a creative playground structure. All plans require prior approval of the Board Office.
- 10. The following considerations shall be adhered to when purchasing any playground equipment:

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1) Design:

- a) Culverts, rotating swings, sewer pipe, seesaws, climbing nets, climbers, rotating play equipment, spring rocking equipment, pressure treated wood structural members, diggers and track rides shall not be installed.
- b) Use protective barriers and guardrails.
- c) Maximum fall height of structures is two meters.
- d) Pulleys and similar equipment hazardous to fingers, long hair and loose clothing shall not be installed.
- e) Playground sand is to be used for the protective surface and must conform to the sizing requirements outlined in the current CSA standard.

2) Location:

- a) The equipment must be situated away from fire exits, fire routes, ploughing routes, potential portable sites, high traffic areas, underground and overhead services, gullies, waterways, rocky terrain, and hard surfaces, and must minimally affect the operations of grass cutting.
- b) The location must be clearly visible from the school and, wherever possible, within public view.
- c) The location must be a well-drained area.
- d) Play structure containments are not to be placed within fifteen (15) metres of an existing sand box.
- e) The Board Office reserves the right to restrict other design aspects as deemed appropriate.

2.0 Installation of Playground Equipment

- .01 The Principal is responsible for choosing a location on the property for the playground equipment with approval of the Board Office.
 - a) The School is responsible for:
- .02 The cost of the installation including equipment, containment, protective surfacing material, signage, and any excavation work required;
 - a) The Board Office is responsible for:
- .03 Ongoing maintenance, repairs, and upgrading of playground equipment.
- .04 Volunteer installations will not be permitted.

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- .05 A certified installer (e.g. manufacturer or vendor) must install all structures, equipment, materials and containment (as approved by the Board Office). On completion, the manufacturer must provide the Board Office with a letter indicating that the equipment and installation conforms to the current CSA guidelines and standards, and the terms and conditions of the guarantee and warranty.
 - .06 Board Office shall ensure that all installers of playground equipment provide proof of liability insurance in the amount of not less than two million dollars (\$2,000,000.00) with the Board Office named as an additional insured. The installer must also provide a Certificate of Good Standing from the Workplace Safety and Insurance Board Office. Prior to installation, the Principal shall forward all documents to the Board Office.
 - .07 The installer is required to barricade equipment on a daily basis until all work is completed (e.g. fence).
 - .08 All surface and ground preparation must be provided by qualified personnel in accordance with recommended CSA standards.
 - .09 The Principal and Board Office shall ensure that all newly installed equipment and site preparation/ground cover is inspected prior to use by a certified playground inspector. The Principal will retain the inspector's checklist for future reference, and a copy will be sent to the Board Office.
 - .010 All playgrounds must have signage to identify manufacturer's information, the intended age of users, and the manufacturer's contact number.
 - .011 All playgrounds must have signage indicating that they are unsupervised outside of school hours.

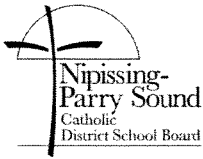
3.0 Inspections for New or Existing Equipment

3.1 Daily Inspections

- .01 A daily inspection of the facility shall be performed to look for overnight vandalism to the play structures or harmful debris under the structures (eg. broken glass). The ground cover shall be raked daily to ensure adequate cover below the structure. A Daily inspection shall be recorded on a "Daily School Inspection Form". Refer to Section 8.0.

3.2 Annual Inspections

- .01 The Board Office shall have an annual inspection performed by an external professional certified playground consultant. The Custodian should attend the annual inspection so that they may become familiar of potential problems. If during an inspection, a flaw is identified and cannot be immediately repaired, the equipment shall be isolated or removed from service until repairs can be made. The Board Office and the Principal shall receive a copy of the annual inspection.



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4.0 On-Going Maintenance and Repairs

- .01 The Board Office shall assume responsibility for maintaining the structures to required standards and will make repairs to play structures as per section 3.0 .03 - Annual Inspections. The Board Office will provide a list of approved playground repair contractors, and all repairs will be completed by one of the pre-qualified contractors. If the equipment poses a safety hazard and the school funds are not available, the equipment shall be taken out of service and/or removed.
- .02 Some minor repairs may be performed by the Board Office. The Principal is responsible for contacting the Board Office to determine what work, if any can be completed in-house.
- .03 If the Board Office becomes aware of a maintenance issue while the Principal is not available (i.e. summer months) the Board Office will take action to make the play structure safe.
- .04 The Board Office shall assume responsibility for maintaining the protective surfaces to required standards for each creative play structure.

5.0 Play Structure Removal

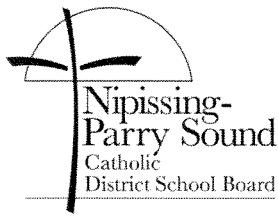
- .01 Once the Board Office has received an inspection report that designates aspects of a play structure as unsafe and not conforming to the CSA guidelines, the school will have a period of three (3) months to develop a plan to rectify the situation. If a playground action plan is not submitted to the Board Office the structure shall be removed from the site.
- .02 If at any time, the School determines that their play structure is not worth repairing, the Board Office can be contacted to remove the structure.
- .03 Equipment taken out of service shall not be given to the community.

6.0 Winter Use of Playgrounds

- .01 The playground equipment shall not be used during the following types of weather conditions:
 - a) freezing temperatures,
 - b) snow build-up,
 - c) ice or freezing rain,
 - d) frozen ground cover, and
 - e) periods when students wear winter clothing.
- .02 All playground equipment is off limits from November 1 to March 31, at the discretion of the Principal.

7.0 Safety Rules

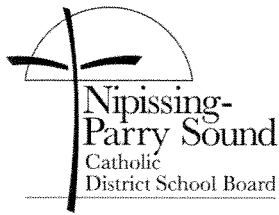
- .01 Teachers, students and volunteer supervisors should be introduced to the following rules with periodic reminders — e.g. September and March:
- a) No pushing.
 - b) No running around play structures.
 - c) Take turns.
 - d) No fighting.
 - e) In case of injury — DO NOT MOVE THE PERSON. Report to supervisor immediately.
 - f) No throwing sticks, stones, or other objects.
 - g) No eating while on playground equipment.
 - h) Playground equipment is off limits during rainy weather or when conditions in section “F” are apparent (freezing temperatures, frozen ground cover, snow build-up, ice or freezing rain, and periods when students wear winter clothing).
 - i) Skipping ropes, ropes or strings are not permitted on playground equipment.
 - j) No scarves or loose drawstrings are permitted on playground equipment.
- .02 Schools should set rules for specific pieces of play equipment, e.g. define maximum number of students and age levels permitted.
- .03 The Board Office reserves the right to remove or relocate any playground equipment in the event of safety, accommodation or other reasonable concerns.



7.1 Daily School Inspection Form

School: _____ Date: _____
 Completed By: _____ Time: _____
 Principal Signature: _____

			Action Taken?		What Action was Taken
	Yes	No	Yes	No	
1) Fire Safety Inspections					
a) Exit Lights					
Are exit lights damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are exit lights illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are exit lights clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are exit lights legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b) Fire Alarm Panel					
Is power lamp on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is there a trouble signal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
c) Magnetic Doors					
Are the doors blocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are the doors wedged open?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2) Playground Inspections					
a) Play Structures					
Any evidence of vandalism?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Any exposed footings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Any unauthorized strings or ropes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Any litter or debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Any broken or loose parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there low spots in the protective surfacing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Does protective surfacing require raking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is protective surfacing compacted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b) General Site Condition					
Any erosion or washouts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Any foreign objects, materials or litter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3) Boiler and Pump Operation					
Operating pressure verified and acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Operating temperature verified and acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Any unusual noises when boilers are firing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the expansion tank water-logged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there any signs of pipes leaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there any signs of the boiler leaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the combustion air duct obstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are the pumps unusually noisy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the front of the electrical panel clear of debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____



7.1 Daily School Inspection Form

School: _____ Date: _____
 Completed By: _____ Time: _____
 Principal Signature: _____

4) Ice and Snow Control

a) Morning Inspection

Inspection time (Prior to 8:00 am) _____

Weather conditions (Clear, Rain, Freezing Rain): _____ Temperature: _____ °C

Average fresh snowfall accumulation? _____ cm

	Action Taken?		Time Sanded/Salted
	Yes	No	
Was snowplowing performed last night?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were sidewalks and ramps inspected?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are sidewalks or ramps icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Was parking lot inspected?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is parking lot icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were steps and landings inspected?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are steps and landings icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were the entrances inspected?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are the entrances icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Indicate the time the Contractor service was requested: _____

Indicate the time the contracted service was rendered: _____

b) Afternoon Inspection

Inspection time (After 2:00 pm) _____

Weather conditions (Clear, Rain, Freezing Rain): _____ Temperature: _____ °C

Average fresh snowfall accumulation? _____ cm

	Action Taken?		Time Sanded/Salted
	Yes	No	
Was snowplowing performed last night?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were sidewalks and ramps inspected?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are sidewalks or ramps icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Was parking lot inspected?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is parking lot icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were steps and landings inspected?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are steps and landings icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were the entrances inspected?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are the entrances icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Indicate the time the Contractor service was requested: _____

Indicate the time the contracted service was rendered: _____