



PROCEDURE

FT105

Playground Equipment

Board Received: June 20 2016 Review Date: September 2020

Accountability

1. Frequency of Reports – As needed
2. Criteria for Success –
 - All construction and repairs comply with CAN/CSA standards.
 - All construction, repair and replacement materials are assessed for durability and lifespan
 - All installed materials are assessed for short and long-term maintenance
 - Supervision is addressed.

Procedures

1. Donated Playground Funds and Donated Playground Equipment – Overview

- a) Grand Erie District School Board encourages community/parent groups to purchase and install new play structures on Board property. The Board does not contribute financially but assumes the liability and responsibility for the play structure. School generated funds may be used to support new play structure projects.
- b) The Board assumes the liability for the playground equipment and is responsible for regular inspections and the co-ordination of repairs and maintenance. The board is financially responsible for inspections; however, all repairs and maintenance are the financial responsibility of the school not the Board.
- c) For all additions to playground equipment (new and additions to existing structures), the school must initially retain 10% of the total project cost in a “Repair Fund”. This total fund per school – must never drop below the lesser of 10% or \$1,000.
- d) Purchasing Services will not issue a purchase order for the playground equipment project until the school transfers the full project costs, including the repair fund (10% of total project costs) to Business Services.
- e) If a School is unable to provide funding for necessary repairs, the equipment may be taken out of service or removed from the school.
- f) Tax receipts are available for any eligible donations in accordance with Grand Erie District School Board Procedure F106 Receipts of Charitable Donations.

2. Design/Planning Stage

- a) Principals must consult with the Supervisor of Purchasing Services as well as the Manager of Facility Services or designate to share the school’s plans for the purchase of new playground equipment and all additions to existing playground equipment during the initial planning stage.
- b) The design, construction and installation of all (new and existing) 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 as well as current AODA compliance requirements. As such, a third party qualified and/or certified in CCPI (Canadian Certified Playground Inspector) who is independent of the playground equipment manufacturer is required to work with school committees during design and installation and would co-ordinate site specific concerns with appropriate Board staff.

- c) The Board's Division Manager, Maintenance and Energy must be included in the planning and installation process to review and approve CSA compliance, identify potential maintenance issues and approve the site location chosen for the equipment prior to contacting or committing to any supplier.
- d) Although the Board accepts design standards of reputable manufacturers, it has restricted certain design aspects:
 - wood components (including curbing), may be approved in construction with prior written approval from the Manager of Facilities Services. Ground cover, in the form of engineered wood fibre, is acceptable;
 - platform height not to exceed six (6) feet; and
 - protective landing surfaces must be compliant with CSA Z614-07 Playground Standards and manufacturer must provide proof their product meets or exceeds the energy absorbency requirements for defined fall heights and Head Injury Criteria (HIC) as stated therein. Sand or wood/bark mulch products not meeting acceptable engineered standards will not be permitted.
- e) The Board reserves the right to restrict other design aspects and protective landing surfaces as deemed appropriate.

3. Vendor Selection:

- a) The purchase of playground equipment must be compliant with the Board's Purchasing Policy F6 and Procedure F107, which must be initiated before committing to any supplier.
- b) Donations of playground equipment by approved playground manufacturers are exempt from Purchasing Services Competitive Bid Guidelines.
- c) All manufacturers installing playground equipment on Board property must provide proof of vehicle and liability insurance coverage for a minimum of two million dollars with the Board named as additional insured. The manufacturer must also provide a certificate of good standing from the Workplace Safety and Insurance Board before work is awarded. Purchasing Services will not issue a purchase order for installation until these documents have been reviewed by the Supervisor of Purchasing Services.
- d) Installation of playground equipment by volunteers is not permitted.

4. Installation

- a) All manufacturers, or their certified sub-contractor, installing playground equipment will be responsible to determine the location of underground utility services and provide a copy of the utility service inspection report to Facility Services prior to start of installation.
- b) On completion, the manufacturer is to provide the Principal with a letter indicating:
 - i) equipment and installation conforms to the current CAN/CSA guidelines and standards; and
 - ii) the terms and conditions of the guarantee and warranty.
- c) These documents must be reviewed by the Principal and forwarded to the Facility Services Division Manager, Maintenance and Energy.
- d) All play structures and equipment must be installed by an approved manufacturer or its approved subcontractor.

5. Existing Equipment

- a) All renovations and upgrades will comply with the current CAN/CSA guidelines and standards for playground equipment.
- b) Additions to existing playground equipment must be approved by the Facility Services Division Manager, Maintenance and Energy prior to any in depth planning.

6. 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(a) of this procedure. A daily maintenance logbook 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, School Custodian or Facility Services Supervisory staff. The monthly inspection checklists must be retained at the school.
- c) **Recorded Annual Inspection:** A detailed annual inspection of playground equipment located on Board property shall be performed by a certified inspector (see 2(b) above) appointed by the board. The inspection findings and actions shall be recorded and kept on file in the Facility Services area for at least three (3) years from the date of inspection. Where possible, the certified inspector shall make repairs at the time of the inspection.
- d) **Inspection Checklists:** The monthly and annual inspections will use the checklists provided by either the manufacturer or the Canadian Standards Association. (see attached Daily Playground Inspection Checklist – Appendix A and Monthly Playground Inspection Checklist - Appendix B)

7. Maintenance and Repairs

- a) When a school staff person on yard duty or the daily inspection of the equipment 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 Facility Services Division Manager, Maintenance and Energy 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) The Work Order for repairs completed by the maintenance staff, contractor or equipment vendor 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 a snow fence and a “Keep Off” warning sign.
- d) When the cost to repair a piece of playground equipment is excessive, the Division Manager, Maintenance and Energy, after consulting with the school Principal may decide that the equipment should be taken out of service and removed from the school grounds. The school Principal will inform the community/parent group of any decisions to remove equipment purchased by community funds. Alternatively, the principal in consultation with the school council may elect to raise funds to complete the required repairs.

8. 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 inspections procedures shall be carried out by the Principal or designate as detailed in 6(a) and the Principal shall follow the same procedures for reporting a concern to Division Manager, Maintenance and Energy as detailed in 7(a). The Principal shall make the equipment out of bounds to students until the equipment is repaired.
- b) Maintenance Supervisor 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.

9. **General**

- a) Each school will conduct Playground Safety sessions outlining the playground rules applicable to the specific location. These sessions should be held for students, teachers, noon hour supervisors and any volunteer yard supervisors at the beginning of each school year and will include warnings about restricted use during inclement weather.