

The Division recognizes the need to promote positive play experiences within a safe school environment and the inherent value of playground equipment in the development of children.

The Division is responsible to ensure that safety is paramount in all decisions regarding playgrounds, playground equipment and playfield facilities.

The Division welcomes the involvement of school council parent committees and other community partners in playground development.

Although the Division accepts design standards of reputable manufacturers, it has restricted certain design aspects. The following considerations shall be adhered to when purchasing any playground structure:

## **Design**

Protective surfacing that is in accordance with the Canadian Standards Association (CSA).

## **Location**

The equipment must be situated away from fire exits, fire routes, plowing routes, potential portable sites, high traffic areas, underground and overhead service gullies, waterways, rocky terrain, and hard surfaces, and must minimally affect the operations of grass cutting.

The location must be clearly visible from the school and, wherever possible, within public view.

The location must be a well-drained area.

The Division reserves the right to restrict other design aspects as deemed appropriate.

## **Playground**

### **1. Newly Purchased or Donated Playground Equipment**

- 1.1. All donated equipment must be new from the manufacturer. No used or 'second hand'.
- 1.2 All newly purchased or donated playground equipment must comply with the Canadian Standards Association's most current version of 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.
- 1.3 The School Principal, in consultation with the School Council, is the primary contact with the Division and is responsible for defining the needs of the school in considering the purchase of playground equipment.
- 1.4 For insurance purposes, all donated or purchased playground equipment becomes the sole property of the Division.

- 1.5 The school, through the School Council or other parent or community group, is responsible for:
  - 1.5.1 acquiring the funds to purchase new playground equipment;
  - 1.5.2 all costs of the installation including equipment, containment, and any fill material required. The Facilities Department is responsible for removal of old equipment, and prep ground work; and
  - 1.5.3 developing a plan for replacement of playground equipment.
- 1.6 The School Principal, in consultation with the School Council, and Director of Facilities is responsible for selecting a play structure from a manufacturer which must meet or exceed design and performance specifications as specified in the CSA guidelines.
- 1.7 The Director of Facilities or designate is responsible for final approval regarding standards of design, construction, and location of all playground equipment prior to purchase.
- 1.8 The Division encourages schools, through its School Council or other community group, to establish a contingency fund for ongoing maintenance and replacement of equipment where these costs are in excess of \$1,000.

## **2. Installation of Playground Equipment**

- 2.1. Volunteer installations are to be supervised by a representative of the manufacturer.
- 2.2. On completion, the manufacturer must provide the Division with a letter indicating that the equipment and installation conforms to the current CAN/CSA guidelines and standards, and the terms and conditions of the guarantee and warranty.
- 2.3. The Director of Facilities shall ensure that all installers of playground equipment on Division property provide proof of liability insurance in the amount of not less than two million dollars (\$2,000,000.00) with the Division named as an additional insured. The installer must also provide a Certificate of Good Standing from the Workplace Safety and Insurance Board.
- 2.4. The installer is required to barricade equipment on a daily basis until all work is completed.
- 2.5. All surface and ground preparation must be provided by qualified personnel in accordance with recommended CSA standards.
- 2.6. The School Principal and Director of Facilities shall ensure that all newly installed equipment and site preparation and ground cover is inspected by a certified playground inspector prior to use.
- 2.7. All playgrounds must have signage to identify manufacturer's information, the intended age of users (provided by manufacturer), and the manufacturer's contact number. All playgrounds must have signage indicating that they are unsupervised outside of school hours.
- 2.8. This signage will be provided by the Facilities Department.

## **3. Play Structure Removal**

- 3.1 All playground equipment not meeting CSA guidelines will immediately be taken out of service and 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 Director of Facilities, the structure may be removed from the site by the Facilities Department.
- 3.2 The School Principal and Director of Facilities, in consultation with the School Council, will determine the need for removal of the structure.

- 3.3 Equipment taken out of permanent service shall be dismantled, destroyed, and disposed of.

#### **4. Playground Safety Rules**

- 4.1 Schools shall develop a set of playground safety rules that promote safe use of the equipment. The safety rules shall be communicated to appropriate stakeholders (staff, parents, students, volunteers, etc.).

#### **Playfield Facilities**

1. The school, through the School Council or other parent or community group, is responsible for acquiring the funds to purchase and/or install and/or construct playfield facilities (running track, soccer pitch, etc.).
2. Acquisition and installation of playfield facilities are subject to this administrative procedure and may only proceed following approval by the Director of Facilities.
3. All playfield facilities on school property must conform to CSA minimum standard.
4. The Division's Facilities Department shall implement, in compliance with CSA Standard, a regular inspection and maintenance program conducted by a certified inspector.
5. The Division's school playfield facilities maintenance program shall include minor maintenance and repairs that are conducted on an ongoing basis (e.g. irrigation repairs, grounds keeping and minor repairs to playfield equipment within the capacity of the Facilities Department).

#### **Inspections for New or Existing Equipment and Playfield Facilities**

1. The Facilities Department shall conduct a yearly comprehensive inspection performed by a certified playground inspector.
2. The Facilities Department shall also conduct a monthly inspection of each site and these reports will be filed at the Facilities Department.
3. The designated school safety monitor from each site shall conduct a quick visual inspection each day and report any concerns to the Facilities Department.
4. The annual inspection will be done in accordance with the manufacturer's recommendations and the current CSA standards.
5. The School Principal will be notified of the inspection date and time. They, or a designate, should attend the inspection so that first hand knowledge of potential problems can be gained. If, during an inspection, a safety hazard is identified in a structure and it cannot be immediately repaired, the equipment shall be isolated or removed from service by the Facilities Department until repairs can be made.
6. Copies of the inspection reports will be filed in Docushare by the Facilities Department in accordance with AP 30-55 Record Retention Schedule.

### **On-Going Maintenance and Repairs**

1. The Facilities Department will be responsible for maintaining the structures to required standards and will make repairs to play structures.
2. If the Director of Facilities becomes aware of a maintenance issue when the School Principal and/or School Council are not available (i.e. summer months), the Facilities staff will take action to remove or make the play structure safe.
3. The Facilities Department will be responsible for maintaining the protective surfaces to required standards for each creative play structure.

### **Reference**

[Policy 19 Welcoming, Caring, Respectful, and Safe Environments](#)