



## **ADMINISTRATIVE GUIDELINE**

### **Title: Health & Safety: Playgrounds**

**Effective Date: February 28, 2002**

**Responsibility: Director of Education**

**Revised: April 19, 2007**

### **RATIONALE**

The Near North District School Board recognizes the need to promote positive play experiences within a safe school environment and the requirements of current legislation and in the context of the advice by the Board insurer.

#### **1.0 NEWLY PURCHASED OR DONATED PLAYGROUND EQUIPMENT**

- 1.1** All newly purchased or donated playground equipment must comply with Canadian Standards Association's CSA-Z614-03, Children's Playspaces and Equipment. Letters



security of the structures. These weekly inspections shall be logged. (Please see attached Appendix 'B' for sample inspection form.)

### **3.3 ANNUAL INSPECTIONS**

The Principal shall implement an annual inspection program. Each playground structure shall be annually inspected by a certified playground inspector. If, during an inspection, a weakness is identified in a structure and it cannot be immediately repaired, the equipment shall be isolated or removed from service until repairs can be made.

The written inspection report must be retained with all other documentation for the playground structure, to be produced for inspection if required.

### **4.0 ON-GOING MAINTENANCE AND REPAIRS**

The Board will assume the cost of annual inspections through three Board certified playground inspectors subject to availability. Outside certified inspectors may be brought in at the discretion and cost of the Principal.

In addition, the Board shall cover the costs of minor repairs to play structures and ground cover, up to a maximum of \$500 annually per school.

Custodians and/or Maintenance personnel shall inspect the playground surfacing on a regular basis. Potential defects of a playground include protective surfacing that is compacted, eroded, displaced to an ineffective level, not extensive enough to cover recommended area, unsanitary or littered. Loose-fill materials can deteriorate and will become displaced in heavy-use areas, e.g. under swings and the bottom of slides, so regular monitoring and attention shall be required to ensure that proper material depth and grade are maintained. All corrective measures taken shall be recorded on the "Playground Surfacing Record" as per Appendix 'C'.

### **5.0 WINTER USE OF PLAYGROUNDS**

It is the position of the Near North District School Board that all playground equipment cannot be safely operated during the following winter conditions:

1. Freezing temperatures
2. Snow build-up
3. Ice or freezing rain
4. Periods when students wear winter clothing
5. Frozen ground cover

Therefore, all playground equipment is off limits from November 1 to March 31. Notice thereof to be posted with appropriate signage (see Appendix 'A') and communicated to parents via correspondence, eg. newsletters.

Playgrounds may be used by students during school hours at the discretion of the Principal.

## **6.0 SAFETY RULES**

Teachers, students and volunteer supervisors should be introduced to the following rules with periodic reminders – e.g. September and March.

1. No pushing.
2. No running around play structures.
3. Take turns.
4. No fighting.
5. In case of injury – DO NOT MOVE THE PERSON. Report to supervisor immediately.
6. No throwing sticks, stones, or other objects.
7. No eating while on playground equipment.
8. Playground equipment is off limits during rainy weather or when conditions in 5.0 are apparent.

Our mission is to educate learners to their fullest potential in preparation for life-long learning.



**Explanation of Inspection Sheet Categories**  
as per CAN/CSA-Z614-98  
**“Children’s Playspaces and Equipmenen**

**Equipment spacing no encroachment** – Ensure proper spacing between





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## **Playground Surfacing Record**

Potential defects of a playground include protective surfacing that is compacted, eroded, displaced to an ineffective level, not extensive enough to cover recommended area, unsanitary or littered. Loose-fill materials can deteriorate and will become displaced in heavy-