



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

PLAYGROUND EQUIPMENT (Policy Statement: Playground Equipment)

Purpose

The Algonquin and Lakeshore Catholic District School board is responsible to develop procedures that govern the planning, installation and ongoing maintenance of playground equipment on Board property.

References

Education Act
CAN/CSA Z614-07 Children's Playspaces and Equipment

Procedures

1. General

- 1.1 Playgrounds must be developed and maintained in accordance with procedures approved by the Board.
- 1.2 When equipment is installed on Board property, unless specifically stated otherwise by written agreement, the Board shall assume ownership of the equipment.

2. Planning Requirements

The Board may approve the installation of playground equipment on Board property provided all of the requirements listed in this section have been met.

- 2.1 When a School Community expresses an interest in developing a playground facility, the School Principal is responsible for providing the representative group with pertinent information regarding Board procedures and suitable playground equipment.
- 2.2 The School Principal must contact the Plant Operations Office, during the early planning stages of the project, to seek guidance with respect to suitable playground equipment and possible locations for its installation.
- 2.3 The School Community will be responsible for all costs associated with the playground equipment purchase, installation and site preparation. The Board may contribute an amount not

to exceed 10% of the equipment cost or \$2,500 (whichever is less), towards the cost of site preparation and installation for each proposal that is approved.

- 2.4 Playground equipment purchases by School Communities are subject to the Board's Purchasing Policy and Procedures including the required use of purchase orders for all purchases greater than the minimum amount specified in the policy (August 2007: \$2,000.00). Significant savings, including a reduction in GST, are available when Board Purchasing Procedures are followed.
- 2.5 Requests from School Communities for short term financing (borrowing) from the Board may be submitted in writing by the School Principal, and are subject to the approval of the Manager of Financial Services. Any such applications, if approved, will permit a School Community to pay for the purchase over a period not to exceed three years. Payment of the first installment, equal to at least 1/3 of the total expenditure (excluding any Board contribution), must be made before a purchase order will be issued. All such loans must be guaranteed by the school and any unpaid amounts will be charged to the school budget.
- 2.6 All new playground equipment installations must meet or exceed Canadian Standards Association (C.S.A.) CAN/CSA Z614-07 Children's Playspaces and Equipment, or latest edition, as well as requirements established by the Algonquin and Lakeshore Catholic District School Board.
- 2.7 The Algonquin and Lakeshore Catholic District School Board, notwithstanding CSA compliance, has established the following requirements:
- The Board does not permit the new installation of any playground equipment with moving parts such as swings, teeter-totters, zip lines, etc.
 - All slides must be of the moulded plastic type. Metal slides are not permitted.
 - Platform heights are not to exceed six (6) feet.
- 2.8 The installation of playground equipment must be supervised by certified playground equipment installers, and must be inspected by a certified playground equipment inspector as defined in CSA specifications prior to use.
- 2.9 Once approved equipment has been installed, the Board will be responsible for ongoing maintenance of the resilient surface and site, and for minor maintenance only of the playground equipment. The cost of any major repairs, including the replacement of components, will be the responsibility of the School Community.
- 2.10 The School Community will be responsible for developing a proposal that will include:
- a) A detailed drawing identifying the apparatus to be constructed, materials to be used, and location of the proposed playground facility on the school site.
 - b) A detailed budget outlining the initial playground facility costs, the methods of financing and fund raising to support the construction of the playground equipment as well as the financial commitment for the ongoing maintenance of the proposed playground facility.
 - c) A proposed construction schedule indicating the project start and completion dates.
 - d) Arrangements for installation and initial inspection of the playground equipment.

- 2.11 Once a proposal has been developed by the School Community, the School Principal shall seek approval from the Controller of Plant and Planning Services before any aspect of the proposal may proceed.

3. Inspections

- 3.1 The School Principal, or designate, is responsible for the day to day safety of the playground equipment and for the assignment of adequate supervision during school hours.

- 3.2 Daily Visual Inspections

The School Principal is responsible to ensure that a visual inspection of all playground equipment is completed at least once per school day. This task is ordinarily assigned to the School Caretaker, and is intended to identify obvious safety concerns and needed repairs such as glass, broken components, loose or missing hardware or anything that could cause injury to a student. When a deficiency is identified in the daily inspection, the School Principal shall follow the steps set out in 4.1 of this procedure. A log of the daily inspections shall be maintained at the school on a standard form provided by the Plant Operations Office. A copy of the daily inspection log shall be forwarded to the Plant Operations Office at the end of each month.

- 3.3 Monthly Inspections

The School Principal, or designate, is responsible to ensure that more detailed monthly inspections are completed using the standard form provided by the Plant Operations Office. This task is ordinarily assigned to the School Caretaker. A copy of the monthly inspection form shall be forwarded to the Plant Operations Office at the end of each month.

- 3.4 Detailed Inspections

The Board is responsible to ensure that detailed inspections of the playground equipment are completed periodically by an accredited playground equipment inspector in accordance with CSA standards.

4. Maintenance and Repairs

- 4.1 The School Principal, or designate, is responsible to notify the Plant Operations Office of any deficiencies. Unsafe equipment shall be reported immediately to the Plant Operations Office by the School Principal, or designate, who will restrict or prevent use of such equipment until such time that it is restored to safe condition.
- 4.2 The Board maintains the sole right to repair and maintain the playground equipment at a level it defines. In the event that the school community cannot provide sufficient funds for the required repairs or maintenance of the playground equipment, the Board has the right to remove such equipment from operation if, in the opinion of the Controller of Plant and Planning Services, the playground equipment is unsafe.
- 4.3 Repairs and maintenance of playground equipment must be performed by qualified personnel, familiar with CSA Standards.

5. Supervision

- 5.1 The School Principal, or designate, may restrict access to playground equipment if conditions, including weather, warrant. When the resilient surface beneath playground equipment becomes frozen, its function is compromised, and it is recommended that access to playground equipment be restricted during these times. The Board may remove swings from swing set structures during the winter for this reason.
- 5.2 Playground equipment used outside of normal school hours will not be supervised and a sign shall be posted to indicate this.

Appendices

Forms

Form A: Daily Playground Inspection Checklist

Form B: Monthly Playground Maintenance Inspection Checklist

Approved: January 28, 2008