

# **(FACILITY NAME)**

## Playground Safety Policy

This policy is effective **(Date this written policy goes into effect)**.

**(Facility Name)**, under the guidance of Recreation PEI, has developed a policy for outdoor playground safety in compliance with the Canadian Standards Association, Children's Playspaces and Equipment CAN/CSA-Z614-07.

### **THE PURPOSE OF THIS POLICY IS TO:**

Provide a safe outdoor environment for the children that use **(Facility Name)**, provide **(Facility Name)** with clean and safe playspaces and playground equipment, and to ensure that all playground equipment is checked, maintained, and inspected on a regular basis for compliance with CSA playspace standards.

### **Playground Supervision**

The children will always be monitored to ensure they are playing in an appropriate and safe manner. Playground supervision is not to be compromised for any reason, and appropriate ratios will be maintained at all times.

### **Playground Equipment, Maintenance and Repairs**

All playground equipment, protective surfacing zones and playspaces will be in compliance with CSA standards. Any new equipment, repairs or replacements shall be in compliance with CSA standards. Therefore, a Canadian Certified Playground Inspector must be contacted to inspect all finished work and will insure that all changes meet these standards. The Owner/Operator will be responsible to ensure that all repairs are carried out as quickly as possible. All repairs and renovations will be recorded and stored in the Playground Safety Binder. After any repairs or renovations an additional inspection must be conducted verifying that all previous safety concerns have been corrected before any use of the playground equipment.

### **Playground Safety Binder**

A Playground Safety Binder has been developed, and includes the following:

- **Playground Safety Policy** - A copy of this document.
- **Injury Reports** - Reports that specify any hazards located on the playground equipment involved in a child being injured.
- **Weekly Visual Checks** - A weekly recording of general maintenance concerns, hazards or defects, which need immediate attention.
- **Monthly Playground Maintenance Checklists** - A monthly checklist recording general maintenance concerns, hazards or defects, which require immediate attention or a plan of action to resolve the problem within a specific timeframe.
- **Playground Safety (Inspections & Policies) Presentation** - A slideshow on the importance of having up-to-date outdoor playground safety inspections and policies.
- **Policy Review Sheet** - Signatures of each person on staff indicating they have reviewed their duties outlined in the Playground Safety Policy and have been shown the Playground Safety (Inspections & Policies) Presentation.

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### **Injury Report**

The **instructor/teacher on duty** will be responsible for recording any injuries incurred on the playground. The child's parent / legal guardian will be notified of the injury (within a reasonable timeframe) and the Accident / Injury Report will include as much detail as possible, be dated and signed. The **Owner/Operator** will assume responsibility for monitoring these incidents for the purpose of determining any patterns relevant to the equipment.

### **Daily Visual Checks**

Daily Visual Checks are the responsibility of **all instructors/teachers** leading children into the playspace. Before allowing children to enter the playspace, a quick visual sweep will be completed. If there are any hazards or defects they will be removed/corrected before the children are permitted entrance to the playspace. Any findings will be recorded in the Weekly Visual Check section of the Playground Safety Binder.

### **Weekly Visual Checks**

Weekly Visual Checks will be completed by **an instructor/teacher assigned by the Owner/Operator** during the **first** day of the week and will be recorded in the Playground Safety Binder.

### **Monthly Playground Maintenance Checklists**

This Checklist will be completed by **the Owner/Operator** during the **first** week of the month and will be recorded and stored in the Playground Safety Binder.

### **Annual Detailed Playground Inspections**

Annual Detailed Playground Inspections of all playground equipment shall be carried out by a Canadian Certified Playground Inspector and an Annual Comprehensive Report, following the Canadian Parks and Recreation Association guidelines, shall be completed and filed with the Owner/Operator and stored in the Playground Safety Binder.

### **Policy Review Sheet**

All **(Facility Name)** staff must review this Playground Safety Policy and be shown the Playground Safety (Inspections & Policies) Presentation prior to commencing employment. Once they have completed the review, they will be asked to sign a record indicating that the review has taken place. This record will be kept in the Playground Safety Binder for the duration of their employment. All temporary students/teachers and volunteers will also be required to sign the policy review sheet.