

POLICY TITLE: Town/Community Playground Inspection and Maintenance Policy

POLICY #: AS-0912-001

EFFECTIVE DATE: January 01, 2013

ADOPTED BY COUNCIL ON: October 01, 2012

THE PURPOSE OF THIS POLICY IS TO:

Provide the Town/Community of _____ with clean and safe playspaces and playground equipment. In order to provide the cleanest and safest playspaces possible, the Town/Community of _____ shall have a Playground Inspection and Maintenance Policy to ensure that all public-use playground equipment is checked, maintained, and inspected on a regular basis.

DEFINITIONS:

“Town/Community” means the Town/Community of _____, and the departments (Parks, Recreation, Maintenance, etc.) designated by the Chief Administrative Officer to implement this policy.

“CSA” - Canadian Standards Association, Children’s Playspaces and Equipment CAN/CSA-Z614.

“Playspace” - an area containing play equipment, play structure(s), protective surfacing, etc., that is intended for the use of children between the ages of 18 months and 12 years.

“Playground Equipment” - a play structure anchored to the ground, or having natural stability, and not intended to be moved that is located in a playspace intended for public use.

“Protective Surfacing” - surfacing material(s) used within the protective surfacing zone of any playground equipment, chosen to safely absorb the impact of falls from the play structure or equipment, e.g. pea gravel.

“Protective Surfacing Zone” - the area of protective surfacing beneath and immediately adjacent to a play structure or equipment on whose surface it’s predicted that a user will land when falling from or exiting the equipment.

“Entanglement” - a condition in which the user’s clothes or something around the user’s neck becomes caught on or entwined in a component of playground equipment.

“Head/Neck Entrapment” - any condition that prevents or impedes withdrawal of the head/neck following the body penetrating through an opening or a juncture between two or more components of playground equipment.

“Visual Check” - a walk-around of the entire playspace to check for things such as contamination, debris, vandalism, missing or broken components, life-threatening hazards, etc.

“Playground Maintenance Check” - a physical check of the entire playspace and all playground equipment. A checklist (provided) will be followed outlining the things that need to be looked at, measured, and recorded.

“Detailed Inspection” – a Comprehensive Report or an Initial Inspection of playground equipment performed by a CCPI following CSA Standards and using the guidelines provided by the Canadian Parks and Recreation Association (CPRA).

“Canadian Certified Playground Inspector (CCPI)” – individuals who, through The Canadian Parks and Recreation Association (CPRA), have an up to date certification on the Theory and Practical training courses via the Canadian Playground Safety Institute (CPSI).

RESPONSIBILITIES:

Chief Administrative Officer:

To designate responsibilities as outlined in the Procedures, to approve any additions, removal or maintenance to any playground equipment and to maintain all records, specifications and documentation for a minimum of 20 years.

Town Council/Recreation Committee:

To adopt this Playground Inspection and Maintenance Policy, approve any future changes to this Playground Inspection and Maintenance Policy, decide the content included in the monthly playground maintenance checklist and to approve any additions, removal or maintenance to any playground equipment.

Town/Community Maintenance Staff:

To administer weekly visual checks, administer monthly playground maintenance checks, submit records of monthly playground maintenance checks to the Chief Administrative Officer, and perform any required maintenance.

PROCEDURES:

In order to create and maintain a clean and safe playspace environment, the Town/Community will see that:

1. All playground equipment shall comply with CSA standards.
2. All playground equipment shall have any required protective surfacing zone and the depth of the protective surfacing shall meet or exceed CSA standards.
3. All playground equipment shall be free of entanglement hazards.
4. All playground equipment shall be free of head/neck entrapment hazards.
5. All fixed playground equipment shall be securely anchored into the ground.
6. All public playspaces in the Town/Community shall have signage to inform the public of the park name, owner/operator, contact information in case of emergency or maintenance issues, equipment age appropriate usage ("this play equipment is designed for children ages 1.8 years – 5 years/1.8 years – 12 years/5 years – 12 years), not to wear bicycle helmets or clothing with loose draw strings on the equipment, not to tie ropes to the equipment, etc.
7. A weekly visual check of all playspaces shall be carried out by Town/Community Maintenance Staff.
8. A monthly playground maintenance check of all playground equipment shall be carried out by Town/Community maintenance Staff and the monthly playground maintenance checklist (provided) shall be completed and filed with the Chief Administrative Officer.
9. An annual detailed inspection 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 Chief Administrative Officer.
10. Any newly installed playground equipment shall have an initial detailed inspection before the equipment is opened for public use.
11. Any required maintenance identified in the above mentioned checks/inspections shall be the responsibility of the Town/Community Maintenance Staff, shall be assessed and prioritized based on the health or safety hazard it poses and shall be addressed in a reasonable time period.
12. Any required maintenance identified in the above mentioned checks/inspections, with estimated cost exceeding \$1,000.00, must be brought to Town/Community Council and/or CAO for budget approval before any maintenance is administered.
13. The Chief Administrative Officer shall maintain all playground records for each playground within the Town/Community including information such as installation, inspections, accident/injury reports and repair records for a minimum of 20 years.