

POLICY: <u>PLAYGROUND STRUCTURES</u>		# <u>405</u>
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APPROVAL/REVISION	EFFECTIVE	REVIEW
DATE: <u>March 7, 2016</u>	DATE: <u>March 8, 2016</u>	DATE: <u>March 2021</u>
CROSS REFERENCE: <u>Form PG1-08 - Playground Structures Inspection Report</u>		

A. POLICY

1. 1.1 The Thunder Bay Catholic District School Board recognizes the need to promote positive play experiences within a safe environment.
- 1.2 Donated and/or purchased equipment shall become the property of the Board who will assume responsibility for the maintenance of the structure and supervision during school hours.

B. GUIDELINES

2 Playground Installation

- 2.1 The Plant Department shall be responsible for site preparation and installation of the playground equipment according to the manufacturer's instructions and the C.S.A. guidelines.
- 2.2 Final inspection will be conducted by the Board before the equipment is utilized.

3 Inspection, Record Keeping and Maintenance

- 3.1 The Principal or designate is responsible for ensuring the day-to-day safety of the playground and surrounding ground and for the assignment of adequate supervision during school hours.
- 3.2 The Principal or designate shall conduct a daily visual inspection of the equipment and surrounding ground. The daily visual inspection should be conducted before students arrive in the morning. A record of the daily visual inspection shall be kept on **Form PG1-08**.
- 3.3 A detailed monthly inspection shall be conducted at the end of each month by the Principal or designate and summarized on Form PG1-08. Form PG1-08 shall be forwarded to the Plant Department following the end of each month.
- 3.4 The Plant Department will arrange for the ground surrounding the playground equipment to be tilled and replenished each spring prior to the opening of the equipment for the season.
- 3.5 The Plant Department shall be responsible for obtaining a yearly inspection of the equipment by a certified inspector. A written report from the certified inspector will be received and maintained on file by the Plant Department for a period of three years with a copy kept at the school.
- 3.6 The timing of the annual inspections will typically be in the spring/summer depending on the availability of the certified inspector. Use of the equipment is not prohibited in advance of the annual inspection.

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4. Unsafe Equipment

4.1 If the playground equipment is deemed unsafe, the Principal or designate will restrict access, post warnings and contact the Manager of Plant regarding the maintenance of the equipment.

4.2 If, for any reason, the Board determines that the playground equipment or structure is no longer viable, it reserves the right to remove, relocate and/or dispose of the equipment in any manner the Board deems appropriate.