POLICY:	PLAYGROUND STRUCTURES			#	405
SECTION:	400 : Facilities and Equipment			Page 1 of	3
APPROVAL/REVISION DATE:	September 1, 2022	EFFECTIVE DATE:	September 20, 2022	REVIEW DATE:	September 2027
CROSS REFERENCE:	Form PG1-08 - Playground Structures Inspection Report				

A. POLICY

1. The Thunder Bay Catholic District School Board recognizes the need to promote positive play experiences within a safe environment.

2. The Board supports the practice of school communities forming Volunteer Committees to raise money for the purpose of providing and installing playground equipment as long as it is done within the confines of the policy guidelines.

3. 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

1. Planning

a. Where a Volunteer Committee expresses an interest in developing a creative playground, the Principal shall be responsible for providing the representative group with pertinent information regarding the installation of the equipment.

b. The Volunteer Committee shall be responsible for all costs associated with selection, purchase, site preparation materials, and manufacturer's final inspection.

c. The Volunteer Committee may explore potential partnerships, public and private, in accordance with Board policy.

d. The Volunteer Committee shall be responsible for developing a proposal that includes:
   - a detailed description of the type and construction of the playground structures;
   - a detailed layout and location plan of the equipment on the Board's property;
   - the name of the supplier and a contact person for the supplier;
   - total costs, including purchase and site preparation materials;
   - a timeline for construction/installation;
   - the level of community participation;
   - any partnerships, public and private (detail of extent); and
   - a financing plan.

e. Approval of the proposal must be obtained from the school’s Principal, the designated Supervisory Officer and the Manager of Plant Services.

f. Designs of all structures, including site, must meet or exceed the guidelines "Children's Playspaces and Equipment, CAN/CSA-Z61498 - National Standards of Canada" published by the Canadian Standards Association (C.S.A.).

2. Construction

    a. 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. The maximum expenditure by the Board for site preparation and installation will be $10,000 per school. The $10,000 Board expenditure is subject to the funds being available within the Board budget. Costs in excess of $10,000 will be the responsibility of the Volunteer Committee.

    b. Final inspection must be conducted by the Board before the equipment is utilized.

3. Inspection, Record Keeping and Maintenance

    a. 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.

    b. 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.

    c. 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.

    d. The Plant Department shall 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.

    e. 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.

    f. 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.

4. Unsafe Equipment

    a. 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.

    b. 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 it deems appropriate.

c. The Principal shall be responsible for advising parents in situations when structure(s) are determined to be no longer financially viable to repair.