



# **Audit Condition #7**

## **Playground Standard**

### **Recommended Board Policy** **OSBIE Human Element Loss Prevention (H.E.L.P.) Program**

The following recommendations are made to provide guidance to school boards with respect to developing a policy on playground equipment. An audit of board policy which shows it meets these recommendations as a minimum will receive credit for these criteria towards the HELP risk management credit.

1. All newly purchased or donated playground equipment must comply with current CSA standard. Letters of compliance with this standard from the equipment manufacturer should be retained with all other documents for this equipment.
2. An audit of all existing playground equipment should be conducted to determine the general age, condition and compliance level with the CSA standard. A plan should be in place to systematically replace the oldest equipment or that which is in disrepair with equipment that complies with the CSA standard. Unsafe equipment should be removed from service immediately.
3. Equipment installation should be done by qualified personnel (e.g. manufacturer/vendor). Volunteer installations should not be permitted unless supervised by qualified personnel.
4. All newly installed equipment, as noted in Item 3, must be inspected prior to use by a qualified playground inspector. Retain inspector's check-list for future reference.
5. Implement a daily/weekly visual inspection program (see attached). This activity can be conducted by the principal or a custodian, and should be recorded in the daily maintenance log book at the school location.
6. Implement a monthly inspection program. Use monthly maintenance inspection checklist provided by the manufacturer, or sample attached. These inspections can be conducted by the principal, a custodian or Plant Services department. Retain monthly inspection check-lists.
7. Each playground structure must be inspected annually by a qualified playground inspector. The written inspection report must be retained with all other

documentation for the playground structure, to be produced for inspection if required.

8. Each school should conduct Playground Safety sessions outlining the playground rules applicable to that location. These sessions should be held for students, teachers and any volunteer yard supervisors at the beginning of each school year.