

Procedure Title	Playspaces and Equipment		
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Review Date	March 1, 2024	Originator	Administrative Council
References			
AP 3801-D "Occupational Health and Safety Program"; National Standard of Canada CAN/CSA-Z614-20 Playground Equipment and Surfacing; AODA Regulation 191/11; AP 1427-D "Accessibility Standards – Accessible Outdoor Playspaces"; AP 3520-D "Purchasing - School Enhancement Requests"			

1.0 AUTHORITY

- 1.1 Bluewater District School Board Administrative Procedure AP 3801-D "Occupational Health and Safety Program" regulates the Occupational Health and Safety requirements to ensure all students and staff have a safe environment.
- 1.2 National Standard of Canada CAN/CSA-Z614-20 Playground Equipment and Surfacing sets the standard for the design, construction, installation, maintenance and inspection of playground equipment and surfacing.
- 1.3 AODA Regulation 191/11 and AP 1427-D "Accessibility Standards – Accessible Outdoor Playspaces" regulate the requirements to ensure new and/or re-developed outdoor playspaces are compliant with Accessibility Standards.

2.0 BOARD REQUIREMENT

- 2.1 Bluewater District School Board requires all structures on board property, including but not limited to gazebos, outdoors classrooms and shade areas, to meet the requirements of the Occupiers Liability Act.
- 2.2 All playspaces and associated equipment must be designed, manufactured installed, maintained and inspected in accordance with the CAN/CSA-Z614-20 Standard as may be revised from time to time by The Canadian Standards Association, as well as AODA Regulation 191/11. All new outdoor playspaces, or redeveloped outdoor playspaces, must be compliant with AODA regulation 191/11.
- 2.3 The requirements of AP 3520-D "Purchasing - School Enhancement Requests" must also be considered in relation to the purchase and/or installation of playspaces and equipment.

3.0 PLANNING PROCESS

The planning process for the installation of playspaces on board property must include an analysis of;

- i. public consultation for accessibility and resultant feedback;
- ii. the end user's age group;
- iii. the playtime developmental needs of children in the selected service age group;
- iv. accessibility needs of caregivers;
- v. the functional value of playspaces for the community at large;
- vi. the space requirements and site location for the playspace;

- vii. the pathways and fencing needs for playspace access and safety;
- viii. the funding of the certified project; and
- ix. budget for ongoing inspection and maintenance;

4. PLAYSAPCE EQUIPMENT

- 4.1 If a decision is made to install playspace equipment the following procedures must be followed:
- i. Submit AF 1427 “AODA Outdoor Playspaces - Proof of Public Consultation” to Human Resources Services.
 - ii. Follow the procedure outlined in AP 3520-D “Purchasing - School Enhancement Requests”, and complete related form AF 3520 “School Enhancement Request”, incorporating the following requirements specific to playground equipment:
 - a. Contact the purchasing department for a list of CSA-Z614-20 certified playspace equipment manufactures and obtain the playspaces and equipment procurement checklist.
 - b. Check with Plant to ensure location for equipment does not interfere with building services. Provide site plan layout detailing the location of the playspace.
 - c. Select specific equipment to serve the students’ developmental needs and the needs of the community user groups for installation in the proposed playspace.
 - d. Select the specific protective surface required for the chosen equipment.
 - e. Price the selected equipment, protective surfaces, pathways and fencing through the Board’s purchasing department. Ensure the price includes the supply, delivery FOB the school site and complete installation of the entire playspace.

5. INSTALLATION

5.1 Option One

The supply and delivery of CSA certified equipment, from a recognized manufacturer.

- i. Arrange for the manufacturer or the supplier to install equipment.
- ii. Arrange with the community installation assistance under supervision of the manufacturer.

5.2 Option Two

To locally design, manufacturer and install all playspace and equipment.

- i. Hire an Architect or Civil Engineer to design and certify that all specifications and drawings for the playspace and equipment meet or exceed the requirements of the CAN/CSA-Z614-20 Standard.
- ii. Provide site plan layout detailing the location of the playspace, its pathways, fences and protective surface areas and specifically address Article 14, Playspace Layout.
- iii. Provide plan layout of the equipment detailing the interrelation of the components, their size and all dimensions of the playspace equipment and protective surface.
- iv. Provide all elevations of individual components and the completed structure.
- v. Provide specific drawing details of all connection points and foundation work.

- vi. Provide specifications and drawing details that address:
 - Article 6 - Compliance
 - Article 7 - Materials
 - Article 8 - Installation
 - Article 10 - Surfacing
 - Article 11 - Inspection and Maintenance
 - Article 14 - Playspace Layout
 - Article 15 - Equipment
 - Article 16 - Identification and Information
- vii. Price the supply and installation of the playspace through a local contractor familiar with the requirements of the CSA Standard.
- viii. Ensure the professional consultant hired for the design supervises all construction and certifies the installation meets the CSA requirements.

6. PLAYSACE SAFETY MANAGEMENT

6.1 Principal Responsibilities

- i. Ensure the requirement for public consultation has been satisfied as per AP 1427-D “Accessibility Standards – Accessible Outdoor Playspaces” for new or redeveloped outdoor play spaces.
- ii. Ensure all new play space equipment meets or exceeds the CSA Standard.
- iii. Consult with staff and set out expected behaviour and playspace rules for staff and students each September.
- iv. Set out procedures for the regular inspection and maintenance of playspace equipment and protective surfaces.
- v. Budget for inspection and maintenance.
- vi. Maintain an inspection log file for all playspace equipment.
- vii. Declare out of bounds any equipment found to be defective. Notify Plant Department to assist in arranging the removal as appropriate.
- viii. Maintain an accurate log of all playspace and playground.
- ix. Notify school staff and students of cautionary notices regarding playspace equipment that may be received from time to time from the Board Office.
- x. Make appropriate arrangements for the closure of the play space equipment for the winter months.

6.2 Employee Responsibilities

- i. Ensure students follow all playground rules as set out by the Principal.
- ii. Adhere to all yard duty supervision regulations and duty rosters as set out by the Principal.
- iii. Immediately report all potential playspace equipment or playground safety hazards or defects.
- iv. Report all injuries that have occurred on the playgrounds or playspace equipment.

- v. Be aware that students are not always safety conscious in their dress or day to day use of playgrounds or playspace equipment.

6.3 Head Custodian Responsibilities

- i. Inspect playground equipment and playspaces once every week (year-round) and prepare inspection checklist (Form AF 3821).
- ii. Inspect playground equipment and playspaces once a month (year-round) and prepare inspection checklist (Form AF 3820).
- iii. Notify principal of defective equipment and/or defective parts found.
- iv. Perform minor maintenance on all components except for welded, structural, foundation or wooden components.
- v. Maintenance cannot compromise the CSA Standard.

APPENDIX A - Playspace Equipment Checklist

Inspection of Playspace equipment and protective surfaces must be conducted on a regular basis and as a minimum weekly or as per the manufacturer's instructions. This checklist provides a partial summary of points to be checked during the scheduled inspections of equipment and grounds.

Chains: Check for bent, worn, open links/pinch points/rust/rough edges.

S-Hooks/fastening devices: Check for excessive wear or cracking/properly closed/*never reuse S-hooks.

Seats: Check all rubber seats for wear, sharp edges or points/scorching or burn damage/safety bar on tot seats shall be intact and fixed stationary/check tires for wear and sharp protrusions/ensure all fastening points are secure.

Hanger bearings: Check for worn or excessive play in bearings and bushings/lubricate nuts, bolts, grease fittings/replace corroded bolts and rivets/check that clamps are secure.

Grease fittings: Lubricate moving parts as required, wipe of excess oil or grease.

Stability in ground/tilting: Structures should not easily sway/connections are solid and properly adjusted/check alignment of supports, platforms, barriers, etc/check for any signs of sinking/check all posts (wood and steel) in ground for corrosion or rot a minimum of 375 mm (15 in) below ground level at least once annually.

Exposed concrete: Any exposed concrete must be removed to a minimum 150 mm (6 in) below ground level/backfill and level depressions and open holes with proper material.

Entanglement points/areas: Check for gaps that could entangle clothing, drawstrings, etc./particular attention to sitting and sliding sections of slides and entrance of sliding poles.

End/centre fittings: Check that nuts and bolts of clamps and fittings are secure/check for sharp-edged, cracked, or broken fittings.

Chain covers: Check all fastening points - top and bottom/check for damaged covers/visible signs of wear on swing chain.

Hand/safety railings, support bars/legs, steps, and fastening points: Check for splitting, splinters, protruding bolts or nails/check all welds/check that all bolts and nuts are secure/*Block off entrance or opening if any delay or repairs.

Sidewalls of slide bedways: Check for protruding bolts or rivet heads/missing or loose bolts, ensure all are properly fastened and secure/check all welds/check for rust or corrosion, metal fatigue and rough/sharp edges.

Entrapment point/areas: All angles, joining points, or openings shall be less than 90 mm (3.5 in) or more than 225 mm (9 in) to minimize the chance of head/neck entrapment/check for pinch, crush, or shear points which could cause injury.

Stairs/steps: Check all platforms and stairs and steps for safety/check welds at all steel joints/check all bolts for secure and proper fastening.

Plastic components: Check for cracks, sharp edges, discolouration, scorching/burn damage, abrasion and excess wear or other damage/ensure components are properly fastened and secure.

Spring and bar: Check and secure spring mounts/check springs carefully for stability, tilting, exposed concrete fittings/check hand and footbars are in place and secure.

Handles: Must be securely fastened, check welds, bolts, etc/check for sharp points/bending, warping, or uneven.

Pivot points: Test pivot points for free movement/check swivels and bearings for excess wear.

Nuts and bolts: Check for loose, worn, rusted, or corroded hardware/properly grease/lubricate where required, remove excess lubricant.

Ground clearance: Check for proper clearances of all structures and equipment components as specified in CSA Standard.

Locking devices: Ensure all locking fastening devices (interior and external) are secure.

Wood checking: Check wood timbers and support posts for excess checking/*note cracks exceeding 19 mm (3/4 in).

Protrusions: Check for protruding bars, bolts, nuts, etc/test with applicable protrusion gauge/cover or file sharp edges.

Caps/plugs: Check for and file sharp edges/replace broken cap covers/cap all open ended pipes with plastic plugs.

Protective surfacing material borders: Check border edging material for cracking, chipping, excessive checking, splintering, decay, or damage. Check for exposed concrete/ensure adequate depth protective surfacing material under and around equipment for a minimum of 1800 mm (72 in) or as required and specified in CSA Standard/ensure surfacing material loose, not compacted and free of debris, broken glass, needles, animal defecation, etc.

Equipment spacing no encroachment: Ensure proper spacing between equipment, protective surfacing zones, and no encroachment zone(s) as required and specified in CSA Standard.

Benches: Check for splinters, excessive checking, cracking, decayed or damaged material/stability/tilting/check fastening points, secure all nuts, bolts, etc/check welds/check for sharp edges.

Debris/broken glass: Check entire playspace for debris and litter, broken glass, needles or syringes, animal defecation, etc/check sand areas and protective surfacing materials for compaction.

Pathways: Check for any visible damage/check for low ponding areas.

Lighting: Check for any visible damage/check lights for proper working order.

Signs: Check for any visible damage or graffiti/check for proper pedestrian head clearance/check fastening points/replace weathered or damaged signs.

Fencing: Inspect for any visible damage/check for any protruding points, fence fabric, hardware (bolts, nuts, etc.)/check for attachments, e.g., skipping ropes.