



Title: Playground Inspection and Maintenance Policy	Internal/ External
Department: Recreation and Leisure	Policy Number: RL-016
Approval Date: January 21, 2014	Implementation Date: January 22, 2014

OBJECTIVE/PURPOSE

The Town of Paradise is committed to promoting health and happiness of all those living within the Town, therefore, the purpose of this policy is to provide safe and clean playgrounds for residents. By outlining the responsibilities regarding playground inspection and maintenance, the goal of this policy is to ensure that equipment is checked, maintained and inspected on a regular basis.

DEFINITIONS

CSA refers to the Canadian Standards Association, Children’s Playspaces and Equipment CAN/CSA-Z614

CPI is a Certified Playground Inspector, these individuals are required to have up to date certification on theory and practical training courses via the Canadian Playground Safety Institute.

Visual Check refers to a walk-around of the entire playspace to check for: contamination, debris, vandalism, missing or broken components, life-threatening hazards, etc.

Detailed Inspection refers to a comprehensive report or an initial inspection of playground equipment performed by a Certified Playground Inspector following CSA Standards and using the guidelines provided by the Canadian Parks and Recreation Association (CPRA).

POLICY STATEMENT

The Town of Paradise will not be held responsible for daily\pre-use visual checks of school playgrounds during the school year. The Town will, however, be responsible for regular and seasonal inspections. If an issue arises from either of these checks/ inspections, the Town will take responsibility for the maintenance of the playground equipment.

GUIDELINES AND PROCEDURES

1. Ownership:

- 1.1 School playgrounds in the Town of Paradise are co-owned, between the Town and the school who are engaged in a 50-50 cost split of playground equipment.
- 1.2 Non-school property playgrounds are 100% owned by the Town.

2. Installation:

- 2.1 All playgrounds in the Town of Paradise are installed following the CAN/CSA-Z614-07 (R2012) - Children's Playspaces and Equipment Guidelines.
- 2.2 Any newly installed playground equipment shall have an initial detailed inspection before the equipment is opened for public use.
- 2.3 All playgrounds in the Town of Paradise shall have signage to inform the public of: contact information for required maintenance, equipment age, appropriate use, and any pertinent safety information.

3. Inspection

- 3.1 **Daily\Pre-use** visual checks of school playgrounds are the responsibility of the school during the school year. Before any child enters the playground a representative from the school will complete a visual check to identify immediate safety hazards. Within reason, any immediate safety hazards are to be removed by the teacher/staff member completing the check. Otherwise, the school shall contact the Town Recreation and Leisure Services Department for assistance. These checks are to be recorded in a *Playground Safety Log provided by the Town*. Further, if any injury occurs on the playground it must be recorded in the log and reported to the Town so that any hazardous or inappropriate equipment can be assessed\replaced.
- 3.2 **Seasonal** inspections are completed by Certified Playground Inspector(s) employed\contracted with the Town. This inspection is to ensure general seasonal maintenance.
- 3.3 **Annually**, a detailed inspection report is to be completed by a Certified Playground Inspector(s) employed\contracted by the Town. At this time the schools, *Playground Safety Log* will be examined to ensure the school consistently checked the playground area for any safety hazards.

4. Maintenance:

- 4.1 Any required maintenance that is identified in the above mentioned checks/ inspections, shall be brought to the attention of the Town's Recreation and Leisure Department.
- 4.2 Maintenance shall be assessed and prioritized in a reasonable time period, based on the health or safety hazards it poses.
- 4.3 All maintenance of playground equipment and safety zones will follow CAN/CSA-Z614-07 (R2012) - Children's Playspaces and Equipment Guidelines.

REVIEW: This policy will be reviewed on an annual basis.

Chief Administrative Officer: *A Hublock* Date: *Mar. 9/18*