



Northeastern Catholic District School Board

PLAYGROUND EQUIPMENT AND STRUCTURES

Administrative Procedure Number: #APE037

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to the acquisition, installation, and maintenance of playground equipment and structures to support students' physical activity opportunities and safe school grounds. The safety of our students and all children living in our Catholic school communities who access our equipment is of great concern to the NCDSB. Through an active partnership between school leaders and our system management team, the NCDSB will explore all possible opportunities to ensure appropriate playground equipment and structures are available on our properties and as far as possible, to minimize the risk to all children and youth who access our grounds.

REFERENCES

NCDSB Policy E-14: *Playground Equipment and Structures*

B-8: *Purchasing*

B-16: *School Generated Funds*

CAN/CSA – Z614-98: Children's Play Spaces and Equipment (Canadian Centre for Occupational Health and Safety)

DEFINITIONS

Nil.

PROCEDURES

1.0 SELECTION STANDARDS

- 1.1 Equipment selected shall be constructed as approved by CAN/CSA-Z614-98, also keeping in mind the following criteria
 - a) Safety as per OSBIE guidelines
 - b) Maintenance Costs
 - c) Durability
- 1.2 No equipment, regardless of the source of funding, shall be installed on Board property without proper authorization.

2.0 ACQUISITION PROCESS

- 2.1 All playground equipment must be approved and requisitioned through the Manager of Plant to ensure proper responsibility for records, maintenance, ownership, installation standards and approvals.

- 2.2 All playground equipment installed on Board property becomes the property of the Board.
- 2.3 All requests for the purchase of playground equipment must be accompanied by:
 - a) A school site diagram showing the proposed location;
 - b) Equipment specifications including pictures, drawings, installation and maintenance instructions.

3.0 INSTALLATION STANDARDS

- 3.1 Playground equipment must be installed by the manufacturer or an installer authorized by the Manager of Plant.
- 3.2 The location for the installation of playground equipment must take into consideration:
 - a) Existing traffic patterns on the playground;
 - b) The location of the playing fields;
 - c) Separation from other structures;
 - d) Future additions to buildings;
 - e) Fire routes;
 - f) Snow removal;
 - g) Buried services.
- 3.3 The location will be determined by the Manager of Plant in consultation with the Principal.

4.0 MAINTENANCE / REPAIR PROCESS

- 4.1 Daily routine visual inspection shall be the responsibility of the staff who should report any defective or faulty equipment to the Principal and record the report.
- 4.2 The Custodian, under supervision of the Principal, shall inspect daily and report any defect or problem to the Manager of Plant on a monthly basis, where the Custodian is unable to repair the defect or problem.
- 4.3 Certified inspections will be carried out by an authorized professional annually.
- 4.4 Any unsafe equipment shall be reports, in writing, by the Principal to the Manager of Plant.

5.0 REMOVAL OF EQUIPMENT

- 5.1 Equipment will be removed when:
 - a) Equipment cannot be retrofitted to meet CSA compliance; or
 - b) Equipment cannot be cost effective be repaired; or
 - c) Equipment has been recommended for removal or replacement by an authorized professional Certified Playground Inspector; or
 - d) Equipment is at any time deemed dangerous or unsafe.

6.0 GENERAL PROVISIONS

- 6.1 The implementation of this policy with respect to selection, acquisition and installation shall be the responsibility of the School Principal and the Manager of Plant.
- 6.2 Existing playground structures will be maintained until removal becomes necessary.
- 6.3 Playground equipment and structures include all climbing structures, play equipment, swings, basketball standards, baseball backstops, soccer posts, or any other apparatus which is a permanent fixture on Board property.
- 6.4 It understood that the Principal, as the school site manager, is the final decision maker with respect to supervision and use of playground equipment during inclement weather, where student clothing and other factors may create potential risk in playground equipment use.

Director of Education:

Tricia Stefanie Weltz

Date:

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