



Playground equipment, maintenance, repair, inspection, renovations, size upgrades and new installations shall comply with the standards from the Canadian Standards Association CSA-Z614 currently in effect for children's play spaces and equipment.

1. New or Donated Equipment — Full or Partial Equipment

- 1.1. Limestone District School Board does not contribute financially to new play structures, but encourages community/parent groups to pay for the purchase and installation of play structures on board property.
- 1.2. The design, construction and installation of playground equipment must conform to the standards from the Canadian Standards Association CSA- Z614 for children's play spaces and equipment currently in effect at the time of installation.
- 1.3. The district's facility services representative must be included in the planning and installation process. District staff members will be present during the actual installation of the equipment if deemed necessary by the manager of facility services.
- 1.4. Although the Facility Services Department accepts design standards of reputable manufacturers, the department has restricted certain design aspects as follows:
 - a) Wood structural members are not acceptable;
 - b) Platform heights are not to exceed six (6) feet;
 - c) Swings and teeter-totters are not permitted;
 - d) Washed pea gravel or washed sand, conforming to Ontario Provincial Standards (OPS) #1002, is to be used for the protective surface;
 - e) Slides must be of the plastic tube type. Wood or metal slides are not

Limestone District School Board

Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.



acceptable.

1.5. The facility services department, in consultation with the director or designate, reserves the right to restrict other design aspects as deemed appropriate.

1.6. All play structures and equipment must be installed by an approved manufacturer. On completion, the manufacturer is to provide the district with a letter indicating:

a) the equipment and installation conforms to the current CAN/CSA guidelines and standards; and

b) the terms and conditions of the guarantee and warranty.

1.7. All manufacturers installing playground equipment on board property must provide proof of insurance coverage for a minimum of two million dollars vehicle and liability insurance, with Limestone District School Board named as co- insured. The manufacturer must also provide a certificate of good standing from the Workplace Safety and Insurance Board before final payment will be released. Limestone District School Board assumes the liability and responsibility for the play structure once the installation is completed by the manufacturer and a certified playground inspection has been received by facility services.

1.8. In order to ensure that funds required for ongoing repair and maintenance of playground equipment are available, community/parent groups are to provide 10% of the value of the installed equipment to be retained in a district fund for repair as necessary.

2. Existing Equipment

2.1. Initially, a comprehensive written report will be completed for each playground. From this report, recommendations will be prepared as to whether the equipment is adequate or should be removed, renovated or upgraded. All renovations and upgrades will comply with the current CAN/CSA guidelines and standards.



- 2.2. Additions to existing playground equipment must be approved by the district's facility services representative prior to any in-depth planning.

3. Inspections

3.1. Daily Visual Inspections

A visual inspection shall be performed on all playground equipment used by the students by the principal or designate at least once on each school day. This inspection is intended to identify obvious safety concerns and needed repairs, such as glass, broken boards, loose or missing handrails or anything that could cause injury to a student. When a deficiency is identified in the daily inspection, the principal shall follow the steps set out in 4.1.0 of this procedure. A daily maintenance logbook must be kept on file at the school.

3.2. Monthly Inspections

More detailed monthly inspections of the playground equipment shall be done by the school principal or designate. The monthly inspection checklist must be retained at the school.

3.3. Recorded Annual Inspection by Facility Services

A detailed annual inspection of playground equipment located on board property shall be performed in the spring of each year by a trained district maintenance staff member who has received special training in the inspection and maintenance of playground equipment. The inspection findings and actions shall be recorded and kept on file in the facility services area for at least two years. Where possible, the maintenance staff member shall make repairs at the time of inspection.

3.4. Inspection Checklist

The monthly and annual inspections shall be completed using a checklist provided



by either the manufacturer or the Canadian Standards Association.

4. Maintenance and Repairs

- 4.1. When a teacher on yard duty identifies a safety concern or an item in need of repair, it shall be reported to the school principal forthwith. The school principal shall report the concern to the facility services office immediately, by reporting to the control centre secretary. When a defect is reported it shall be repaired as soon as possible and, in the interim, the principal shall make the equipment out of bounds to students.
- 4.2. When repairs are made on site, the facility services staff members are to log the work completed and retain it on file. The work order for repairs completed by the maintenance staff will be the record of repair.
- 4.3. Should a repair that involves a safety hazard take more than one day to complete, the children shall be prevented from using the equipment through the use of a snow fence and a “Keep Off” warning sign.
- 4.4. When the cost to repair a piece of playground equipment is excessive, the manager of facility services, after consulting with the school principal, may recommend that the equipment should be taken out of service and removed from the school grounds. Consultation with the school’s superintendent and school council is required before removal action is undertaken. The equipment will be posted with “KEEP OFF” warning signs and fenced to eliminate access until a final decision has been reached.

5. Costing

- 5.1. The district will assume responsibility for normal and regular repairs and maintenance to the playground equipment to maintain it according to required standards, within budget allowances provided each year from the facilities budget.



Major repairs or maintenance identified must be funded outside the annual budget. However, if the equipment poses a safety hazard and the board budget funds are not available, the equipment will be taken out of service or removed. If funds are provided by the school or group that installed the structure, the equipment or structure will be repaired.

- 5.2. Groups providing playground equipment must be aware that funds should be available, in addition to the district's budget funds, to cover extraordinary maintenance and repair requirements (e.g. vandalism).

6. Finance

- 6.1. All schools are responsible for raising funds for the purchase of playground equipment. Funds for maintenance and repairs as noted in 1.8.0 and 5.2.0 must be included in the total cost.
- 6.2. The principal must notify the manager of facility services of the school's plans i.e. type of equipment, cost, fundraising projects, etc. during the planning stage.
- 6.3. When the school is ready to send collected funds to the district, the principal shall notify the Manager of Financial Services so that a school trust fund can be set up for the funds.
- 6.4. Cheques shall be made payable to Limestone District School Board. Tax receipts are available for any private donation of \$50.00 or over. Financial services will require the name and address of the donor.
- 6.5. In extraordinary circumstances, the Superintendent of Business or the Manager of Financial Services may approve a loan request from the School for up to 50% of the total cost of the playground equipment (including all fees and taxes) provided the school can clearly demonstrate the ability to repay the loan through fundraising efforts over a two-year period.



7. General

- 7.1. The principal or parent groups should contact the district's purchasing services department before requesting information from the manufacturers/suppliers, to avoid unnecessary legal issues. For example, when contacting a manufacturer, cost estimates should be requested and no agreements or commitments should be made.
- 7.2. To take advantage of certain economic opportunities, the group that is funding the equipment is encouraged to request the district to issue a purchase order on behalf of the group.
- 7.3. Installation by volunteers is not permitted due to liability issues and requirements under the C.S.A. standards.
- 7.4. Each school shall conduct playground safety sessions outlining the playground rules applicable to the specific location. These sessions shall be held for students, teachers and any volunteer yard supervisors at the beginning of each school year.

Legal References:

Education Act S. 171(1) 10. Powers of Boards: Playgrounds;
S. 265 (1) (j) Duties of Principal: Care of Pupils and Property
Ontario Regulation 298 S. 11(3) (l) Duties of Principals: Inspect Premises