

# Playground Risk Management Plan

## An Overview

### *Why is a risk management plan important?*

Playgrounds are an exciting environment for children to play and have fun, however they are also a place where injuries are likely to happen. The owner or operator of the playground has a responsibility to maintain all play equipment in a safe condition. The goal of a Risk Management Plan is to prevent serious and/or life threatening injuries while providing feasible safety recommendations.

Major safety concerns include inadequate fall surfacing, entanglement hazards, head or neck entrapments, and poorly maintained equipment. Developing a Risk Management Plan will identify and address these potential hazards and help create a safe play environment for children.

This packet covers:

1. Elements of a Risk Management Plan
2. Hazard Classification System
3. Basic Playground Safety Considerations
4. Training and Reporting
5. Appendices

Indian Health Service  
Albuquerque Area Office  
Office of Environmental Health & Engineering  
Division of Environmental Health Services

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(575) 758-6979



## Statistics

### *Playground-related injuries*

- Each year, over 200,000 children are treated in emergency departments for playground-related injuries.
- From 2009-2014, the CPSC investigated 34 deaths associated with playground equipment.
- Over 2/3 of reported injuries involve falls or equipment failure.
- The majority of injuries occur on climbing structures.

**Did you know: If a child falls off any playground equipment [such as a slide] that does not meet the Consumer Product Safety Commission Standards and sustains a brain injury, the owner of the playground could be held responsible because they did not make the necessary changes?**

**If the injury is a result of faulty or poorly maintained playground equipment, liability falls on the person or party responsible for keeping the equipment in a safe condition.**

# Elements of a Risk Management Plan

In order to maintain a hazard-free playground and to reduce playground-related injuries, owners and operators should create a Risk Management Plan. A Risk Management Plan is intended to ensure the safety of all playground users and consists of five major elements:

1. Playground Safety Policy
2. Safety Coordinator
3. Site History File
4. Inspections
5. Repairs and Maintenance



## Playground Safety Policy:

A playground safety policy is a written document that outlines staff roles and responsibilities, promotes ongoing attention, dedicates a budget, promotes training, and provides appropriate maintenance as needed. This policy does not need to be long, a brief 1-2 page document will cover the key points. Attached are two different sample Community Playground Policies that are great templates to start with.



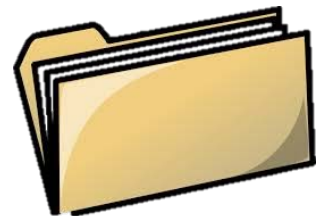
## Safety Coordinator:

A Safety Coordinator is the person that oversees the playground. They are responsible for identifying risks, determining how often inspections are conducted, ensuring corrective actions are taken, and providing education to employees, stakeholders, and playground users. This person should be identified in the Playground Safety Policy. The goal is for the Safety Coordinator to be proactive rather than reactive in identifying potential hazards.

## Site History File:

Each playground should also have a Site History File. The Site History File is extremely important because it provides proof of good intent; it shows that the playground is checked frequently for hazards and any deficiencies are corrected in a timely manner. The following documents should be kept on file:

- Inventory of existing elements (including fall surfacing and equipment)
- Inspection reports (low and high-frequency)
- Purchase, installation, and compliance paperwork
- Documentation of repairs or modifications
- Site plan
- CPSC Handbook and ASTM Standards
- Copies of complaints and incident reports
- Any other applicable documents concerning the playground



## Inspections:

There are two types of playground inspections that should be conducted regularly. The first is called a Low-Frequency Inspection. This is the in-depth inspection that a Certified Playground Safety Inspector or other qualified professional conducts on an annual basis. These inspections focus on maintenance-related issues and can take longer to conduct.

The other type is a High Frequency Inspection which is a quick check of the playground to identify any obvious changes. These are completed daily, weekly, or as often as needed by a staff member. The frequency of the playground checks depends on how often it is used, the age group of users, any injury patterns, the age of equipment, the location, and climate conditions. For example, day cares, schools, and Head Starts check the playground every day before children are allowed to play on the equipment. However, a community playground that is not used as frequently may only need to be checked once a week. A sample checklist is included in this packet. Records of all inspections and corrective actions should be kept in the Site History File.

### America's Playgrounds Safety Check

**DOES YOUR PLAYGROUND MAKE THE GRADE?**  
Evaluate your playground using the following criteria.  
A full explanation of the criteria is on the back of this sheet.

	Yes	No	
<b>SUPERVISION</b>			
Adults present when children are on equipment			<b>SCORING SYSTEM</b> Total the number of "Yes" answers in the "Total Points" box in the table.
Children can be easily viewed on equipment			
Children can be viewed in crawl spaces			
Rules posted regarding expected behavior			<b>24 – 20 = A</b> Congratulations on having a SAFE playground. Please continue to maintain this excellence.
<b>AGE-APPROPRIATE DESIGN</b>			
Have separate areas for ages 6-23 months, 2-5 and 5-12			<b>19 – 17 = B</b> Your playground is on its way to providing a safe environment for children. Work on the areas checked 'No'.
Platforms have appropriate guardrails			<b>16 – 13 = C</b> Your playground is potentially hazardous for children. Take corrective measures.
Platforms allow change of directions to get on/off structure			<b>12 – 8 = D</b> Children are at risk on this playground. Start to make improvements.
Signage indicating age group for equipment provided			<b>7 &amp; = F</b> Do not allow children on this playground. Make changes immediately.
Equipment design prevents climbing outside the structure			<b>**If any of the gray boxes are marked 'NO', the potential of a life-threatening injury is significantly increased. Contact the owner of the playground.</b>
Supporting structure prevents climbing on it			
<b>FALL SURFACING</b>			
Suitable surfacing materials provided			
Height of all equipment is 8 feet or lower			
Appropriate depth of loose fill provided			
Six foot use zone has appropriate surfacing			
Concrete footings are covered			
Surface free of foreign objects			
<b>EQUIPMENT MAINTENANCE</b>			
Equipment is free of noticeable gaps			
Equipment is free of head entrapments			
Equipment is free of broken parts			
Equipment is free of missing parts			
Equipment is free of protruding bolts			
Equipment is free of rust			
Equipment is free of splinters			
Equipment is free of cracks/holes			
<b>TOTAL POINTS</b>			

National Program for Playground Safety  
1-800-554-PLAY (7529) ~ www.playgroundsafety.org

## Repairs and Maintenance:

All equipment, including fall surfacing, should be maintained as recommended by the manufacturer. It is important to document all repairs and preventative maintenance that is completed. This will be useful to the Certified Playground Safety Inspector during the Low-Frequency Inspection and also provides proof that hazardous conditions are repaired in a timely manner. Be aware that all repairs should be done in accordance with the manufacturer's recommendations. If not, this may void the warranty of the equipment and create a potential safety hazard.





## Hazard Priority Classification System

In order to help prioritize repairs, the National Recreation and Park Association has developed a classification system based on severity of potential injury. There are five Hazard Priorities, numbered 1-5, with 1 being the most serious. To assign a priority, the inspector should weigh the severity of a potential injury along with the likelihood of one occurring (i.e. Location of the deficiency). Below is a summary of the classification system, along with a few examples of potential deficiencies. Note that these examples are not all inclusive.

	Hazard	Example	Correct
<b>1</b>	Permanent disability; loss of body part; death	Exposed concrete footers; heavy metal animal swings; gap at slide transition area	Immediately
<b>2</b>	Potential to cause serious injury resulting in temporary disability	Broken swing chain; loose hardware supporting upper body equipment	Immediately
<b>3</b>	Minor or non-disabling injuries	Fall surface kicked out under swings; bolts protruding 3-4 threads	When time permits
<b>4</b>	Minimal injury	Worn swing seats; loose hardware on play panels	If condition worsens
<b>5</b>	Compliant	Inadequate shade; excessive litter	N/A

During inspections of the playground, all deficiencies should be assigned a priority. This will help communicate which hazards must be repaired immediately and which can be addressed at a later time. This classification system can be used for both Low and High-Frequency Inspections.

Priority 1 – exposed concrete footer



Priority 3 – protruding bolt



Priority 5 – excessive litter



## Training and Reporting

All employees responsible for supervising, inspecting, or repairing the playground should be adequately trained. Depending on the staff member's responsibilities, the training material will vary. There are several online trainings that provide a solid foundation on playground safety, and the Indian Health Service Office of Environmental Health & Engineering can also provide playground safety trainings.

It is important for staff members to know what to do in the event an injury occurs. There should be an action plan in place detailing how to respond and who to contact. At minimum, an incident report form should be completed and any corrective action or response should also be documented.

Finally, these incident reports should be reviewed collectively to identify any trends or similarities. Is there a piece of equipment that a large number of injuries are occurring on? Is there a particular area that children trip or fall frequently? Identifying trends allows you to look at the bigger picture, and may need to be done only once or twice a year. This will help you identify high-risk areas and address them before additional injuries occur.

## Basic Playground Safety Considerations

### Location

- The playground should not be close to any natural hazards, such as bodies of water or drop-offs.
- The playground should not be located next to a busy road or highway.
- Bushes, shrubs, and other foliage should be trimmed or removed.

### Purchase/Installation of Equipment

- All equipment should meet current CPSC standards.
- When repairing equipment, be sure to follow the manufacturer's and CPSC's recommendations.
- If you have questions concerning the playground equipment, contact the manufacturer.

### Maintenance

- Establish a comprehensive policy regarding playground inspections and maintenance.
- Perform regular inspections of the playgrounds. Document the inspections and include any repairs or corrective actions made.
- Create daily, monthly, and seasonal maintenance schedules and follow them.

- Provide immediate repair and replacement where necessary and remove all hazards.
- If a hazardous condition is discovered that cannot be immediately corrected, set up barriers to prevent children from using the equipment.

### Signage

- Signs should be posted around the playground in highly visible areas.
- Signs should include at minimum the age group the equipment is designed for (ie. 5-12 years old), the contact information for who maintains the playground, and playground rules.

### Common Playground Deficiencies:

- Inadequate fall surfacing – loose fill like gravel, mulch, & sand must have a depth of at least 9"; shredded rubber is 6"
- Open "S-hooks" on swings – close the S-hooks to prevent clothing entanglement
- Protruding nuts or bolts – bolts should have a maximum of 2 threads visible
- Missing end caps – create sharp edges and places for pest harborage
- Broken or worn equipment – repair or replace old equipment before it becomes a hazard (proactive)

## Additional Resources

*\*This packet was developed using information provided by the following:*

### Consumer Product Safety Commission Public Playground Safety Handbook

<https://www.cpsc.gov/s3fs-public/325.pdf>

*Outlines the required distances, measurements, and maintenance for public playgrounds. Serves as best practice and reference document for inspections.*

### National Recreation and Park Association

<https://www.cpsc.gov/s3fs-public/325.pdf>

*A great resource with information on training, research, conferences, and grant opportunities.*

### Consumer Product Safety Commission – Playgrounds

<https://www.cpsc.gov/safety-education/safety-guides/playgrounds>

*Contains maintenance checklists, best practice recommendations, signage and posters, and educational materials.*

### National Program for Playground Safety

<http://playgroundsafety.org/resources>

*Provides information on standards, research, and training opportunities (in-person and online).*

# Playground Risk Management Packet

## Appendices

For your reference, two High-Frequency checklists and two playground policy templates are included in this section. Feel free to use these documents and adapt them to your facility's needs.

### High Frequency Inspection Checklists:

- S.A.F.E. Checklist (2 pages)
- Daily/Weekly Checklist (1 page)

### Sample Playground Safety Policies:

- Community Playground Safety Policy (2 pages)
- Daycare/School Playground Safety Policy (2 pages)

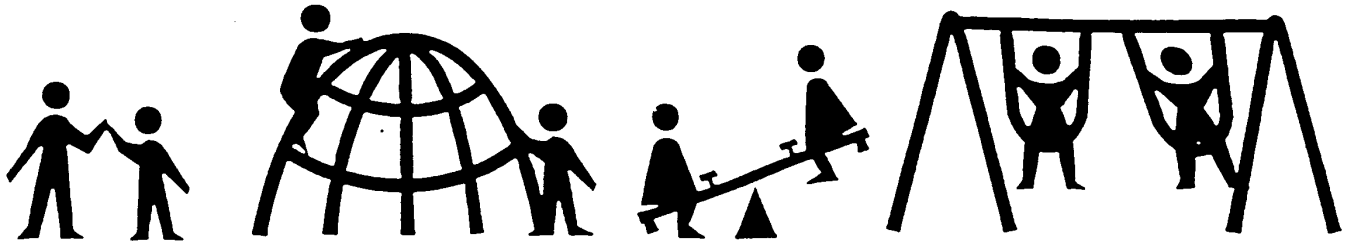
If you have any questions or concerns about the contents of this packet or other playground-related matters, please contact us! We can be reached at:

**Office of Environmental Health and Engineering**  
**Taos-Picuris Service Unit**  
**1090 Goat Springs Rd.**  
**Taos, NM 87571**  
**Phone: (575) 758-6979**



# America's Playgrounds

## Safety Check



### DOES YOUR PLAYGROUND MAKE THE GRADE?

Evaluate your playground using the following criteria.

A full explanation of the criteria is on the back of this sheet.

	Yes	No
<b>SUPERVISION</b>		
Adults present when children are on equipment		
Children can be easily viewed on equipment		
Children can be viewed in crawl spaces		
Rules posted regarding expected behavior		
<b>AGE-APPROPRIATE DESIGN</b>		
Have separate areas for ages 6-23 months, 2-5 and 5-12		
Platforms have appropriate guardrails		
Platforms allow change of directions to get on/off structure		
Signage indicating age group for equipment provided		
Equipment design prevents climbing outside the structure		
Supporting structure prevents climbing on it		
<b>FALL SURFACING</b>		
Suitable surfacing materials provided		
Height of all equipment is 8 feet or lower		
Appropriate depth of loose fill provided		
Six foot use zone has appropriate surfacing		
Concrete footings are covered		
Surface free of foreign objects		
<b>EQUIPMENT MAINTENANCE</b>		
Equipment is free of noticeable gaps		
Equipment is free of head entrapments		
Equipment is free of broken parts		
Equipment is free of missing parts		
Equipment is free of protruding bolts		
Equipment is free of rust		
Equipment is free of splinters		
Equipment is free of cracks/holes		
<b>TOTAL POINTS</b>		

### SCORING SYSTEM

Total the number of "Yes" answers in the "Total Points" box in the table.

**24 – 20 = A**

Congratulations on having a SAFE playground. Please continue to maintain this excellence.

**19 – 17 = B**

Your playground is on its way to providing a safe environment for children. Work on the areas checked 'No'.

**16 – 13 = C**

Your playground is potentially hazardous for children. Take corrective measures.

**12 – 8 = D**

Children are at risk on this playground. Start to make improvements.

**7 & == F**

Do not allow children on this playground. Make changes immediately.

**\*\*If any of the gray boxes are marked 'NO', the potential of a life-threatening injury is significantly increased. Contact the owner of the playground.**

## Explanation of Risk Factor Criteria

### SUPERVISION

- \*1. Since equipment can't supervise children, it is important that adult supervision is present when children are playing on the playground.
2. In order to properly supervise, children need to be seen. This question is asking if there are any blind spots where children can hide out of the sight of the supervisor.
3. Many crawl spaces, tunnels, and boxed areas have plexiglas or some type of transparent material present to allow the supervisor to see that a child is inside the space. When blind tunnels are present, children cannot be properly supervised.
4. Rules help reinforce expected behavior. Therefore, the posting of playground rules is recommended. For children, ages 2-5, no more than three rules should be posted. Children over the age of five will remember five rules. These rules should be general in nature, such as "respect each other and take turns."

### AGE APPROPRIATE DESIGN

- \*1. It is recommended that playgrounds have separate areas with appropriately sized equipment and materials to serve ages 2-5 and ages 5-12. Further, the intended user group should be obvious from the design and scale of equipment. In playgrounds designed to serve children of all ages, the layout of pathways and the landscaping of the playground should show the distinct areas for the different age groups. The areas should be separated at least by a buffer zone, which could be an area with shrubs or benches.
- \*2. Either guardrails or protective barriers may be used to prevent inadvertent or unintentional falls off elevated platforms. However, to provide greater protection, protective barriers should be designed to prevent intentional attempts by children.
3. Platforms over six feet in height should provide an intermediate standing surface where a decision can be made to halt the ascent or to pursue an alternative means of descent.
4. Signs posted in the playground area can be used to give some guidance to adults as to the age appropriateness of equipment.
5. Children use equipment in creative ways which are not necessarily what the manufacturer intended when designing the piece. Certain equipment pieces, like high tube slides, can put the child at risk if they can easily climb on the outside of the piece. The answer to this question is a judgment on your part as to whether the piece was designed to minimize risk to the child for injury from a fall.
6. Support structures such as long poles, bars, swing frames, etc. become the play activity. The problem is that many times these structures have no safe surfacing underneath and children fall from dangerous heights to hard surfaces.

### FALL SURFACING

- \*1. Appropriate surfaces are either loose fill (engineered wood fiber, sand, pea gravel, or shredded tires) or unitary surfaces (rubber tiles, rubber mats, and poured in place rubber). Inappropriate surface materials are asphalt, concrete, dirt, and grass. It should be noted that falls from 1 ft. onto concrete could cause a concussion. Falls from a height of eight feet onto dirt is the same as a child hitting a brick wall traveling 30 mph.
- \*2. Research has shown that equipment height can double the probability of a child getting injured. We recommend that the height of equipment for pre-school age children be no higher than 6 feet and the height of equipment for school age children be limited to 8 feet.
- \*3. Proper loose fill surfacing must be at the appropriate depth to cushion falls. An inch of sand upon hard packed dirt will not provide any protection. We recommend 12 inches of loose fill material under and around playground equipment.
- \*4. Appropriate surfacing should be located directly underneath equipment and extend six feet in all directions with the exception of slides and swings, which have a longer use zone.
- \*5. You should not be able to see concrete footings around any of the equipment. Deaths or permanent disabilities have occurred from children falling off equipment and striking their heads on exposed footings.
6. Glass, bottle caps, needles, trash, etc. can also cause injury if present on playground surfaces.

### EQUIPMENT MAINTENANCE

- \*1. Strangulation is the leading cause of playground fatalities. Some of these deaths occur when drawstrings on sweatshirts, coats, and other clothing get caught in gaps in the equipment. The area on top of slides is one potential trouble spot.
- \*2. Entrapment places include between guardrails and underneath merry-go-rounds. Head entrapment occurs when the body fits through a space but the child's head cannot pass through the same space. This occurs because generally, young children's heads are larger than their bodies. If the space between two parts (usually guardrails) is more than three and a half inches then it must be greater than nine inches to avoid potential entrapment.
- \*3. Broken equipment pieces are accidents waiting to happen. If a piece of equipment is broken, measures need to be taken to repair the piece. In the meantime, children should be kept off the equipment.
- \*4. Missing parts also create a playground hazard. A rung missing from a ladder, which is the major access point onto a piece of equipment, poses an unnecessary injury hazard for the child.
5. Protruding bolts or fixtures can cause problems with children running into equipment or catching clothing. Therefore, they pose a potential safety hazard.
6. Exposed metal will rust. This weakens the equipment and will eventually create a serious playground hazard.
7. Wood structures must be treated on a regular basis to avoid weather related problems such as splinters. Splintering can cause serious injuries to children.
8. Plastic equipment may crack or develop holes due to temperature extremes and/or vandalism. This is a playground hazard.

**\*If these risk factors are missing, the potential for a life-threatening injury is significantly increased.**







**POLICY TITLE: Town/Community Playground Inspection and Maintenance Policy**

**POLICY #: AS-0912-001**

**EFFECTIVE DATE: January 01, 2013**

**ADOPTED BY COUNCIL ON: October 01, 2012**

**THE PURPOSE OF THIS POLICY IS TO:**

Provide the Town/Community of \_\_\_\_\_ with clean and safe playspaces and playground equipment. In order to provide the cleanest and safest playspaces possible, the Town/Community of \_\_\_\_\_ shall have a Playground Inspection and Maintenance Policy to ensure that all public-use playground equipment is checked, maintained, and inspected on a regular basis.

**DEFINITIONS:**

**“Town/Community”** means the Town/Community of \_\_\_\_\_, and the departments (Parks, Recreation, Maintenance, etc.) designated by the Chief Administrative Officer to implement this policy.

**“CSA”** - Canadian Standards Association, Children’s Playspaces and Equipment CAN/CSA-Z614.

**“Playspace”** - an area containing play equipment, play structure(s), protective surfacing, etc., that is intended for the use of children between the ages of 18 months and 12 years.

**“Playground Equipment”** - a play structure anchored to the ground, or having natural stability, and not intended to be moved that is located in a playspace intended for public use.

**“Protective Surfacing”** - surfacing material(s) used within the protective surfacing zone of any playground equipment, chosen to safely absorb the impact of falls from the play structure or equipment, e.g. pea gravel.

**“Protective Surfacing Zone”** - the area of protective surfacing beneath and immediately adjacent to a play structure or equipment on whose surface it’s predicted that a user will land when falling from or exiting the equipment.

**“Entanglement”** - a condition in which the user’s clothes or something around the user’s neck becomes caught on or entwined in a component of playground equipment.

**“Head/Neck Entrapment”** - any condition that prevents or impedes withdrawal of the head/neck following the body penetrating through an opening or a juncture between two or more components of playground equipment.

**“Visual Check”** - a walk-around of the entire playspace to check for things such as contamination, debris, vandalism, missing or broken components, life-threatening hazards, etc.

**“Playground Maintenance Check”** - a physical check of the entire playspace and all playground equipment. A checklist (provided) will be followed outlining the things that need to be looked at, measured, and recorded.

**“Detailed Inspection”** – a Comprehensive Report or an Initial Inspection of playground equipment performed by a CCPI following CSA Standards and using the guidelines provided by the Canadian Parks and Recreation Association (CPRA).

**“Canadian Certified Playground Inspector (CCPI)”** – individuals who, through The Canadian Parks and Recreation Association (CPRA), have an up to date certification on the Theory and Practical training courses via the Canadian Playground Safety Institute (CPSI).

**RESPONSIBILITIES:**

**Chief Administrative Officer:**

To designate responsibilities as outlined in the Procedures, to approve any additions, removal or maintenance to any playground equipment and to maintain all records, specifications and documentation for a minimum of 20 years.

**Town Council/Recreation Committee:**

To adopt this Playground Inspection and Maintenance Policy, approve any future changes to this Playground Inspection and Maintenance Policy, decide the content included in the monthly playground maintenance checklist and to approve any additions, removal or maintenance to any playground equipment.

**Town/Community Maintenance Staff:**

To administer weekly visual checks, administer monthly playground maintenance checks, submit records of monthly playground maintenance checks to the Chief Administrative Officer, and perform any required maintenance.

## **PROCEDURES:**

In order to create and maintain a clean and safe playspace environment, the Town/Community will see that:

1. All playground equipment shall comply with CSA standards.
2. All playground equipment shall have any required protective surfacing zone and the depth of the protective surfacing shall meet or exceed CSA standards.
3. All playground equipment shall be free of entanglement hazards.
4. All playground equipment shall be free of head/neck entrapment hazards.
5. All fixed playground equipment shall be securely anchored into the ground.
6. All public playspaces in the Town/Community shall have signage to inform the public of the park name, owner/operator, contact information in case of emergency or maintenance issues, equipment age appropriate usage ("this play equipment is designed for children ages 1.8 years – 5 years/1.8 years – 12 years/5 years – 12 years), not to wear bicycle helmets or clothing with loose draw strings on the equipment, not to tie ropes to the equipment, etc.
7. A weekly visual check of all playspaces shall be carried out by Town/Community Maintenance Staff.
8. A monthly playground maintenance check of all playground equipment shall be carried out by Town/Community maintenance Staff and the monthly playground maintenance checklist (provided) shall be completed and filed with the Chief Administrative Officer.
9. An annual detailed inspection of all playground equipment shall be carried out by a Canadian Certified Playground Inspector and an Annual Comprehensive Report, following the Canadian Parks and Recreation Association guidelines, shall be completed and filed with the Chief Administrative Officer.
10. Any newly installed playground equipment shall have an initial detailed inspection before the equipment is opened for public use.
11. Any required maintenance identified in the above mentioned checks/inspections shall be the responsibility of the Town/Community Maintenance Staff, shall be assessed and prioritized based on the health or safety hazard it poses and shall be addressed in a reasonable time period.
12. Any required maintenance identified in the above mentioned checks/inspections, with estimated cost exceeding \$1,000.00, must be brought to Town/Community Council and/or CAO for budget approval before any maintenance is administered.
13. The Chief Administrative Officer shall maintain all playground records for each playground within the Town/Community including information such as installation, inspections, accident/injury reports and repair records for a minimum of 20 years.



# (FACILITY NAME)

## Playground Safety Policy

This policy is effective **(Date this written policy goes into effect)**.

(Facility Name) has developed a policy for outdoor playground safety in compliance with the Consumer Produce Safety Commission Public Playground Safety Handbook.

### **THE PURPOSE OF THIS POLICY IS TO:**

Provide a safe outdoor environment for the children that use (Facility Name), provide (Facility Name) with clean and safe playspaces and playground equipment, and to ensure that all playground equipment is checked, maintained, and inspected on a regular basis for compliance with CPSC playground standards.

### **Playground Supervision**

The children will always be monitored to ensure they are playing in an appropriate and safe manner. Playground supervision is not to be compromised for any reason, and appropriate ratios will be maintained at all times.

### **Playground Equipment, Maintenance and Repairs**

All playground equipment, protective surfacing zones and playspaces will be in compliance with CPSC standards. Any new equipment, repairs or replacements shall be in compliance with CPSC standards. Therefore, a Certified Playground Safety Inspector must be contacted to inspect all finished work and will insure that all changes meet these standards. The Owner/Operator will be responsible to ensure that all repairs are carried out as quickly as possible. All repairs and renovations will be recorded and stored in the Playground Safety Binder. After any repairs or renovations an additional inspection must be conducted verifying that all previous safety concerns have been corrected before any use of the playground equipment.

### **Playground Safety Binder**

A Playground Safety Binder has been developed, and includes the following:

- **Playground Safety Policy** - A copy of this document.
- **Injury Reports** - Reports that specify any hazards located on the playground equipment involved in a child being injured.
- **Weekly Visual Checks** - A weekly recording of general maintenance concerns, hazards or defects, which need immediate attention.
- **Monthly Playground Maintenance Checklists** - A monthly checklist recording general maintenance concerns, hazards or defects, which require immediate attention or a plan of action to resolve the problem within a specific timeframe.
- **Playground Safety (Inspections & Policies) Presentation** - A slideshow on the importance of having up-to-date outdoor playground safety inspections and policies.
- **Policy Review Sheet** - Signatures of each person on staff indicating they have reviewed their duties outlined in the Playground Safety Policy and have been shown the Playground Safety (Inspections & Policies) Presentation.

# **(FACILITY NAME)**

## Playground Safety Policy

### **Injury Report**

The **instructor/teacher on duty** will be responsible for recording any injuries incurred on the playground. The child's parent / legal guardian will be notified of the injury (within a reasonable timeframe) and the Accident / Injury Report will include as much detail as possible, be dated and signed. The **Owner/Operator** will assume responsibility for monitoring these incidents for the purpose of determining any patterns relevant to the equipment.

### **Daily Visual Checks**

Daily Visual Checks are the responsibility of **all instructors/teachers** leading children into the playspace. Before allowing children to enter the playspace, a quick visual sweep will be completed. If there are any hazards or defects they will be removed/corrected before the children are permitted entrance to the playspace. Any findings will be recorded in the Weekly Visual Check section of the Playground Safety Binder.

### **Weekly Visual Checks**

Weekly Visual Checks will be completed by **an instructor/teacher assigned by the Owner/Operator** during the **first** day of the week and will be recorded in the Playground Safety Binder.

### **Monthly Playground Maintenance Checklists**

This Checklist will be completed by **the Owner/Operator** during the **first** week of the month and will be recorded and stored in the Playground Safety Binder.

### **Annual Detailed Playground Inspections**

Annual Detailed Playground Inspections of all playground equipment shall be carried out by a Certified Playground Safety Inspector and an Annual Comprehensive Report, following the CPSC Public Playground Safety Handbook guidelines, shall be completed and filed with the Owner/Operator and stored in the Playground Safety Binder.

### **Policy Review Sheet**

All **(Facility Name)** staff must review this Playground Safety Policy and be shown the Playground Safety (Inspections & Policies) Presentation prior to commencing employment. Once they have completed the review, they will be asked to sign a record indicating that the review has taken place. This record will be kept in the Playground Safety Binder for the duration of their employment. All temporary students/teachers and volunteers will also be required to sign the policy review sheet.