

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: School Playground Equipment Regulation Code:BA-6.3.1
Section: Business and Administrative Services Policy Code ReferenceBA-6.3

Established: June 21, 2001

Revised or

Reviewed: September 28, 2006; October 25, 2012; November 23, ~~2017~~ 23, 2023

1. OBJECTIVE

As a responsible community partner, the Board recognizes

4. RESPONSIBILITY

4.1 Director of Education

The Director of Education is responsible for allocating staff and resources to support this administrative regulation.

4.2 Senior Administration

Senior administration is responsible for ensuring that all staff are aware of this administrative regulation.

4.3 Facilities Services

The Facilities Services department is responsible for:

- x ensuring a third party qualified and/or certified person is involved during the design and installation,
- x ensuring all school playground equipment and structures are installed by an approved manufacturer,
- x facilitating the recorded annual inspection for each school, and
- x ensuring repairs completed or coordinated by the Facilities Services department are recorded.

4.4 Procurement and Central Services

The Procurement and Central Services department is responsible for

- x working collaboratively with principals to ensure procurement procedures are adhered to,
- x ensuring all manufacturers installing playground equipment on Board property provide proof of insurance as described herein, as well as a certificate of good standing from Workplace and Safety Insurance Board.

4.5 Principals

Principals, or designates, are responsible for:

- x performing daily visual inspections,
- x reporting safety concerns or items in need of repair to facilities services (via a work order)
- x preventing students from using equipment when repair involves a safety hazard,
- x placing play structures off limits for use when safety concerns arise or weather conditions have resulted in an inability to complete adequate inspections,
- x notifying the family of schools superintendent and the Superintendent of Business and Corporate Services of the plans to purchase equipment,

- x conducting playground safety sessions at the beginning of each school year,
- x ensuring school councils are aware of the requirements of a playground maintenance objective in the school fundraising plans
- x completing the School Fundraising Plan

4.6 Employees

Employees are responsible for reporting any safety concerns or items in need of repair to their principal or designate.

5. PROCEDURE

5.1 Playground Equipment – New or Donated Equipment

- 5.1.1 The principal of the school will consult with the school council, Manager of Procurement and Central Services, or designate and the Executive Officer of Facilities Services, or designate, to determine the type and location of CSA approved equipment to be installed on Board property (The Playground Support Manual will guide schools in making initial decisions).
- 5.1.2 Any installation on Board property (playground structures or otherwise) must adhere to provincial codes, local by-laws and rulings, and before proceeding with an installation, the principal must secure authorization through the Facilities Services Department with the Manager of Engineering Services ensure the area is clear of obstructions and underground piping.
- 5.1.3 All play structures are to be a manufactured item and must be installed by an approved manufacturer. All structures must be approved by the Procurement and Central Services department. On completion, the manufacturer is to provide the Facilities Services department with documentation indicating that:
 - 5.1.3.1 the equipment conforms to current CSA standards,
 - 5.1.3.2 the equipment complies with the AODA,
 - 5.1.3.3 terms and conditions of the guarantee and warranty, and
 - 5.1.3.4 copies of these documents must be forwarded to the principal for future inspection purposes.
- 5.1.4 All approved play structures will use appropriate ground cover suitable for the equipment being used
- 5.1.5 All manufacturers installing playground equipment on Board property must provide proof of vehicle and liability insurance coverage for a minimum of two million dollars (\$2,000,000). The manufacturer must also provide a certificate of good standing

The contractor is responsible for utility locates (examples: phone, gas and hydro) prior to installation and must provide clearance to the ~~edge~~ of Engineering Services and include this in the information package.

5.2

- 5.4.2 At least once a year each school should conduct safety sessions on the safe use of playground equipment for students, staff and volunteer yard supervisors.
- 5.4.3 Schools will need to establish and maintain a maintenance/replacement reserve (example: up to 10% of the original value of the equipment)