

Any Idaho School District #000

Playground Equipment Safety Procedures:

Roles and Responsibilities

District Health and Safety Coordinator (or administrator assigned):

1. Serve as consultant for questions and guidance regarding the design, selection, site preparation, installation, staff training and inspection of playground equipment as well as district standards relating to playground equipment.
2. Review and approve all playground designs and installations prior to purchase.
3. Train site support staff and Custodial Foreman on site playground equipment inspection techniques and process.
 - oSite support staff will be trained annually prior to the beginning of school.
 - oHead custodians will be trained annually
4. Ensure prior to equipment selection that the design of all play equipment conforms to the Any Idaho School District Playground Equipment Safety Standards.
5. Consult with Site Administrator, Site Head Custodian, Custodial Foreman, and Director of Maintenance and Operations regarding equipment placement and site preparation prior to equipment purchase.
6. Conduct an annual summer inspection of all playground equipment using the Annual Playground Inspection form.
7. Review play equipment with Maintenance Foreman after installation to ensure that equipment meets district standards.
8. Remain aware of current standards in the playground equipment industry.
9. Conduct incident investigations following accidents, which may have been caused by playground equipment.
10. Notify Site Administrator of any deficiency noted during the inspection process.

Maintenance Foreman:

1. Supervise or conduct regular maintenance and repair of playground equipment. Maintenance and repair that does not alter the manufacturer's design of the play equipment does not require consultation with the District Health and Safety Coordinator.
2. Supervise or maintain and repair playground issues documented on inspection forms from the Site Administrator or from the site custodial staff.
3. Maintain a record of all restorative actions taken in response to inspections for three years.
4. Inspect playground equipment after installation to ensure installation standards are met.

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Custodial Foreman:

1. Conduct an annual winter inspection of all playground equipment using the Annual Playground Inspection form.
2. Supervise Site Head Custodian to ensure that duties are performed according to the District procedures

School Support Staff:

1. Attend annual training offered by the District Health and Safety Coordinator.
2. Complete a daily inspection of playground equipment and area using the Daily Playground Inspection Form.
3. Complete a weekly inspection of playground equipment each Monday that school is in session using the Weekly Play Equipment Inspection Form.
4. Maintain awareness for repetitive accidents or injuries on playground equipment and communicate these to the Site Administrator through the Weekly Play Equipment Inspection Form.
5. Notify Site Head Custodian of any deficiency noted during the inspection process.
6. Situations posing an immediate danger to students or staff shall be immediately brought the attention of the Site Head Custodian and Site Administrator.

Site Head Custodian:

1. Complete Monthly Playground Inspection Form and retain in the site office for two years.
2. Review Daily & Weekly Playground Inspection Forms retain in the site office for two years.
3. Notify Site Administrator of any deficiency noted during the inspection process.
4. Situations posing an immediate danger to students or staff shall be immediately brought the attention of the Site Administrator and equipment or area quarantined.

Site Administrator:

1. Contact Health and Safety Coordinator if interested in purchasing new, or modifying existing playground equipment prior to selection of playground equipment and work with Coordinator to specify equipment that meets District standards.
2. Supervise School Support Staff and Custodial staff to ensure that duties are performed according to the District procedures.
3. Authorize work orders to rectify situations reported during weekly or monthly site inspections.
 - o Situations posing an immediate danger to students or staff shall be called directly to the maintenance and operations office, while concurrently completing a work order.
4. Follow District purchasing procedures when acquiring new playground equipment.

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Playground Equipment Safety Procedures:

District Playground Equipment Standards

1. The play equipment must meet or exceed the guidelines of the U. S. Consumer Products Safety Commission publication "Handbook for Public Playground Safety," and the standards of the American Society for Testing and Materials.
2. It is desirable that the play equipment be designed so that the students will be moving around and through the equipment. To that end, equipment that poses an undue ejection or impact hazard is not to be installed on district property. This includes, but is not limited to the following
 - Merry-Go-Rounds
3. New equipment, enclosure and installation must comply with standards set forth by U. S. Consumer Products Safety Commission and American Society for Testing and Materials as well as those in the Americans with Disabilities Act.
4. Exposed spring-mounted equipment will not be installed on district property.
5. Age specific play equipment must be installed with a separation from play equipment designed for a different age group. The separation should allow use of both installations without interference.
6. The main play equipment construction materials will be metal and plastic. Components of wood construction should be avoided. Wood components containing chromated copper arsenate (CCA) treated lumber must not be installed as structural or containment elements.
7. The Any Idaho School District's Maintenance and Operations Department must approve the site for new play installations so that underground utilities, sprinkler systems and similar items can be accommodated.
8. Concrete curbing approved or installed by the Any Idaho School District's Maintenance and Operations Department must surround new play equipment enclosures.
9. A separation of not less than six (6) feet must be maintained between any piece of play equipment and the play equipment enclosure border. A separation of not less than seven (7) feet must be maintained between two individual pieces of play equipment.
10. Overhead equipment, i.e. horizontal ladders, hand-over-hand rings, must not exceed seven feet six inches (7'6") in height.
11. All equipment must be installed within an enclosure excavated to not less than twelve (24) inches to accommodate drain and safety base material. The fall attenuating base material must meet or exceed the guidelines of the U. S. Consumer Products Safety Commission and the standards of the American Society for Testing and Materials. The Bonneville School District's Maintenance and Operations Department will

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approve or excavate the enclosure and place the drain and base material

12. A drainage system must be installed within the play equipment enclosure. The Any Idaho School District's Maintenance and Operations Department will be responsible for the installation of the drainage system.
13. The Any Idaho School District's Maintenance and Operations Department will complete a final inspection conducted by a certified playground safety inspector prior to the district making final payment.

SAMPLE

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Playground Equipment Purchasing Procedures:

1. When interested in purchasing or modifying playground equipment, the Site Administrator must contact the District Health and Safety Coordinator. The District Health and Safety Coordinator will assist the Site Administrator to select playground equipment that meets or exceeds the District Playground Equipment Safety Standards. The District Health and Safety Coordinator will be involved in the selection, design, site preparation, installation and final inspection phases of the purchase.
2. The District Health and Safety Coordinator will review the proposed manufacturer design and ensure that all components meet District Playground Equipment Standards.
3. The District Health and Safety Coordinator will meet with the Maintenance Foreman to review each design for compliance, establish installation criteria as well as outline any site preparation that is needed for the equipment.
4. The District Health and Safety Coordinator will sign off on design plans, affirming that the plans meet District standards, prior to purchase.
5. The District Purchasing Department will order new pieces or alterations of existing playground equipment only with the written approval of the District Health and Safety Coordinator.
6. All playground equipment installed on district property will conform to District Playground Equipment Standards regardless of the original source of funds.
7. Any proposed modifications to existing playground equipment must have the written approval of the District Health and Safety Coordinator, who will ensure that any changes will remain within the scope of the manufacturer's approved design and installation and meet ASTM and CPSC standards.
8. The District Health and Safety Coordinator and the Facilities and Operations Grounds Shop Foreman will inspect the equipment following the installation before approving the final payment.