



# 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 Reference: BA-6.3**

Established: June 21, 2001

Revised or

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

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### 1. OBJECTIVE

As a responsible community partner, the Board recognizes the need to promote positive play experience within a safe environment and its obligation to inspect playground structures to ensure maintenance is managed and to reduce risk of injury

### 2. DEFINITIONS

AODA

Accessibility for Ontarians with Disabilities Act

CSA

Canadian Standards Association

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Employees

All KPR staff members and management personnel, including occasional, temporary and full-time staff.

### 3. APPLICATION

This administrative regulation applies to:

- all employees engaged in the procurement and/or maintenance of school playground equipment; and
- all school sites with school playground equipment whether provided by the Board as part of a capital project or purchased by a school community and donated to the Board as part of a local school initiative. School playground equipment includes all structural equipment used for play.

**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:

- ensuring a third party qualified and/or certified person is involved during the design and installation,
- ensuring all school playground equipment and structures are installed by an approved manufacturer,
- facilitating the recorded annual inspection for each school, and
- 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:

- working collaboratively with principals to ensure procurement procedures are adhered to,
- 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:

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

- conducting playground safety sessions at the beginning of each school year,
- ensuring school councils are aware of the requirement of a playground maintenance objective in the school fundraising plans, and
- 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, 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, to 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 from the Workplace Safety and Insurance Board.

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

**5.2 Playground Equipment – Existing Equipment**

- 5.2.1 An inspection report will be provided to the principal annually. Using this report the principal, through consultation with Facilities Services and the school council, can prepare recommendations as to whether the equipment is adequate or should be repaired, renovated, upgraded or removed. Any renovations and upgrades will comply to the current CSA and AODA standards.
- 5.2.2 The inspections provided by the Board will be based on the current CSA standards. Directives and/or recommendations from the inspections will be based on the CSA standards, the final authority for local school administrators to follow.
- 5.2.3 Additions to existing playground equipment must follow the same procedure as in section 5.1 of this administrative regulation.
- 5.2.4 Facilities Services will coordinate the inspections, and endeavour to provide resources for minor maintenance, repairs and removal of equipment pieces if required as determined through the budget process. It is the responsibility of community and/or parent groups to fund extensive maintenance repair, the supply of required replacement parts and ground cover. Facilities Services will collaboratively work with school principals and coordinate authorized repairs.
- 5.2.5 Repairs shall be made in a timely manner, and if necessary, the structure should be taken out of service until repairs are complete.

**5.3 Playground Equipment – Inspections**

- 5.3.1 Daily, monthly and annual inspection shall be performed on all equipment which is outlined in the Custodial Services Manual.
- 5.3.2 All inspections will be provided using Facilities Services resources and annual reports will be shared with principals.

**5.4 Playground Equipment – General**

- 5.4.1 The principal should contact the Board's Procurement and Central Services department requesting information on manufacturers of playground equipment, and all purchase orders for equipment are to be issued through Procurement Services.

- 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) to address vandalism and repairs as a result of inspection issues.
- 5.4.4 The principal should include, as part of their school’s annual fundraising plan, an objective to sufficiently support their playground needs including repair, maintenance and replacement as applicable.

**6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[B-3.4, Accessibility for Persons with Disabilities](#)

[BA-6.3, School Playground Equipment](#)

Administrative Regulations:

[BA-4.8.1A – Fundraising Guidelines – Appendix A – School Fundraising Plan](#)

Procedural Documents (internal):

[Custodial Services Manual](#)

Playground Support Manual

**7. REFERENCE DOCUMENTS**

Legislation:

[Accessibility for Ontarians with Disabilities Act](#)