



York Catholic District School Board

PROCEDURE:
OUTDOOR ACTIVITY EQUIPMENT

Addendum to Policy 708: Outdoor Activity Equipment

Effective: April 30, 2014

PURPOSE

This protocol is designed in conjunction with the YCDSB *Policy 708 – Outdoor Activity Equipment* and specifies the process to be followed when installing outdoor activity equipment.

The main purpose is to ensure that outdoor activity equipment is properly installed, maintained, used and supervised.

Policy 708 is intended to address current recommendations by authorities (e.g. *Canadian Standards Association*) regarding the acquisition, installation and maintenance of outdoor activity equipment.

RATIONALE

Play and physical activity are essential aspects of a student's development. Through play, students can develop physical fitness, motor control and social skills.

One aspect of providing an environment that supports these skills is through the use of outdoor activity equipment. Outdoor activity equipment includes all outdoor structures such as basketball standards, soccer/football posts, tetherball posts, track and field facilities and playground equipment.

LIABILITY

When considering outdoor activity as part of the learning environment, it is imperative that student safety be evaluated and that associated risks be reduced. These procedures shall be followed when deciding which equipment should be installed and how the equipment is to be used, maintained and supervised.

The Board does not purchase and install outdoor activity equipment. Usually the parent community of the school raises funds to have this type of equipment provided for the use of the students. Notwithstanding who funds the apparatus, once the apparatus is on Board premises it becomes the property of the Board in accordance with Board policy.

APPROVAL PROCESS

A proposal to install playground equipment is typically generated by members of the Catholic School Council. Any such proposal must be formally approved by the School Council prior to proceeding with implementing the proposal.

All proposals regarding the installation of outdoor activity equipment shall be forwarded to the Superintendent of Schools and the Superintendent of Construction & Facility Renewal (or designate) utilizing the School Enhancement Request, Admin 56, to review for compliance with Board standards. The proposal information shall include; but not be limited to:

- i) description of the equipment
- ii) picture, sketch or model of the unit
- iii) CSA compliance documentation
- iv) location of the equipment
- v) cost and method of payment
- vi) manufacturer/installer

No installation of playground equipment will commence without Board approval.

INSTALLATION

i) Location

The location of the equipment on the school site is very important. The structures must be placed such that there are no interferences to the existing facilities and that the existing facilities do not interfere with the use of the structures. Underground services and the natural drainage of the property must be analyzed when locating activity equipment on the site. Supervision requirements should also be considered in this process.

ii) CSA Compliance

All equipment must meet the latest version of CSA Standard Z614-07: Children's Playspaces and Equipment.

iii) AODA Compliance

Playground equipment shall meet barrier free access requirements appropriate to the equipment being installed. Consideration shall be given to making the play space available to persons with physical or sensory disabilities such as mobility, hearing, or visual impairment, and reaching and manipulation disabilities.

iv) Supplier/Manufacturer

Only fully qualified manufacturers and installers of the equipment shall be engaged to install playground equipment. In order to ensure that qualified manufacturers/installers are employed, the process for implementing the Procedures Non Board Funded Projects must be followed.

v) Impact Attenuation Material

The type and depth of material placed beneath and around the playground structure is of the utmost importance. The acceptable standards for the base material are listed in the Installation Approval Checklist (Appendix 'A'). The perimeter of the area allocated for the playground equipment shall be enclosed with 6" x 6" timbers stacked two tiers high. The impact attenuation material must be a minimum of 6 feet in all directions from the playground structure.

vi) Signage

The registered name or manufacturer's trademark and address and the identification number or code of the playground equipment should be visible on the assembled structure. It should be legible and indelibly identified. Other signage should be posted in a conspicuous location notifying users that the structure is unsupervised when not being used by the school.

A sign noting that the playground equipment is unsupervised when not in use by the school shall be posted. The sign must include "use at own risk" and shall be installed with the playground equipment.

vii) Warranty

A minimum of a one-year warranty must be provided by the manufacturer/installer. This warranty shall include a one-year inspection of the equipment. Any defective equipment noted shall be replaced by the manufacturer/installer at no cost to the school.

viii) Restrictions

To reduce risk of injury by users, standards and/or restrictions on the various components which make up the playground have been established. Appendix 'A' lists some of the conditions and restrictions. As there are various combinations of components and as there are new features for playground equipment being frequently introduced, this list is not an all-encompassing set of criteria. Therefore, each proposal for playground equipment must be reviewed and approved on a site-by-site basis.

Maintenance/Inspection

In order to ensure that the safety of the users of the playground equipment is not compromised, a planned maintenance program is a necessity. For each piece of equipment, the frequency of thorough inspections depends on the type of equipment, the amount of use, and the local climate. The manufacturer shall provide a recommended maintenance schedule for the entire playspace (ground cover, equipment components, etc.). The detailed inspections shall give particular attention to moving parts and other components that can be expected to wear.

The first maintenance check should be performed with the supplier/installer when the equipment is accepted by the school. This inspection should verify compliance with the plans and specifications and should also serve as an in-service for the personnel who will be responsible for the inspection/maintenance/supervision of this equipment. Appendix 'B' presents a generic list of items which should be considered when developing a maintenance checklist for outdoor equipment.

The Principal is responsible for the daily/weekly use and visual inspection of the equipment. Inspections should include checking for vandalism or for hazardous objects such as broken glass or animal droppings. This inspection may be performed by persons assigned by the Principal. When granting permission for the use of the equipment, this permission should give consideration to the weather conditions (e.g. rain, ice, snow, frozen ground). The material under the playground structures must be raked when necessary to bring the levels of coverage up to standard.

Semi-annual inspections (April and October) to check for loose fittings and deterioration of the equipment shall be performed by a qualified contractor in accordance with CSA Standard Z614-07. Any moving parts should be lubricated during this inspection. The Playground Inspection Report/Log Sheet (Appendix 'C') should be completed on the date of each inspection.

The inspection of the equipment will be performed in accordance with CSA Standard Z614-07 by a qualified contractor. A copy of the report shall be given to the principal. This inspection and resulting maintenance requirements will be at the cost of the school.

Where it is the recommendation of the inspector that the equipment be removed, such recommendation shall be conveyed to the School Principal. If the Principal is in agreement with the recommendation to remove the equipment, the Principal shall advise the Catholic School Council of the recommendation. Maintenance Services will make the necessary arrangements to remove the equipment. The cost of removal is the responsibility of the school.

Supervision and Instruction

Proper use of the apparatus is necessary in order to reduce risk of accident and to gain the maximum benefit for the user. These goals can be obtained through instruction of the users and the supervisors as to how the equipment should be properly used.

The supervising personnel require in-servicing on the proper and improper use of the apparatus. In addition to illustrating how the apparatus should be used, the training should include instructional aids, determination of maximum number of users and identification of potential hazards (e.g. weather conditions).

In the event that an injury results from the use of the equipment requiring more than First Aid, the supervising personnel shall complete the OSBIE Incident Report Form. This report shall be forwarded to the principal and to the Budget/Insurance Coordinator.

Conclusion

The proper installation, maintenance and supervision of outdoor activity equipment are essential to providing an environment in which the students can safely develop strength and skills. By being cognizant of the needs and physical characteristics of the users and applying that information throughout the various stages of the planning and implementation process, the safety of the students will be enhanced and the liability risks of the staff and the Board will be reduced.

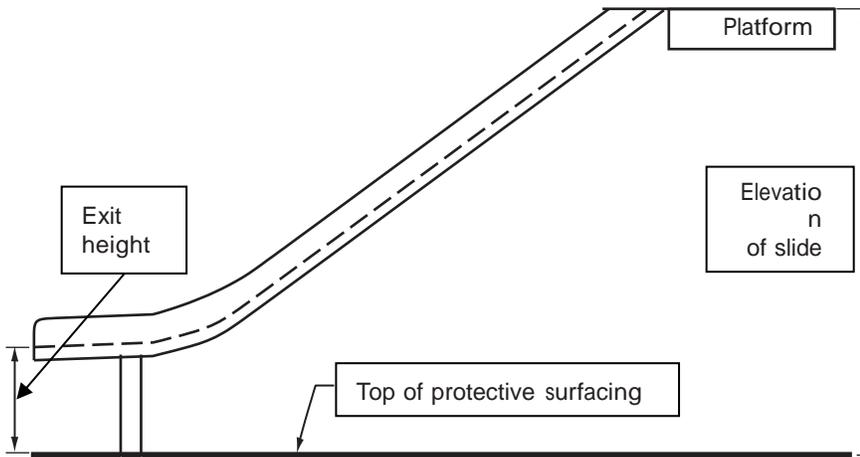
YORK CATHOLIC DISTRICT SCHOOL BOARD

**PROCEDURES
INSTALLATION AND USE OF OUTDOOR ACTIVITY EQUIPMENT
(Reference Policy 708)**

INSTALLATION APPROVAL CHECKLIST

1. Prior to installation of any outdoor playground structures and/or equipment, plans must be submitted to the Superintendent of Construction & Facility Renewal for approval.

2. When planning outdoor activity equipment, the following criteria must be considered:
 - i) Generally accepted standards must be applied. For example, a tetherball post is six feet high, soccer net is 24x8 feet, basketball standard is mounted at 10 foot elevation.
 - ii) Track rides shall be in the horizontal plane only. There shall be no vertical component to the direction of this apparatus.
 - iii) Slides shall meet the standards illustrated in Figure 1.
 - iv) Impact attenuation material shall meet the requirements of Table D.1 of CSA Standard Z614-07 (attached).
 - v) There shall be no platform in excess of 6 feet above the ground.
 - vi) There shall be no swings of any type in playground equipment.



Note: If the elevation is more than 1.2 m (47.24 in), the exit height shall be between 175 and 380 mm (6.89 and 14.96 in). If the elevation is less than 1.2 m (47.24 in), the exit height shall be not less than the finished grade and not greater than 275 mm (10.83 in).

Figure 1

3. Equipment which is set into the ground shall be concrete encased. Top of concrete footing shall have minimum coverage of 6 inches prior to placement of impact attenuation material.

Table D.1: Comparison of protective surfacing materials chart

Material type	Characteristics	Advantages	Disadvantages	Maintenance
Loosefill materials				
Sand	A natural, clean, and non-packing material. Size, texture, and composition of particles can vary. Some sand types are not appropriate for playground use because of a tendency to compact. With 300 mm (11.81 in) depth of material, an impact attenuation of more than 2.5 m (98.43 in) critical height, depending on the type of sand, can be achieved.	<ul style="list-style-type: none"> – Low to medium cost – Easy to obtain – Easy to install – Durable – Non-flammable – Some types provide excellent impact-absorption qualities – Does not support microbial growth 	<ul style="list-style-type: none"> – Can be hard to walk on – Cannot be used with wheelchairs or other mobility aides – Can be swallowed or get into users' eyes, hair, clothes, and shoes – Can hide insects, animal excrement, and sharp objects – Can be thrown, scattered, or tracked onto other surfaces – Moisture, high humidity, and freezing temperatures can reduce its effectiveness 	<ul style="list-style-type: none"> – Can have higher ongoing maintenance costs (due to kick-out, redistribution, topping-up, etc.) - Requires regular inspection, periodic raking, levelling and sifting of compacted sand, removal of foreign matter – Requires periodic addition of sand to top it up, typically every 1 to 3 yr. – Subsurface preparation is essential; it should not be installed over asphalt or concrete
Pea gravel	Pea gravel consists of small, clean, and rounded particles. Crushed, broken, or irregular particle sizes should be avoided. With a 300 mm (11.81 in) depth of clean material, impact attenuation up to 2.5 m (98.43 in) critical height can be achieved.	<ul style="list-style-type: none"> – Low cost – Easy to obtain – Easy to install – Less attractive than sand to animals – Non-flammable – Does not support microbial growth – Can provide good drainage with proper base 	<ul style="list-style-type: none"> – Can be hard to walk on and cannot be used with wheelchairs or other mobility aides – Can conceal insects, animal excrement, and sharp objects – Can be swallowed and put in ears or nose – Potential of formation of "hard pan" under surface – Can be thrown, scattered, and tracked onto other surfaces. On hard surfaces, it can contribute to slip-fall injuries – Moisture, high humidity, and freezing temperatures can reduce its effectiveness 	<ul style="list-style-type: none"> – Can have higher ongoing maintenance costs (due to kick-out, redistribution, topping-up, etc.) – Requires regular inspection, periodic raking, and removal of foreign matter – Requires periodic addition of gravel to top it up, typically every 1 to 2 yr. – Clean-up of adjacent lawns and sidewalks is necessary – Subsurface preparation is essential; it should not be installed over asphalt or concrete.
Wood/bark mulch	Bark mulch comes from trees used in urban tree management and landscaping programs. Bark mulch can contain twigs and leaves. Wood chips generally do not contain twigs or leaves. Wood sources should be checked prior to chipping for toxins or allergens. With a 300 mm (11.81 in) depth of material, critical height of up to 3 m (118.11 in) can be obtained	<ul style="list-style-type: none"> – Low cost – Easy to obtain – Attractive natural appearance – Retards insect infestation and fungal growth with its mildly acidic composition 	<ul style="list-style-type: none"> – Can be swallowed or get into user's eyes – Can be thrown or scattered – Decomposes and compacts over time – Can conceal animal excrement and sharp objects – Supports microbial growth when wet – Moisture, high humidity, and freezing temperatures can reduce its effectiveness 	<ul style="list-style-type: none"> – Can have higher ongoing maintenance costs (due to kick-out, redistribution, topping-up, etc.) – Requires regular inspection, periodic raking, and removal of foreign matter – Requires periodic addition and replacement of bark mulch or wood chips, typically every 1 to 3 yr. – Should not be installed over asphalt or concrete

APPENDIX A

Material type	Characteristics	Advantages	Disadvantages	Maintenance
Loosefill materials				
Engineered wood fibre	Engineered wood fibre is processed new or virgin wood. It contains no twigs or leaves. The wood source should be checked prior to chipping for toxins and allergens. Installation over asphalt or concrete can result in reduced impact results. With a 300 mm (11.81 in) depth of material, a critical height of more than 3 m (118.11 in) can be obtained	<ul style="list-style-type: none"> – Wheelchair accessible – Fairly durable – Easy to obtain – Less abrasive than sand – Retards insect infestation and fungal growth – Free of twigs and leaves – Free of contaminants – Stays in place better than other loosefill surface material (e.g., sand, pea gravel) – Can be installed over hard surfaces under certain conditions 	<ul style="list-style-type: none"> – Initially more expensive than other loosefill options – Can conceal insects, animal excrement, and sharp objects – Supports microbial growth when wet – Moisture, high humidity, and freezing temperatures can reduce its effectiveness – Decomposes and compacts over time 	<ul style="list-style-type: none"> – Can have higher ongoing maintenance costs (due to kick-out, redistribution, topping-up, etc.) – Requires regular inspection, periodic raking, and removal of foreign matter – Requires periodic addition and replacement of engineered wood fibre, typically every 3 to 5 yr. – Adequate drainage is essential and will lower long-term maintenance costs – Engineered wood fibre should not be worked or loosened
Shredded tire crumb	Rubber crumb is created by the grinding up of tire material. For playground use, rubber crumb should be free of metal or wire from the reprocessing of tires. Suppliers should also be able to confirm that the rubber does not contain lead, other toxins, or allergens such as latex. Installation over asphalt or concrete can result in reduced impact results. With a 200 mm (7.87 in) depth of material, a critical height of more than 3 m (118.11 in) can be achieved	<ul style="list-style-type: none"> – Durable – Easy to install – Non-abrasive – Does not support microbial growth – Less attractive to animals – Some types of rubber crumb are wheelchair accessible 	<ul style="list-style-type: none"> – Can conceal insects, animal excrement, and sharp objects – Wide variation in quality – Can contain wire or metal, or other toxins (e.g., lead, latex) – Can be thrown or scattered – Can hide foreign matter – Can be lodged in ears or nose, or dust particles can enter and remain in lungs 	<ul style="list-style-type: none"> – Can have higher ongoing maintenance costs (due to kick-out, redistribution, topping-up, etc.) – Requires regular inspection, periodic raking, and removal of foreign matter – Requires periodic addition and replacement of surface material typically every 2 to 5 yr.

APPENDIX A

Material type	Characteristics	Advantages	Disadvantages	Maintenance
Unitary synthetic materials				
<p>Tiles</p>	<p>Synthetic tiles and mats are a combination of chemical binder and rubber filler. Tiles are available in various thicknesses, lengths, colours, and patterns. The tiles must be installed according to the manufacturer's instructions. Installation over asphalt or concrete can cause poor impact results without adequate subgrade preparation. A critical height of up to 3 m (118.11 in) can typically be achieved; however, the attenuation results are highly variable depending upon the manufacturer, type of rubber, depth, pattern, etc.</p>	<ul style="list-style-type: none"> – Wheelchair accessible – Stay in place – Easy to clean – Consistent impact-absorbing qualities – Lower maintenance costs over the long term – Decompose slowly – Tend to be more stable than poured-in-place rubber surfacing 	<ul style="list-style-type: none"> – More expensive than other surfacing materials because tiles typically have a shorter lifespan than the equipment – Require professional installation – Wide variation in quality – Will lose impact-attenuating properties over time 	<ul style="list-style-type: none"> – Regular inspection for damage and debris – General maintenance cost involves sweeping, blowing, or vacuuming debris from surface – Damaged or worn tiles can be replaced – Tiles will need to be replaced when they lose their impact- absorbing ability – A blower or vacuum is sometimes required to remove debris from air pockets found in tile surfaces
<p>Pour-in-place</p>	<p>Pour-in-place is a seamless synthetic surface that is formed with a chemical binder and a rubber filler. It can be installed on concrete or asphalt but must be used at suitable thickness and be well anchored. A critical height of up to 3 m (118.11 in) can typically be achieved; however, the attenuation results are highly variable depending upon the manufacturer, type of rubber, and depth.</p>	<ul style="list-style-type: none"> – Wheelchair accessible – Stays in place – Easy to clean – Consistent impact-absorbing qualities – Lower maintenance costs over the long term – Decomposes slowly – Tends to have better impact attenuation properties than tile surfacing 	<ul style="list-style-type: none"> – More expensive than other surfacing materials because pour-in-place typically has a shorter lifespan than the equipment – Requires professional installation – Wide variation in quality – Will lose impact-attenuating properties over time 	<ul style="list-style-type: none"> – Regular inspection for damage and debris – General maintenance cost involves sweeping, blowing, or vacuuming debris from surface – Surface can be repaired – Rubber surface will need to be replaced when it loses its impact-absorbing ability – Must be swept free of dirt and other debris that can collect and decrease its shock absorption – A blower or vacuum is sometimes required to remove debris from air pockets found in tile surface

MAINTENANCE CHECKLIST

Chains:

- check for bent/worn/open links, pinch points, rust or any rough edges

S-Hooks:

- check for excessive wear, that they are properly closed; never reuse

Seats:

- check rubber seats for wear, sharp edges/points, scorching, burn damage
- safety bar on baby seats should be intact and fixed
- check tires for wear and cracks; ensure all fastening points are secure

Hanger Bearings:

- check for worn or excessive play in bearings/bushings
- lubricate nuts, bolts, grease fittings; replace corroded bolts and rivets
- check that clamps are secure

Grease Fittings:

- lubricate moving parts as required; wipe off excess oil or grease

Stability In Ground:

- structures should not be easily swayed, connections should be solid and adequately secured
- check all posts (wood and steel) in ground for corrosion or rot 150mm (6in) below grade

Exposed Concrete:

- all exposed concrete must be removed to 150mm (6in) in below grade
- backfill and level depressions/open holes with proper material

Tilting:

- check units and components for signs of tilting and/or sinking
- check alignment of major support posts/beams, platforms, fireman poles, steps, etc.

End/Centre Fittings:

- check that nuts, bolts of clamps and fittings are secure
- check for sharp-edged, cracked or broken fittings

Chain Covers:

- check all fastening points (top and bottom)
- check for damaged covers and any visible signs of wear on swing chains

Hand/Safety Railings, Support Bars/Legs, Steps & Fastening Points:

- check for splitting, splinters, or protruding bolts or nails
- check all welds; check that all bolts and nuts are secure
- block off entrance or openings if any delay is due to repairs

Sidewalls Bedway:

- check for protruding bolts or rivet heads, missing or loose bolt welds and make sure all are properly fastened and secure
- check for rust or corrosion, metal fatigue and rough/sharp edges

Entrapment Points/Areas:

- all angles joining points or openings should be less than 76mm (3in) or greater than 254mm (10in) to reduce the chance of head entrapment
- check for any point, crush, or shear points that could cause injury

Stairs of Slides:

- check all platforms and steps for safety
- check welds at all steel joints; check all bolts at points of fastening

Tube Slides - Cracking/Damage:

- check for cracks, sharp edges, discolouration, scorching or burning, abrasion or wear
- ensure proper fastening top and bottom; tighten bolts or replace them

Spring And Bar:

- check for loose spring mounts, replace broken springs
- check for stability in ground, tilting, exposed concrete or footings
- check for missing protective pieces; ensure hand support bars are in place and secure

Handles:

- handles should be securely fastened and not able to slide back and forth
- check welds, bolts, etc. (e.g. sharp points, bending/warping/unevenness)
- check for missing protective caps

Pivot Points - Nuts And Bolts:

- test pivot points for free movement; check swivels/bearing points for wear
- check for loose, worn, rusted/corroded hardware
- grease/lubricate properly; remove excess lubricant

Ground Clearance And Surface Below Equipment:

- fill any depressions at and around all equipment with proper material
- ensure concrete footings are not exposed
- ensure all equipment is properly placed away from other equipment and traffic patterns

Locking Devices - Interior/Exterior, Wood Checking:

- check all locking devices, interior & exterior to ensure they are secure
- check all wood timbers for major cracking; note cracks exceeding 19mm (0.75in) in width

Protrusions, Protective Caps/Plugs:

- check for protruding bars, bolts, nuts, etc.
- cover or file sharp edges
- cap all open-ended pipes with plastic plugs; replace broken cap covers
- check tires for protrusions

Wooden Borders, Benches:

- check for and remove all splinters
- check for decaying wood
- check wood for any excessive cracks, welds on seating, insecure fittings
- check the condition of paint/stain
- look for graffiti, vandalism

Debris - Broken Glass:

- check entire play area for debris and broken glass and animal feces
- rake in sandboxes to loosen sand; check for glass, animal feces, etc.

Signs:

- check for any visible damage
- replace or have repainted any weathered or damaged signage

Asphalt Paths:

- check for any visible damage; check for low ponding areas

INSPECTION COMPANY
(Name, Address, Contact Information)

Playground Inspection Report as per CSA Standard Z614-07

Customer: YCDSB **School:**

Inspection Date: **Inspector:** **Next Inspection:** **Signage:**

Equipment Description	Photo	Meets CSA	Age of Equipment	Surface Type	Meets CSA

Equipment Component	CSA Section/Standard Requirement	Condition	Hazard Rating	Picture

Hazard Rating: 0 Meets CSA standard; 1 – may cause permanent injury; 2 – may cause injury; 3 – minor variance to standard