



Playground Equipment, Inspections and Repair

Background

KTCEA believes that play is an essential element to a student's learning experience, development and well-being. Children need safe and inviting options for active play as an integral part of their school day. Regular repair and maintenance of playground equipment is key to maintaining safe, respectful schools and workplaces, and preserving KTCEA capital assets.

Guidelines

KTCEA will maintain its playgrounds and play equipment to meet CSA standards.

#	Procedure	Roles & Responsibilities
1.	Play equipment must meet CSA standards at the time of installation.	Associate Superintendent Facilities & Operations
2.	Installation of play equipment is subject to the approval of the Associate Superintendent Facilities & Operations.	Associate Superintendent Facilities & Operations
3.	Operation and Maintenance staff will inspect the equipment at least quarterly to ensure its safety and will maintain a record and log of each inspection.	Operation and Maintenance Manager
4.	<p>If a piece of play equipment is deemed to be unsafe and it cannot be repaired immediately, the Operation and Maintenance Manager will:</p> <p>4.1 notify the School Principal who will restrict access to the affected equipment.</p> <p>4.2 develop and implement a plan to safely repair or remove the affected equipment.</p>	Operation and Maintenance Manager

References:

KTCEA Policy 3 – Respectful, Caring and Safe Schools and Workplaces
 Canadian Standards Association Guidelines
Operations and Maintenance (Handbook for School Facilities)
Operations and Maintenance Manual (A Guide for School Trustees/Administrators and Consultants)

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.