

Boise School District Playground Equipment Safety Procedures

In order to provide for the safety of district students it is the procedure of the Boise School District that all playground equipment conform to District Playground Equipment Standards. The following procedure has been developed to ensure that all playground equipment installed on Boise School District property is appropriately challenging but not hazardous to district students, and to provide for the regular inspection and maintenance as is necessary to prevent equipment from becoming hazardous.

Policy background

9310

Facility Safety Program

The Superintendent or designee shall ensure that each school principal supervises the operation of his/her school so as to assure compliance with state and federal safety and health requirements. When conditions of disrepair or hazard appear, they shall be reported immediately to the Superintendent or designee. If they constitute a significant threat to the safety of students or others, school operations shall be altered in such a way as to eliminate the threat with as little disruption of the school program as possible.

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Buildings and Grounds Maintenance

The District shall provide for an adequate and trained staff of custodians and maintenance personnel. The operation and care of each facility and its equipment shall be the major responsibility of the custodians assigned to it.

The principal of each school shall be responsible for the supervision of custodian(s) assigned to his/her school. The principal shall, through the staff and students, seek to maintain as clean and pleasing an environment as possible.

Procedures shall be established for the periodic inspection of school buildings to ensure that each has adequate light, heating and ventilation and that the premises are clean and sanitary and conform to current fire, safety and health codes.

Playground Equipment Consultant

The Playground Equipment Consultant will assist site administrators throughout the process of design, selection, site preparation, installation, staff training on recognizing unsafe equipment and inspection of playground equipment. Site Administrators must meet with the Playground Equipment Consultant as the initial step in any playground improvement, including new purchases, additions, alterations or expansions. The Playground Equipment Consultant will be involved from the outset to ensure that all components meet or exceed district standards.

Playground Equipment Safety Procedures Roles and Responsibilities

Playground Equipment Consultant

1. Serve as consultant for questions and guidance regarding the purchasing, design and installation of playground equipment as well as district standards relating to playground equipment.
2. Review and approve in writing all playground designs and installations prior to purchase.
3. Train site support staff and Facilities and Operations Custodial Trainer on site playground equipment inspection techniques and process.
 - o Site support staff will be trained semi-annually
 - o Head custodians will be trained annually
4. Ensure prior to equipment selection that the design of all play equipment conforms to the Boise School District Playground Equipment Safety Standards.
5. Consult with site administrator and Facilities and Operations Grounds Shop Foreman regarding equipment placement and site preparation prior to equipment purchase.
6. Conduct an annual summer inspection of all playground equipment using the district Annual Playground Inspection Forms.
7. Review play equipment with Facilities and Operations Grounds Shop Foreman after installation to ensure that actual 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.

Grounds Shop Foreman

1. Conduct an annual inspection of all playground equipment each winter using the Annual Playground Inspection Forms.
2. Conduct regular maintenance and repair of playground equipment. Maintenance and repair that does not alter the manufacturers design of the play equipment, does not require consultation with the Playground Equipment Consultant.
3. Maintain and repair playground issues documented on inspection forms from the Playground Equipment Consultant or from site custodial staff.
4. Maintain a record of all restorative actions taken in response to inspections.
5. Inspect playground equipment after installation to ensure installation standards are met.

School Support Staff

1. Attend semi-annual training offered by the Playground Equipment Consultant.
2. Complete a weekly inspection of playground equipment on the first day of each week using the Weekly Play Equipment Inspection Form and turn in to site administrator or designee.
3. Maintain awareness for repetitive accidents or injuries on playground equipment and communicate these to the site administrator through the Weekly Play Equipment Inspection Form.

Site Head Custodian

1. Complete Monthly Playground Inspection Form and retain at the site for one year.

Site Administrator

1. Contact Playground Equipment Consultant if interested in purchasing new, or modifying existing playground equipment prior to selection of playground equipment and work with Consultant 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 observed during weekly site inspections.
 - o Situations posing an immediate danger to students or staff shall be called directly to the Grounds Shop, while concurrently completing a work order.
4. Follow District purchasing procedures.

5. Inform all school community purchasing groups that all playground equipment purchases must meet district standards and follow district procedures.

Benefits Manager

1. Forward all insurance claims relating special playground liability exposure to the Playground Equipment Consultant to conduct an incident investigation, and to the District insurance carrier for processing.

Purchasing Department

1. Will ensure that all purchases of playground equipment has been reviewed and approved in writing by the Playground Equipment Consultant.

Playground Equipment Safety Procedures

District Playground Equipment Standards

- 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.
- 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
 - “Spinners”
 - Swings, including tire swings
 - Seesaws (teeter totter)
 - Log rolls
- Exposed spring-mounted equipment will not be installed on district property.
- The equipment, enclosure and installation must comply with standards set forth in the Americans with Disabilities Act.
- 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.
- 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.
- A manufacturer-approved installer must install all play equipment.
- The Boise School District’s Grounds Shop must approve the site for new play installations so that underground utilities, sprinkler systems and similar items can be accommodated.
- Concrete curbing approved by the Grounds Shop must surround new play equipment enclosures.
- 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 twelve (12) feet must be maintained between two individual pieces of play equipment.
- Overhead equipment, i.e. horizontal ladders, hand-over-hand rings, must not exceed seven feet (7) in height.

- All equipment must be installed within an enclosure excavated to not less than twelve (12) inches to accommodate at least twelve (12) inches of manufactured play equipment safety base material. The manufactured 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 Grounds Shop will excavate the enclosure and place the base material.
- A drainage system must be installed within the play equipment enclosure. The Grounds Shop will install the drainage system.
- The Grounds Shop will complete a final inspection prior to the District making a final payment.

Playground Equipment Purchasing Procedures

1. When interested in purchasing or modifying playground equipment, the site administrator must contact the District Playground Equipment Consultant. The Playground Equipment Consultant will assist the site administrator to select playground equipment that meets or exceeds the District Playground Equipment Safety Standards. The Playground Equipment Consultant will be involved in the selection, design, site preparation, installation and final inspection phases of the purchase.
2. The District Playground Equipment Consultant will review the proposed manufacturer design and ensure that all components meet District Playground Equipment Standards.
3. The District Playground Equipment Consultant will meet with the Grounds Shop 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 Playground Equipment Consultant 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 Playground Equipment Consultant.
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 Playground Equipment Consultant, who will ensure that any changes will remain within the scope of the manufacturer's approved design and installation.
8. The District Playground Equipment Consultant and the Facilities and Operations Grounds Shop Foreman will inspect the equipment following the installation before approving the final payment.

WEEKLY PLAY EQUIPMENT INSPECTION FORM

Turn in this checklist to principal or head custodian each week.

NAME _____ DATE _____

LOCATION OF EQUIPMENT _____

	YES	NO
DOES SURFACE MATERIAL NEED TO BE REDISTRIBUTED AROUND ANY PIECES? Describe: _____ _____	_____	_____
IS HARDWARE BROKEN ON ANY PIECES OF EQUIPMENT? Describe: _____ _____	_____	_____
ARE THERE SHARP POINTS OR EDGES? Describe: _____ _____	_____	_____
ARE BORDERS UNSAFE IN ANY WAY? Describe: _____ _____	_____	_____
IS AREA UNSAFE TO PLAY IN? Describe: _____ _____	_____	_____
ARE THERE ANY UNUSUAL SAFETY HAZARDS? Describe: _____ _____	_____	_____

Describe any injuries that have taken place in the last week in equipment area:

OFFICE USE:
CORRECTIVE ACTION:

Repairer Name (please print) _____

Signature _____ DATE _____