



Playground Safety Policy

The Playground Safety Policy is in place to ensure the safety of all children. The following outlines specific requirements to be followed by staff and parents alike. RCCP to follow the CCEYA provided by the Ministry of Education and to comply with the CSA standards.

Playground Supervision

All children are to be supervised in the playground at all times. A maximum of 20 children aged 18 months-5 years will be allowed in the playground at one time. Staff supervision to follow the Ministry of Education's CCEYA License requirements.

For children aged 18-30 months a staff ratio of 1:5 is required

For children aged 30 months – 5 years a staff ratio of 1:8 is required.

New Equipment

Any new equipment or new renovations, repairs or replacements will meet the CSA Standard, to be confirmed by a Certified Playground Safety Inspector. This confirmation will be kept in the equipment maintenance binder.

Playground Safety Log

1. Equipment

All damaged and/or worn playground components are to be repaired or replaced to meet the CSA standard.

2. Surfacing

The surfacing is required to have acceptable shock-absorbing performance. Periodic raking, lifting and re-distribution of sand will be conducted and routine site testing will be monitored on log sheets.

3. Routine Checks and Inspections

a. Daily visual inspection (to be logged by staff member on site)

A daily check to be conducted by staff and logged in the equipment maintenance binder on site.

Check to include:

- i. checking the entire playground area for hazardous debris or litter;
- ii. checking for damage caused by vandalism;
- iii. checking for strings and ropes of any kind and removing them.

b. Monthly inspection with a plan of action (Equipment Chair)

A monthly inspection shall be carried out by the Equipment Chair and recorded in the equipment maintenance binder, these inspections to include:

- i. checking for any damage and wear;
- ii. checking for any broken or missing handrails, guardrails, stairs or ladder rungs, etc;
- iii. checking for damaged fences, gates and retaining walls.

c. Defects and Action Plans (Equipment Chair with Board of Directors' Approval)

If defects are observed, they must be reported to the Board of Directors immediately, and resolution is to be sought immediately. An action plan is to be documented and followed. This action plan will be developed by the Equipment Chair, and will be kept on record. In the meantime, the defective equipment or are is to be sectioned off, barring access to any person. No ropes or plastic tape can be used to section off the area.

d. Seasonal Maintenance Inspection (Equipment Chair)

Seasonal Maintenance Inspections to be done in preparation for summer or winter use. The completed inspections are to be documented in the equipment maintenance binder.

e. Annual Comprehensive Inspection and Written Report (Equipment Chair)

A yearly comprehensive inspection and written report shall be completed by a qualified party. A record of this inspection is to be kept in the equipment maintenance binder.

4. Injury Reports (to be documented by staff on site)

Accident and/or injury reports specific to the playground shall be kept separate from other accident reports. Logs to include: date, persons involved, detailed description, course of action, and staff name with signature.

Policy Review

The playground safety policy is to be reviewed annually and upon new employment commencement. A written record of the review must be signed by the staff and the Equipment Chair, and kept on file for 3 years. The policy is to be reviewed annually by the Equipment Chair to keep updated with CCEYA requirements.