

Playground Installations	
Adopted: March 20, 2017	Last Reviewed/Revised: June 5, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: IV-02 Outdoor Facility Enhancements, Maintenance and Security	

Purpose

The Halton Catholic District School Board (HCDSB) supports school-based projects that provide for the installation of playground equipment on school sites. Proper design and construction of playground equipment is important to ensure that safety and security measures are met. This procedure will assist the HCDSB in developing playground solutions that will meet the needs of students and staff from a safety and security perspective.

Application and Scope

Installation and maintenance of safe and secure playground equipment is of the utmost importance to the HCDSB. Proper planning, design and maintenance are critical to providing safe playground spaces at all schools throughout the HCDSB. As such, this procedure shall apply to all HCDSB-owned school facilities.

References

[Canadian Standards Association \(CSA\) - Children's Playspaces Equipment & Surfacing \[CAN/CAS - Z614-20\]](#)

Principles

In accordance, with *Policy IV-02 Outdoor Facility Enhancements, Maintenance and Security*, playground equipment shall be installed and maintained, as required, in accordance with the requirements detailed in this procedure to ensure a safe and secure environment for all staff and students.

Requirements

The HCDSB will approve the construction of playground installations on school property provided all the requirements listed in this section have been met.

- The Principal, in consultation with staff and the Catholic School Council supports the project.
- No site development is to be undertaken without the approval of the final project proposal by the Staff Planning Committee.
- The Principal will submit an initial request to proceed with the development of the project proposal to the Staff Planning Committee. The Staff Planning Committee will be created and will be comprised of the following members (at minimum):
 - Principal
 - Facility Manager

Depending upon the scope of the project, the following members may be added to the committee:

- School Superintendent
- Superintendent of Facility Management Services or designate
- Catholic School Council representative
- Curriculum Consultant responsible for health and physical education
- On receipt of approval by the Staff Planning Committee to proceed with the development of the proposal, and dependent on the complexity of the project; the Principal or designate will serve as chair of a school/community committee and will be responsible for the design and implementation of the proposed playground installation project using the resources and assistance of the school community and, as appropriate, other community partners.
- The school's playground equipment installation project proposal may, depending on the scope of the project or on the recommendation from the Staff Planning Committee, include:
 - a detailed drawing/design, list of materials and the location of the playground equipment.
 - a detailed budget specifically outlining the ongoing financial commitment to maintain the playground equipment and ground cover replacement.
 - a detailed schedule outlining the start date, key milestones and the completion date.
- The design of the proposed playground installation will be in accordance with the directions and expectations of the Staff Planning Committee and the Canadian Standards Association (CSA) document entitled (Children's Playground Equipment & Surfacing [CAN/CAS – Z614-20]) in the matter of site location and standards of construction.
- The Principal will submit the final proposal to the Staff Planning Committee and following final approval by the Staff Planning Committee, the Principal will proceed with the implementation of the plan for the proposed construction of the playground installation project.
- The Principal and Facility Manager will assume the responsibility for arranging on-site inspection of the installed playground items.
- If applicable, the Principal and Facility Manager shall assume the responsibility to establish an inspection schedule, which shall be in accordance with the provisions of CSA's "Children's

Playground Equipment & Surfacing” document. An accredited playground inspection company will carry out the specified inspections in accordance with CSA standards. The Facility Manager, in consultation with the Principal, will be responsible for arranging any repair work, as well as the scheduling of the inspection by the accredited playground inspection company. The responsibility of the costs for the inspections will be that of the school.

- Funding for the ongoing maintenance and upkeep of the playground installation project, outside of the kindergarten area, shall be the responsibility of the school community. Furthermore, the school community shall ensure that sufficient funds are available to provide on-going annual maintenance and upkeep costs prior to implementing the construction phase of the playground equipment project.
- In the event the school community cannot provide sufficient funds for the required repairs and maintenance of the playground equipment, the HCDSB will reserve the right to decommission the structure.
- It will be the responsibility of the Principal to ensure that each staff member is briefed on the use and safety procedures for the installed playground equipment in accordance with the HCDSB’s applicable *Safety Guidelines*. The teachers will in turn instruct the students on the appropriate use and safety measures related to the playground equipment.
- It will be the responsibility of the Principal or designate to provide during the regular school day for the supervision, regular general inspection/safety checks and advise the HCDSB’s appropriate Facility Manager of maintenance requirements for the playground equipment.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board