

	CORPORATE POLICY PLAYGROUND INSPECTION AND MAINTENANCE	Policy No: CP-1000-17
		Approved By: Council
		Effective Date: Sept. 11, 2017
		Resolution No.: 225-17
		Department: Planning & Infrastructure – Public Works

PLAYGROUND INSPECTION AND MAINTENANCE POLICY

POLICY STATEMENT

This policy will provide guidelines for the regular inspection and maintenance of City owned or operated outdoor playgrounds within the City of Spruce Grove.

1. PURPOSE

- 1.1 The purpose of this policy is to ensure service level standards are established for the care and operation of City owned or operated outdoor playgrounds.
- 1.2 To promote a safe play environment and to minimize the likelihood of injuries to children.

2. DEFINITIONS

- 2.1 “CSA” means the Canadian Standards Association.
- 2.2 “Playground” means an area containing playground equipment, play structure(s), protective surfacing, etc., that is intended for the use of children between the ages of 18 months and 12 years.
- 2.3 “Playground equipment” means a play structure anchored to the ground, or having natural stability, and not intended to be moved and is for use in play areas of parks or open space lands.
- 2.4 “Play structure” means a free-standing structure with one or more components and their supporting members.
- 2.5 “Preventive maintenance and repairs” means those activities conducted regularly to ensure that a playground will continue to function properly.
- 2.6 “Routine inspection” means the systematic review of safety surfacing, playground equipment, or play structures, to identify hazards, wear and tear, debris, faulty equipment, breakage, vandalism, or other conditions which may cause harm to users.
- 2.7 “Reactive inspections” means inspections undertaken based on complaints, requests and reports received by Public Works.

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2.8 “Site signage” means signs installed near playgrounds providing the following:

- a. Contact information to allow for the reporting of defective playground equipment or hazards,
- b. A recommendation to supervise children while using the playground,
- c. An advisement to call 911 in an emergency,
- d. The age appropriate play designation, and,
- e. A statement indicating that pets are not permitted within a playground.

3. RESPONSIBILITIES

- 3.1 The Director of Public Works is responsible for the ongoing maintenance of City owned or operated playgrounds.
- 3.2 The Director of Public Works is responsible to provide for staff training or re-certification related to playground inspection, repair, and maintenance.
- 3.3 The Director of Public Works is responsible for the maintenance and updating of this Policy.
- 3.4 Wherever the term “Director of Public Works” is used, it is intended to mean either the Director of Public works or designate.

4. POLICY GUIDELINES

- 4.1 At the time of installation, newly installed City owned or operated playgrounds will comply with the most recent CSA published standard for “Children’s Play Spaces and Equipment”.
- 4.2 City owned or operated playgrounds will be subject to monthly routine inspections.
- 4.3 Inspection logs will be maintained for each playground.
- 4.4 Repairs or preventive maintenance to playgrounds will occur in conjunction with routine inspections or as soon as practicable following an inspection cycle
- 4.5 A maintenance and repair log will be maintained for each playground.
- 4.6 Reactive inspections will be validated and repairs performed as required.

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4.7 Any playground with a serious hazard that cannot be immediately mitigated will be fenced and closed to the public until repairs are completed.

4.8 The retention schedule for playground inspection and maintenance records will be determined by the City’s Record Management Policy.

5. RELATED DOCUMENTS

- Bylaw C-910-15 - Open Space Area, as amended.
- Bylaw C-977-16 - Dog and Domestic Animal Control, as amended.
- Policy 11,001 - General Risk Management, as amended.
- Policy 12,000 CM – Record Management, as amended.

APPROVAL

Mayor: Original signed by Stuart Houston Date: September 14, 2017