



## Policy No 2014 – 26

### Playground Inspection Policy

Responsible Officers: Works & Services Manager

For Review By: General Manager

Review Date: 30/6/2020

Signed By:	..... ..... .....	..... ..... .....
	Mayor General Manager	19/7/16 Date 19/7/16 Date

Adopted at Council Meeting	18/03/2014
Reviewed & Adopted at Council Meeting	19/07/2016

## **OBJECTIVES:**

To ensure Council playgrounds are inspected on a monthly basis to identify potential hazards, rectify defects, and provide a feedback mechanism from inspection staff.

As this policy is concerned with maintenance, it is assumed that the existing equipment complies with relevant Australian standards.

All playgrounds and play equipment within the Central Highlands Council must be inspected once a month. This inspection must take place during the week beginning the first Monday of each month. The following items must be thoroughly checked:

### **A. Swings**

1. All moving parts
2. Seats and seat attachment parts
3. Bolts under seats
4. Chains, rods and ropes
5. Surfaces under swings
6. Uprights
7. Bearings
8. Joining links

### **B. Slides**

1. Surface of chute for:
  - Roughness,
  - Splinters; and
  - Foreign objects such as glass and nails
2. Landing area
3. Steps of rungs
4. Access to chute
5. Hand rails
6. Sides for the development of pinch, shear or crush points

## C. General

1. All moving parts
  2. Bolts
  3. Chains and ropes
  4. Distortion of metal frames or components
  5. Looseness of joints and connections
  6. Instability of equipment
  7. Surfaces of equipment for:
    - splinters,
    - timber,
    - fibreglass,
    - rust,
    - finish; and
    - vandalism
  8. Surfaces under equipment
  9. Missing components
  10. Lubrication
  11. Decay or insect attack on timber components
- 
- Where a grease nipple is provided on a swing bearing or swivel joint, it should be greased at each inspection
  - Any glass or other dangerous substances must be removed from the vicinity of play equipment
  - Where mulch under play equipment has either consolidated or scuffed out, it must be raked over or topped up. A rotary hoe may be used to loosen up soft fall areas if appropriate. Where weed growth has invaded the mulch or soft fall area under equipment, it should be spot sprayed or removed by hand.
  - All links on swing chains should be checked thoroughly for wear. If any link is more than half worn through, it must be replaced.
  - All discoveries of vandalism must be reported immediately to a supervisor.
  - Any equipment which is found to be unsafe should be reported immediately to the Supervisor on a Form B, with a view to closing off equipment if repairs cannot be effected immediately.
  - Sand pits in play areas should be checked for dangerous foreign materials. Topping up to be carried out if required.
  - Any other item of damage should be noted, i.e. damaged rubbish bins, missing locks, damaged fences etc. within each reserve.

## **Hazard Management Process**

When playgrounds are inspected a 'Form A – Record of Inspection of Playground Equipment must be used as a checklist to determine hazards and faults. Any "No' answers recorded on Form A need to be detailed on 'Form B – Record of Inspection and Repairs to Playground Equipment, Surfaces and Furniture'.

Each Form B will be assessed and the Supervisor will complete a Works Action Form outlining the recommended action, which will be one of the following:

- Rectify the defect
- Monitor the defect
- Refer to Budget

## **Rectifying the Defect**

The Works Action Form will outline the time frame in which repairs must be undertaken. Upon completion of the repairs the works order and Form B must be returned to the Works Manager. An outline of the works undertaken must be recorded in the comments section of the works order.

## **Monitoring**

The Monitoring process is designed to cater for minor playground equipment defects that do not present any immediate or anticipated safety hazard.

One the staff inspecting the playground equipment recognise a problem that requires monitoring a Form B must be completed and forwarded to the Supervisor. The Supervisor will determine whether to commence monitoring or rectify the problem. If the monitoring process is chosen a Form C – Defect Deterioration Monitoring Form must be completed at each monthly inspection for each item being monitored. Once the Form C is completed an 'm' must be placed in the monitoring column alongside the particular checkpoint.

If there is any deterioration of the problem and a safety issue is recognised, another Form B must be completed and forwarded to the Supervisor.

## **Budget**

If the defect cannot be repaired as part of the normal maintenance program it will be referred to the Works Manager. A decision will then be made about when the defect will be repaired and the allocation of funds.

## **Storage of Records**

Records will be returned and kept by the Works Manager.

## **Playground Inspection Staff**

The Playground inspection staff must have the ability to recognise maintenance faults and defects that may pose a safety hazard to users of playground equipment. Playground inspection staff must have the necessary skills in undertaking repair work, following detailed plans and instructions, including the installation of playground equipment to specification.

## **Installation of New Playground Equipment**

All playground equipment must be installed according to the manufacturer's specification. A new Playground Installation Form must be completed after installation so that the playground inventory can be updated.

## **Installation of Replacement Components**

All replacement components must be designed and approved by the original manufacturer. All replacement components must be installed according to the manufacturer's specifications.

## **Alteration or Modification of Existing Playground Equipment**

All alterations and modifications to existing playground equipment must be approved by the original manufacturer.

No:.....

**CENTRAL HIGHLANDS COUNCIL  
FORM A – RECORD OF INSPECTION OF PLAYGROUND EQUIPMENT**

DATE:...../...../.....

**PIECE OF EQUIPMENT – M = Monitoring**

CHECKPOINTS												
	Yes	No	M	Yes	No	M	Yes	No	M	Yes	No	M
Are all joints and connections tight												
Is timber free of decay or damage												
Are pipe ends plugged												
Have pinch points been eliminated												
Are ropes free of mildew or fraying												
Are S-hooks, shackles and chain links completely closed and free of wear												
Has loose ground cover been raked to make it more impact absorbing and to remove debris												
Have litter and debris been removed from enclosed spaces												
Have holes and enclosed spaces been checked for spiders												
Have ropes, rubber, fibreglass, chains and other vulnerable items been checked for vandalism												
Do tyres have holes which provide adequate drainage												
Are tyres non-steel belted types												
Are bearings lubricated and working smoothly												
Has the equipment been checked for missing or broken components												
Is the equipment free of warped, cracked or bent components												
Is the equipment free of corrosion above and below the ground												
Are painted surfaces in good condition												
Are fibreglass and plastic surfaces free of damage												
Has the slide been checked for separation of side and chute												
Does the whole structure seem stable and safe												

**CENTRAL HIGHLANDS COUNCIL  
FORM B  
RECORD OF INSPECTION AND REPAIRS  
TO PLAYGROUND EQUIPMENT, SURFACES AND FURNITURE**

Location \_\_\_\_\_ Date   /  /    
 Item of Equipment \_\_\_\_\_  
 Inspector \_\_\_\_\_ Form A No: \_\_\_\_\_

**REPORT OF DEFECT:**

Safety		Appearance	
Structural		Condition deterioration	
Surface		Other	

**DESCRIPTION:**

\_\_\_\_\_

\_\_\_\_\_

**CAUSE:**

Vandalism		Structural Fault	
Wear/Tear		Other	
Age			

**ACTION TAKEN:**

On Spot Complete		Equipment Required	
Parts Required		Made Safe temporary	
Material Required			

**DETAILS OF REQUIREMENTS/COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

**SUPERVISOR'S COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

Refer to Estimates	Monitoring	Undertake Repairs	
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Works Action Form No: \_\_\_\_\_ Date   /  /    
 Works Completed By: \_\_\_\_\_ Date of Completion   /  /





**CENTRAL HIGHLANDS COUNCIL**

**WORKS ACTION FORM**

No: \_\_\_\_\_

Reference to Form B No:-----

Location \_\_\_\_\_

Equipment \_\_\_\_\_

Recommendation/Action to be taken

Rectify the Defect  
(details) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Monitor the defect as per manual

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Refer to Estimates (detail costs  
etc) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Action completed by \_\_\_\_\_

Date Completed \_\_\_\_\_

**CENTRAL HIGHLANDS COUNCIL**  
**RECORD OF PLAYGROUND INSTALLATION**

Reserve/Park: \_\_\_\_\_

Installation Period: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Equipment Brand: \_\_\_\_\_

Purchased From: \_\_\_\_\_

Name of Installer: \_\_\_\_\_

Detailed description of each major component

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Colours	-	Main Post	_____
	-	Steel	_____
	-	Plastic	_____

**Checklist**

Site Plan Available

Playground installed according  
To manufacturer's specifications

Soft fall installed to a depth of  
300mm

Date Commissioned: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Playground Installer:  
\_\_\_\_\_

Supervisor:  
\_\_\_\_\_