

CHAPTER THREE: BUILDING, EQUIPMENT AND PLAYGROUND

Building, Equipment and Playground	Playground Safety Log
Revised: July 4, 2016 Revised: September 2017 Reviewed: October 2020	Policy Number: 3.18B (Replaces Policy 1.34)

Policy

NHCS will maintain a playground safety log in compliance with CCEYA guidelines and Canadian Standards Association standards.

Procedures

1. A playground safety log will be kept on site in the coordinator office that includes the following sections:
 - ❖ Injury Log
 - ❖ Inspections: daily, monthly, seasonal, and annual (for School Age Programs only daily inspections are completed.)
 - ❖ Plans of Action- annual inspection
 - ❖ Playground Policies and Procedures
 - ❖ Repair Log
2. A designated staff will conduct playground inspections on a daily, monthly, and seasonal; basis PRIOR to the children entering the play area. In absence of the Coordinator or Site supervisor, a delegate will conduct the playground inspections.
3. The staff on the playground will complete the Injury Log. This report records any injury specific to the playground and will be kept separate from other accident reports.
4. An annual playground inspection will be conducted by a certified CSA Playground Inspector. See Playground Safety Policy
5. A plan of action will be developed and carried out within one month of annual inspections. A plan of action will be developed for daily, monthly and seasonal inspections and completed within 24 hours unless circumstances prohibit completion by this time. In case, a plan will be implemented to prevent injury to children until the work can be completed.