


Policy Area: Maintenance		Content Last Updated:
Policy Section: Recreation		Supersedes Policy:
Policy Name: Playground Inspection and Maintenance Policy		Approval:
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Playground Inspection and Maintenance Policy

1. SUMMARY

This Policy is established to provide guidelines for the regular inspection and maintenance of Resort Village of Candle Lake owned and operated outdoor playgrounds.

2. BACKGROUND

The purpose of this policy is to ensure service level standards are established for the care and operation of playgrounds, to promote a safe play environment and to minimize the likelihood of injuries to children.

3. DEFINITIONS

3.1 CSA – means the Canadian Standards Association.

3.2 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.

3.3 Playground equipment – means a play structure anchored to the ground, or having natural stability, not intended to be moved and is for use in play areas of parks or open spaces.

3.4 Preventive maintenance and repairs – means those activities conducted regularly to ensure that a playground will continue to function properly.

3.5 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.

3.6 Reactive inspections – means inspections undertaken based on complaints, requests and reports received by Public Works.

3.7 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, and
- d. The age-appropriate play designation.

4. RESPONSIBILITY

- 4.1 The Manager of Recreation and Community development is responsible for overseeing inspection of playgrounds. The Manager of Recreation and Community Development is responsible to provide for staff training or recertification related to playground inspection.
- 4.2 The Manager of Public Works is responsible for the ongoing maintenance of Resort Village of Candle Lake owned or operated playgrounds. The Manager of Public Works is responsible to provide for staff training or recertification related to playground repair and maintenance.

5. PROCEDURE

- 5.1 At the time of installation, newly installed Resort Village of Candle Lake owned or operated playgrounds will comply with the most recent CSA published standard.
- 5.2 Resort Village of Candle Lake owned or operated playgrounds will be subject to annual and seasonal routine inspections. Annual inspections will be completed by a CSA certified inspector. Seasonal inspections from May until October shall be conducted weekly by Village Staff and monthly from November to April.
- 5.3 Inspection logs will be maintained for each playground.
- 5.4 Repairs or preventive maintenance to playgrounds will occur in conjunction with routine inspections or as soon as practicable following an inspection cycle.
- 5.5 Documentation of maintenance and repair will be maintained for each playground.
- 5.6 Reactive inspections will be validated with repairs performed as required.

Contact Information

For further information on this policy, please contact the Resort Village of Candle Lake at 306-929-2236, fax 306-929-2201 or email: info@candlelake.ca

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Mayor : _____

Administrator : _____