



# TOWN POLICY

**POLICY NUMBER:** 7601

**REFERENCE:**  
Council 512.09.03

**ADOPTED BY:**  
Town Council

**PREPARED BY:** Parks

**DATE:** 1 October 2003

**TITLE:** Play Space & Playground Equipment Policy

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## **Policy Statement**

It is the policy of the Town of Strathmore to provide, maintain and help ensure safe playground equipment and play spaces within the Town of Strathmore, in accordance with the Canadian Standards Association (CSA) standards applicable at the time the equipment or play spaces were installed. If no CSA standards were available at the time of installation, the 1990 CSA standards will be applied.

### 1. **Definitions**

1.1 **Council** means the Council of the Town of Strathmore, in the Province of Alberta

1.2 **Qualified Inspector** means anyone who has taken and successfully passed the Level 1 and 2 CSA Certified Playground Inspectors course.

1.3 **Class A Hazard** which means there is a life threatening or serious injury hazard that needs to be replaced or removed.

1.4 Class B Hazard which means equipment should be repaired or replaced with new parts because of an injury hazard. This means if a slide is too steep or made of metal and is not up to standard, it should be replaced.

1.5 Class C Hazard which means parts on the equipment such as s hooks, nuts, bolts, and other small parts need to be tightened or replaced. Another part of this class is that a “construct” recommendation is given. This means the installation of portions of equipment required to finish the deficiency.

1.6 Peak Season means the operating season from approximately May 1 to August 31 each year.

1.7 Deficiencies mean any physical problems such as broken, missing parts or materials that need to be fixed, removed or replaced.

1.8 Temporarily Closure means the playground equipment will be temporarily closed. A “Temporarily Closed” sign will be placed on the equipment until the hazard is fixed and the equipment deemed safe

1.9 Permanent Closure means equipment that is beyond repair that will be permanently closed and the equipment removed on Council’s approval.

## 2. Responsibility

### 2.1 Council

2.1.1 To receive recommendations and information, regarding play spaces and playground structures.

2.1.2 To provide direction to staff on procedures to follow on permanent closures of the structure

### 2.2 Town Manager

2.2.1 To provide a service to the citizens of the Town of Strathmore, concerning the play spaces and playground equipment and to ensure they follow the CSA Standards they fall under.

2.2.2 To make decisions regarding any necessary temporary closures of structures

### 2.3 Director of Infrastructure

2.3.1 To provide direction to the Parks Department on what course of action should be taken concerning playground structures and play spaces.

### 2.4 Parks Supervisor

2.4.1 To maintain a complete inventory of all Town owned playground equipment.

2.4.2 To provide a list of parks and playground structures to be inspected and fill out a Playground Equipment Safety Inspection Checklist at the beginning of April.

2.4.3 To train and direct the Parks Supervisor's Assistant to inspect the equipment in the four designated months.

## 3. **Policy Implementation**

3.1 This policy will apply only to children's play spaces and equipment located in the Town of Strathmore parks and recreation areas as listed in Schedule A.

3.2 A Certified Inspector will conduct inspections to identify deficiencies and hazards in playground equipment and play spaces in Town of Strathmore, applying the appropriate CSA standards.

3.3 External Certified inspections will be completed every five years. This will be done prior to the peak season of usage. A report of the inspections will be given to the Town of Strathmore to be reviewed by Council for information.

3.4 Where Class “A” hazards (highest risk) have been identified by qualified inspectors, deficient playground equipment and play spaces will be repaired, replaced or removed in a timely manner. Critical deficiencies, which cannot be addressed in a timely manner due to budget and staff constraints, may require temporary closure by the direction of the Town Manager.

3.5 No playground equipment or play spaces will be permanently closed or removed without consent of Council.

3.6 Playground equipment or play spaces that have been temporarily closed will reopen as soon as any deficiencies have been rectified. Class “A” deficiencies will be tended to on a priority basis.

3.7 Where Class “B” and “C” hazards have been identified by qualified inspectors, deficiencies will be addressed as a second priority, as budget permits.

#### 4. **Playground Safety Inspection Checklist**

4.1 The Town of Strathmore playground structures and play space areas will be inspected by Parks staff and a Playground Safety Inspection Checklist will be filled out each month during the peak season

4.2 They will be inspected one (1) time per month during peak season.

4.3 These monthly inspections by the Parks staff will not be considered to be certified. Certified inspections will be carried out by qualified inspectors as outlined in 3.2 and 3.3.

#### 5. **Inspection Schedule**

5.1 The Town of Strathmore playground structures and play space areas will be inspected by Parks staff and a Playground Safety Inspection Checklist will be filled out each month during the peak season

5.1.1 These inspections shall be conducted before the 15<sup>th</sup> day of each of month during the peak season.

5.1.2 The Parks Department will ensure that any damage or debris is repaired, replaced or removed within a timely fashion.

5.1.3 A Playground Safety Inspection Checklist will be filled out on a regular basis, dated and filed with the Director of Infrastructure.

## 6. **Temporary Closure and Permanent Closure**

6.1 When playground structures are inspected and hazards are detected, it is the responsibility of the Town of Strathmore to ensure that the structures are safe to use.

6.2 Depending on what class of hazard is detected and how and when resources are available to correct them, Council will determine if they wish to permanently close the playground structure and the Town Manager will determine temporarily closure.

**Schedule “A”**

**TOWN OF STRATHMORE PARKS**

The following are the Town of Strathmore owned and operated parks and their locations:

**Lawrence Hilton Park** - (located at Westmount Drive and Wales Green)

**Terry Ray Clark Park** - located between Green Meadows Drive and Parkwood Crescent

**Green Meadows East Park** - located on Green Meadows Crescent

**Thornclyff Park** - located on Thomas Drive and Thornbriar Green

**Kinsmen Park** - located on the east side of Kinsmen Lake

**Maple Garden Park** - located in Maple Gardens

**Maplewood North Park** - located on Maplewood Drive

**Maplewood South Park** - located on Maplewood Green

**Strathaven South Park** - located on Strathaven Drive

**Wheeler Park** - located off Wheatland Trail

**Strathmore Lakes Estates Park** - located on Strathmore Lakes Crescent

**Schedule "B"**  
**PLAYGROUND SAFETY**  
**INSPECTION CHECKLIST**

**Park Name & Location:** \_\_\_\_\_

**Date Checked:** \_\_\_\_\_

**Inspected By:** \_\_\_\_\_

	<b>Repair Not Required</b>	<b>Repair Required</b>	<b>Date Repairs Completed</b>	<b>Comments About Overall Playground</b>
1. <b><u>Structure</u></b> - visible cracks, breaks and missing components.				
2. <b><u>Hardware</u></b> - loosened, worn and rusted nuts and bolts, open "S" hooks and chains.				

3. <b>Impact Surfacing</b> - surfacing under structure, swings or slides.				
4. <b>Drainage</b> - pooling water and insufficient drainage.				
5. <b>Vandalism</b> - broken glass, graffiti, broken branches and unsightly garbage.				
6. <b>Components</b> - swing seats, handles, foot pegs, tires and other components.				

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_