

PLAYGROUND EQUIPMENT CHECKLIST

“VITAL SIGNS” CHECKLIST

This checklist has been developed to assist you in ensuring you have considered some of the key Occupational Health & Safety risks associated with the implementation, maintenance and control of playground sites and equipment. Once this checklist has been completed, please refer to your Willis Risk Management contact for review and discussion (at nil charge).

A. DESIGN

		YES	NO	UNSURE
1.	Is the equipment designed and built in accordance with the regulations and standards, i.e. AS4685:2014? E.g: impact absorbing surfaces, height of fall, guardrails, height of equipment, surfaces with grip etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is equipment for older children separated from that for younger children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are swings separated from pathways and climbing structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is there a safe entry and exit from the playground area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does the playground layout allow for good visual supervision? (clear line of sight?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Have potential entrapment areas been eliminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are play areas away from vehicle traffic and other hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are play areas reasonably protected from direct entry from unauthorised persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Do play areas have sufficient protection covering from the weather e.g. sun, wind, rain etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Are swings separated from general play areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. MAINTANANCE

		YES	NO	UNSURE
11.	Does the school inspect, upgrade and maintain the playground regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Are inspections documented and action items listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Are action items documented, followed up and completed in their designated time frame?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Is there a daily visual inspection carried out by a teacher on duty to assess the equipment and the possible hazards? For example foul play, dangerous objects, animal fouling, vandalism etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15.	Are thorough monthly and annual inspections from experienced health and safety officers carried out in alignment with the standards and regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	If a piece of equipment is found to be faulty or unsafe, is there a process to ensure it is not used until the necessary repairs are made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are fixed sporting equipment assessed and monitored? E.g.: football goal posts, basketball rings, soccer goals etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Are mobile sports equipment stored safely? E.g.; sporting bats, balls etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Are mobile sports equipment monitored and supervised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. CONTROL

		YES	NO	UNSURE
20.	Have playground safety rules been developed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Have the playground safety rules been explained to the students and staff and implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Is use of playground equipment supervised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Is there a satisfactory supervision level to cover the play areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. ADMINISTRATION

		YES	NO	UNSURE
24.	Are all accidents and incidents recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	If incidents are recorded, is the associated piece of playground equipment listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Are the inspection and maintenance details recorded and filed accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Is there an annual audit for the entire playground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

USEFUL LINKS

Guidelines for school playgrounds.

Playground Safety

Management February 2005

http://www.sofweb.vic.edu.au/facility/pdfs/PlaygroundGuidelines_2005.pdf

For further assistance in completing this checklist, please contact your Willis Risk Management contact;

Ms Anna Puccio
Account Director
Tel: 03 8681 9805

Mr Graham Kenafacke
OHS National Manager
Tel: 03 8681 9976