

Health & Safety Checklist

Playground Maintenance

Playgrounds and play equipment can cause very serious injuries if they are not maintained in a safe condition. Playgrounds and play equipment need to be checked and maintained regularly to ensure the health and safety of all students who use them. This checklist provides a guide to what to look for when checking playgrounds and play equipment.

Administration

1. Have all previously reported defects been rectified? yes / no
2. Have incident records and the hazard register been reviewed to identify hazards? yes / no

Comments/ Actions

Site

3. Is the site clear of litter and dangerous objects?
4. Are the trees free from potential falling deadwood and other hazards (e.g. pointed or broken branches at eye height)? yes / no
5. Is access to the site in good condition and clear of obstruction? yes / no

Comments/ Actions

Swings

6. Is the main frame safe and secure? yes / no
7. Are all moving parts in working order? yes / no
8. Are seats and attachments in good condition? yes / no
9. Are chains and shackles in good condition? yes / no
10. Are all bolts in place and secure? yes / no
11. Are posts treated/painted when necessary to prevent rotting or splintering? yes / no

Comments/ Actions

Slides

12. Is the main frame safe and secure? yes / no
13. Is the sliding surface clear of obstructions? yes / no
14. Is the sliding surface secure and free of gaps from side rails? yes / no
15. Are the surfaces free from rust, rotting or splintering? yes / no
16. Is the gel-coat surface of fibreglass slides intact and free from glass fibre protrusions? yes / no
17. Are surfaces treated for rust or splintering, when necessary? yes / no

Comments/ Actions

Structures (including portable structures) yes / no

18. Is the main frame safe and secure? yes / no
19. Are timber posts sound and free of large structural cracks and splinters? yes / no
20. Are timber floors and palings stable and free of large cracks and splinters? yes / no
21. Are all nail heads flush with timber (not protruding)? yes / no
22. Are all bolts in place and secure? yes / no
23. Are all joints and connections firm (not loose)? yes / no
24. Are chains and ropes secure and in good condition? yes / no
25. Are all components in place (none missing)? yes / no
26. Are frames maintaining shape (not distorted)? yes / no
27. Are surfaces free from rust or rot? yes / no

Comments/ Actions

Sandpit

- 28. Is the sandpit regularly raked, weeded and checked for dangerous objects (i.e. daily)? yes / no
- 29. Is the sandpit regularly checked and appropriately treated for animal fouling (e.g. fouling and surrounding sand removed. If large/dispersed, replacement of sand) yes / no
- 30. Is the sand replaced or replenished when necessary? yes / no
- 31. Are borders free of splinters, exposed nails and pins? yes / no
- 32. Is the sandpit covered when not in use? yes / no

Comments/ Actions

Impact Absorbing Material

- 33. Is the material loosened and levelled with a rake and cleared of objects to prevent compaction? yes / no
- 34. Is material that gathers under platforms and other structures removed and spread to main areas of impact? yes / no
- 35. Is the material maintained to recommended compacted depth depending on fall height? (minimum compacted depth of 300 mm – refer to KidSafe resources for more detail) yes / no
- 36. Are borders free of splinters, exposed nails and pins? yes / no

Comments/ Actions

Grassed areas

- 37. Is the grass well maintained (does not need mowing, reseeding or other care)? yes / no

Comments/ Actions

Other potential risks

- 38. Are tyres and other areas free of spiders or other dangerous insects/animals? yes / no

Comments/ Actions

Comments / Action

Detailed information can also be recorded on the action sheet – page 3

Checked by: _____ Date: _____

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WHSO: _____ Date: _____

Next review date:
Further information:

Kidsafe Resources <http://www.kidsafeqld.com.au/>

Creating Healthier Workplaces Website
<http://education.qld.gov.au/health/safety/hazards/playgrounds.html>

ACTION SHEET FOR MAINTENANCE ISSUES

| Date | Item/Area | Condition/Fault | Action Date | Date completed | Signature of designated officer |
|------|-----------|-----------------|-------------|----------------|---------------------------------|
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