

# Playground maintenance checklist

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.

<b>Administration</b>	<b>Yes</b>	<b>No</b>
1. Have all previously reported defects been rectified?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have incident records and the hazard register been reviewed to identify hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/actions:		
<b>Site</b>	<b>Yes</b>	<b>No</b>
3. Is the site clear of litter and dangerous objects?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the trees free from potential falling deadwood and other hazards (e.g. pointed or broken branches at eye height)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is access to the site in good condition and clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/actions:		
<b>Swings</b>	<b>Yes</b>	<b>No</b>
6. Is the main frame safe and secure?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all moving parts in working order?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are seats and attachments in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are chains and shackles in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are all bolts in place and secure?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are posts treated/painted when necessary to prevent rotting or splintering?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/actions:		
<b>Slides</b>	<b>Yes</b>	<b>No</b>
12. Is the main frame safe and secure?	<input type="checkbox"/>	<input type="checkbox"/>
13. Is the sliding surface clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is the sliding surface secure and free of gaps from side rails?	<input type="checkbox"/>	<input type="checkbox"/>
15. Are the surfaces free from rust, rotting or splintering?	<input type="checkbox"/>	<input type="checkbox"/>



16. Is the gel-coat surface of fibreglass slides intact and free from glass fibre protrusions?	<input type="checkbox"/>	<input type="checkbox"/>
17. Are surfaces treated for rust or splintering, when necessary	<input type="checkbox"/>	<input type="checkbox"/>
Comments/actions		
<b>Structures</b> (including portable structures)	<b>Yes</b>	<b>No</b>
18. Is the main frame safe and secure?	<input type="checkbox"/>	<input type="checkbox"/>
19. Are timber posts sound and free of large structural cracks and splinters?	<input type="checkbox"/>	<input type="checkbox"/>
20. Are timber floors and palings stable and free of large cracks and splinters?	<input type="checkbox"/>	<input type="checkbox"/>
21. Are all nail heads flush with timber (not protruding)?	<input type="checkbox"/>	<input type="checkbox"/>
22. Are all bolts in place and secure?	<input type="checkbox"/>	<input type="checkbox"/>
23. Are all joints and connections firm (not loose)?	<input type="checkbox"/>	<input type="checkbox"/>
24. Are chains and ropes secure and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
25. Are all components in place (none missing)?	<input type="checkbox"/>	<input type="checkbox"/>
26. Are frames maintaining shape (not distorted)?	<input type="checkbox"/>	<input type="checkbox"/>
27. Are surfaces free from rust or rot?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/actions:		
<b>Sandpit</b>	<b>Yes</b>	<b>No</b>
28. Is the sandpit regularly raked, weeded and checked for dangerous objects (i.e. daily)?	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
30. Is the sand replaced or replenished when necessary?	<input type="checkbox"/>	<input type="checkbox"/>
31. Are borders free of splinters, exposed nails and pins?	<input type="checkbox"/>	<input type="checkbox"/>
32. Is the sandpit covered when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/actions		
<b>Impact absorbing material</b>	<b>Yes</b>	<b>No</b>
33. Is the material loosened and levelled with a rake and cleared of objects to prevent compaction?	<input type="checkbox"/>	<input type="checkbox"/>
34. Is material that gathers under platforms and other structures removed and spread to main areas of impact?	<input type="checkbox"/>	<input type="checkbox"/>



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)	<input type="checkbox"/>	<input type="checkbox"/>
36. Are borders free of splinters, exposed nails and pins?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/actions:		
<b>Grassed areas</b>	<b>Yes</b>	<b>No</b>
37. Is the grass well maintained (does not need mowing, reseeded or other care)?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/actions		
<b>Other potential risks</b>	<b>Yes</b>	<b>No</b>
38. Are tyres and other areas free of spiders or other dangerous insects/animals?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/actions:		

## Comments/Action

Detailed information can also be recorded on the action sheet – page 4

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Checked by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

WHSO: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Next review date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Further information:

- [Kidsafe resources](#)
- [Creating healthier workplaces website](#)

## ACTION SHEET FOR MAINTENANCE ISSUES

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

