

# WARREN COUNTY PARKS AND RECREATION



## PLAYGROUND SAFETY POLICY

Warren County Parks and Recreation has developed the following standard operating procedures to protect and preserve its unsupervised public playground facilities and its users.

This program may only be accomplished through a commitment to a public playground safety program which assures that every attempt will be made to eliminate playground hazards while not totally eliminating the element of risk which is an essential part of any successful children's play and learning environment.

To guarantee the continued success of this program, the following guidelines will be adhered to by all departments and staff:

- All playground sites will be subject to the playground safety program.
- All equipment shall be installed according to manufacturer specifications.
- Provide reasonable resources to ensure prudent and timely inspections and repairs, as determined necessary by the playground safety program.
- All play equipment shall be inspected, repaired and maintained by Parks and Recreation employees on a regular basis with the necessary documentation.
- All playground equipment purchasers, installers, inspectors and maintenance employees performing repairs shall be trained in accordance with the agency's public playground safety training program, in order to maintain the playground equipment in substantial compliance with the current standard of care.
- All new equipment shall be in compliance with current CPSC Handbook and ASTM Standards.

Warren County Parks and Recreation shall provide reasonable resources to insure prudent and timely inspections and repairs as determined necessary by the Parks and Recreation's staff. A Certified Playground Safety Inspector should be a staff member if possible.

A Playground Safety Binder has been developed and includes the following:

- **Playground Inspection Form** – Monthly maintenance inspection shall record any hazards or defects, which need immediate attention or require a plan of action to resolve the problem.
- **Playground Maintenance Work Order** – The Recreation Director will be responsible to ensure that all repairs are carried out as quickly as possible. All repairs and renovations will be recorded and stored in the playground safety binder and checked by the CPSI.
- **Playground Injury Report** – Any injuries shall be recorded on this report. The Recreation Director will assume responsibility for monitoring these incidents for the purpose of determining any patterns of incident.

Adopted April 2013 by Parks & Recreation Commission

**Adopted: July 1, 2013**

Warren County Board of Commissioners

*Bertadean W. Baker*  
Bertadean Baker, Chairman

ATTEST:

*Angelena Kearney-Dunlap*  
Angelena Kearney-Dunlap, Clerk



## PLAYGROUND INJURY REPORT

Date of Injury: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Child/Children Involved: \_\_\_\_\_

<b>Nature of Injury (check one)</b>	<input type="checkbox"/> Minor	<input type="checkbox"/> Moderate	<input type="checkbox"/> Serious
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<b>Type of Injury (check one)</b>	<input type="checkbox"/> Fall from Equipment (fall height)_____	<input type="checkbox"/> Bruise/Swelling/Bump	<input type="checkbox"/> Poisoning
	<input type="checkbox"/> Collision with Object	<input type="checkbox"/> Cut	<input type="checkbox"/> Burn
	<input type="checkbox"/> Collision with Person	<input type="checkbox"/> Puncture	<input type="checkbox"/> Exposure to heat/cold (specify)_____
	<input type="checkbox"/> Head Injury	<input type="checkbox"/> Sprain/Strain	<input type="checkbox"/> Other(specify) _____
	<input type="checkbox"/> Scrape/Scratch	<input type="checkbox"/> Object in Ear/Nose/Eye	

<b>Equipment Involved (check one)</b>	<input type="checkbox"/> None	<input type="checkbox"/> Climber	<input type="checkbox"/> Other(specify) _____
	<input type="checkbox"/> Slide	<input type="checkbox"/> Surface (sand, sidewalk, etc.) (specify)_____	

**COMMENTS:**

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**PLAYGROUND MAINTENANCE WORK ORDER**

**Repairer Name:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

**Date of Work:** \_\_\_\_\_

**Item to be Repaired:** \_\_\_\_\_

\_\_\_\_\_

**Type of Request:** Emergency \_\_\_\_\_ Urgent \_\_\_\_\_ ASAP \_\_\_\_\_

**Description of Work Requested:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**PLAYGROUND INSPECTION FORM**

Site Name: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector Name: \_\_\_\_\_ Start/Finish Time: \_\_\_\_\_

Use the following codes: 1 = Okay    2 = Needs Maintenance    3 = Request for Repairs  
 O = Maintenance Supervisor notified and work order written    X = Corrective Action Completed

General Inspection Items	Code	Code	Inspection Comments	Repair Comments
<b>Vandalism:</b> Damage, graffiti, etc.				
<b>Loose or missing hardware</b>				
<b>Guardrails/Handrails:</b> secure				
<b>Swing Seats</b> (cut, cracked, missing)				
<b>Remove foreign objects:</b> ropes, etc.				
<b>Footers (concrete) exposed</b>				
<b>Standing water</b>				
<b>Objects in surfacing materials</b>				
<b>Rake level surfacing materials</b>				
<b>Need Surfacing Materials for:</b>				
Swings				
Decks				
Climbers				
Slides				
Other				