Playgrounds and play equipment need to be checked and maintained regularly to ensure it is safe for the users. This checklist provides a guide of what to look for.

|  |  |  |
| --- | --- | --- |
| **Congregation Name Playground Location** | | |
| 1. **Administration** | **Yes** | **No** |
| Have all previously reported defects been rectified? |  |  |
| Has the Incident and WHS Risk Registers been reviewed to identify hazards? |  |  |
| ***Comments/Actions*** | | |
| 1. **Location** | | |
| Is the area clear of litter and dangerous objects? |  |  |
| Are the trees free from potential falling deadwood and other hazards? e.g. broken branches at eye height |  |  |
| Is the access and egress to the area in good condition and free of obstructions? |  |  |
| ***Comments/Actions*** | | |
| 1. **Swings** | | |
| Is the main frame safe and secure? |  |  |
| Are all moving parts in working order? |  |  |
| Are seats and attachments in good condition? |  |  |
| Are all bolts in place and secure? |  |  |
| Are chains and shackles in good condition? |  |  |
| Are posts treated/painted when necessary to prevent rotting/splintering? |  |  |
| ***Comments/Actions*** | | |
| 1. **Slides** | | |
| Is the sliding surface clear of obstructions? |  |  |
| Is the sliding surface secure and free of gaps from the side rails? |  |  |
| Are the surfaces free from rust, rotting or splintering? |  |  |
| Is the gel-coat surface of fibreglass slides intact and free from glass fibre protrusions? |  |  |
| Is the sliding surface clear of obstructions? |  |  |
| Are surfaces treated for rust or splintering as necessary? |  |  |
| ***Comments/Actions*** | | |
| 1. **Structures (including portable structures, shade sails etc)** | | |
| Is the main frame safe and secure? |  |  |
| Are posts solid and free of structural crack or splinters? |  |  |
| Are all structures designed to withstand the loads and weather events? |  |  |
| Are structures secured for storm events? |  |  |
| Are all bolts, joints, connections firm, in place, secure and not protruding or missing? |  |  |
| Are all chains and ropes secure, no pinch points and in good condition? |  |  |
| Are frames maintaining shape, not distorted? |  |  |
| Are surfaces free from rust or rot? |  |  |
| ***Comments/Actions*** | | |
| 1. **Sandpit** | | |
| Is the pit regularly raked, weeded, checked for dangerous object, animal excrement? i.e. daily |  |  |
| Is sand replenished /replaced when necessary? |  |  |
| Are borders free from protrusions, cracks, splinters? |  |  |
| Is the pit covered when not in use? |  |  |
| ***Comments/Actions*** | | |
| 1. **Impact Absorbing Material** | | |
| Does the material cover the required areas of impact zone activity for the users? |  |  |
| Is the material maintained to recommended compaction depth depending on fall height? – refer [KidSafe](https://www.kidsafeqld.com.au/) resources for detail – minimum compacted depth is 300mm |  |  |
| Is the area free of dangerous objects? e.g. pins |  |  |
| ***Comments/Actions*** | | |
| 1. **Grassed Areas** | | |
| Is the grassed area well maintained? – mowed, seeded etc. |  |  |
| Is the area free from dangerous objects? |  |  |
| ***Comments/Actions*** | | |
| 1. **Other Potential Risks** | | |
| Are tyres or other areas free of spiders or other dangerous insects/animals? |  |  |
| ***Comments/Actions*** | | |
| **Checked By** | | |
| **Name(s) Signature(s) Date** | | |

**Outline any required maintenance actions**

**Once completed forward to the Property Officer or designated congregation member to file**

# Revisions

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| --- | --- | --- | --- | --- | --- |
| Document number | | TOO – | | | |
| Version | Approval date | Approved by | Effective date | Policy owner | Policy contact |
| Draft | 30.01.2019 | Hazard Report Form | DD.MM.YYYY | Manager Risk & Compliance | WHS Manager |
| Next scheduled review | | DD.MM.YYYY | | | |