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.

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| **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 |
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