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Management Plan for Playground Safety

Northfield Public Schools

Management Plan for Playground Safety

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Appendices:

- A Monthly Inspection Form (maintained at individual buildings)
- B Student Injury Form

Contact Person: Cole Nelson
Phone Number: 507-645-3435
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Northfield Public Schools* Annual Review Form *Management Plan for Playground Safety

Certification

I certify that I have reviewed the information provided and accept this written management plan. With assistance from our EHS consultant, the district will implement the policies and procedures noted within this plan. The written plan is a working document that will be reviewed and revised annually, or as needed.

Cole Nelson _____
 Print Name Signature Date

Program reviews and follow-up of program-related issues are documented below.

Date	Actions/Comments	Reviewed by:
10/2017	Reviewed and updated plan	Cassie Bowser, IEA
10/2018	Annual review	Cassie Bowser
10/2019	Annual review	Cassie Bowser
12/7/2020	Annual review	Cassie Bowser
10/7/2021	Annual review – updated contact person	Cassie Bowser
10/13/22	Annual review	Cassie Bowser

1.0 Purpose

Northfield Public Schools is committed to providing safe learning and play spaces for our students and the community. This management plan was developed to reduce the potential for debilitating injuries on our district playgrounds, maintain quality play equipment, and comply with the with the American Society for Testing and Materials (ASTM) F1487 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use and the Consumer Product Safety Commission's (CPSC's) Handbook for Playground Safety.

2.0 Guidelines for Playground Safety

District departments and staff adhere to the following guidelines:

- Playground equipment is installed according to manufacturer specifications, with manufacturer's labels intact.
- Playground equipment is inspected, repaired, and maintained by employees trained in accordance with the current standards on a regular basis with the necessary documentation.
- Inspections, repairs, maintenance, and accidents are documented and retained for self-regulation and insurance against litigation.

3.0 Safety Audits and Inspections

Audits and inspections are an integral part of this *Management Plan for Playground Safety*. To reduce the frequency and severity of injuries on the playground, the district systematically inspects the playground environment to identify hazards based on ASTM and CPSC standards.

- The safety AUDIT is a one-time initial inspection to perform an in-depth analysis of the playground in its entirety. An audit may also occur after modifications have been made to any component of the playground. The safety audit helps to prioritize repair or removal of equipment, and will assist in the development of a long-term strategy for playground safety. The Minnesota Department of Education requires the audit to be performed by a Certified Playground Safety Inspector in order to use and maintain Health and Safety Funding. An audit of the district's playgrounds was completed after initial installation. Reports are maintained at the District Office.
- Safety INSPECTIONS are a routine method of preventative maintenance to limit the occurrence of accidents and injuries. Inspections cover a wide variety of subjects, from surfacing material to vandalism and damaged pieces of equipment. The district performs these inspections monthly to document that equipment is safe and properly maintained. Inspection forms can be found in the appendices of this program. These forms are maintained in the District Grounds Office for a minimum of three years.

4.0 Employee Training

Employees involved in the playground safety program are trained in the current standards and guidelines published by CPSC and ASTM. The level of training depends on their position and tasks performed related to playground safety (e.g., auditor vs. high frequency inspector). District employees or consultants who perform the playground audits are Certified Playground Safety Inspectors (CPSIs) as authorized by the National Playground Safety Institute. Employees responsible for monthly inspections are trained initially in the *Management Plan for Playground Safety* and in the inspection process by a CPSI, and thereafter as deemed necessary. All training is documented and maintained at the District Office for a minimum of three years.

5.0 Accidents and Incidents

Although the purpose of this *Management Plan for Playground Safety* is to reduce playground accidents and incidents; accidents will still occur. It is necessary to fully document the nature of the incident and investigate to determine its immediate cause. This investigation should include a site visit and

documentation of witness statements and of any repairs made to the equipment. An accident report form, which can be found in the appendices of this program, is filled out and retained for each accident that occurs. These forms are maintained at the District Office.

6.0 Program Review

This program is reviewed on an annual basis. If changes are necessary, they are immediately communicated to employees involved in the program.

7.0 References

Christiansen, Monty L. (1993) *Points about Playgrounds*, Third Edition; Alexandria, VA; National Recreation and Park Association

Kutska, Kenneth S., Hoffman, Kevin J. and Malkusak, Antonio (1998) *Playground Safety is No Accident*, Second Edition; Alexandria, VA; National Recreation and Park Association

1997 Handbook for Public Playground Safety, Publication Number 325, Consumer Products Safety Commission, Washington, DC 20207

ASTM F 1487-05, *Standard Consumer Safety Performance Specification for Playground Equipment for Public Use*, Reprinted from the Annual Book of ASTM Standards, 2005

Appendix A

Monthly Inspection Form

Monthly Playground Inspection Form

School: Northfield Public Schools

Agency: _____ Repairer _____
 Inspector: _____ Signature _____
 Signature _____ Date _____
 Date: _____

This information has been prepared to assist the school district in playground safety management. *Do not* release to any person without permission of a district official.

Playground Item	Inspection Comments	Repair Comments	Playground Item	Inspection Comments	Repair Comments
Cracked, warped, decayed logs			Damaged seats		
Exposed end caps, loose posts			Loose mountings		
Uncapped, loose, missing bolts, nuts, screws			Loose, missing footholds, handholds		
Damage, protrusion on slide bed			Damaged, rusted, pinching chains		
Chipping, rusted paint			Cracked, warped wood slats		
Damaged or broken platforms			Support rungs on ladders		
Damaged tire or mounting			Damaged ropes		
Cracked, warped boards			Damaged cables, support		
Sharp edges			Damaged springs, support		
Loose or missing handrails			Loose, worn handgrips		
Loose steps, surface damaged			Damaged poles		
Loose, exposed footings, cracks			Grease or replace bearings		
Damaged or decayed welding			Broken glass, trash		
Loose, missing, broken equip.			Vandalism		
Spacing on S-hooks			Tripping hazards		
Loose support rods			Equipment made of wood		
Loose or damaged panels			Miscellaneous		

CPSC Table 1 – Critical Height (in feet) of Tested Materials				
Material	Uncompressed Depth			Compressed Depth
	6 inches	9 inches	11 inches	9 inches
Wood Chips	7	10	11	10
Double Shredded Bark Mulch	6	10	11	7
Engineered Wood Fibers	6	7	>12	6
Fin Sand	5	5	9	5
Course Sand	5	5	6	4
Fine Gravel	6	7	1-0	6
Medium Gravel	5	5	6	5

Additional Comments:

Should be tested in accordance with ASTM F1292

Appendix B

Student Injury Form

Student Injury Report Form

1. Student's name _____ 3. Grade _____ 5. () Male () Female
 2. School name _____ 4. Date of injury _____ 6. Time of injury _____
 7. Days absent: ___ Less than ½ ___ ½ ___ 1 ___ 1 ½ - 2 ___ 2 ½ - 3 ___ Other _____
 8. First Aid given: ___ Ice ___ Washed wound ___ Kept immobile ___ Observed
 ___ Stopped bleeding ___ Applied splint ___ Applied dressing ___ Other

Explain: _____

9. Body part injured:
- | | | | |
|-------------|--------------|--------------------|---------------|
| <u>Head</u> | <u>Trunk</u> | <u>Extremities</u> | <u>Other</u> |
| ___ Ear | ___ Abdomen | ___ Ankle | ___ Lower arm |
| ___ Eye | ___ Back | ___ Elbow | ___ Lower leg |
| ___ Face | ___ Chest | ___ Finger | ___ Thumb |
| ___ Head | ___ Groin | ___ Foot | ___ Toes |
| ___ Neck | ___ Shoulder | ___ Hand | ___ Upper arm |
| ___ Scalp | ___ Trunk | ___ Hip | ___ Upper leg |
| | | ___ Knee | ___ Wrist |

10. Type of injury suspected:
- | | |
|-------------------------|----------------------|
| ___ Laceration/Abrasion | ___ Bruise/Contusion |
| ___ Sprain/Strain | ___ Dislocation |
| ___ Fracture | ___ Concussion |
| ___ Surface cut/Scratch | ___ Burn |
| | ___ Other: _____ |

11. Action taken:
- | | | |
|-----------------------|--------------------------|----------------------------------|
| ___ Parent took home | ___ Transfer to hospital | ___ Parent took to doctor |
| ___ Returned to class | ___ Called 911 | ___ Parent took to ER |
| ___ Other: _____ | | ___ Time spent in nurse's office |

12. Explanation of accident:
- | | |
|---------------------------|-----------------------------|
| ___ Collision with person | ___ Collision with obstacle |
| ___ Hit with object | ___ Injury to self |
| ___ Fall | ___ Height of fall |
| | ___ Other: _____ |

13. Accident location:
- | | | | |
|-------------------|------------------|-----------|----------------|
| ___ Classroom | ___ Playground | ___ Gym | ___ Assembly |
| ___ Stairs | ___ Hallway | ___ Bus | ___ P.E. class |
| ___ Before School | ___ After school | ___ Other | _____ |

14. Surface:
- | | | | |
|----------------------------------|----------------|-----------|-----------------------|
| ___ Blacktop | ___ Dirt | ___ Grass | ___ Synthetic surface |
| ___ Carpet | ___ Pea gravel | ___ Mats | ___ Rubber tile |
| ___ Concrete | ___ Ice/Snow | ___ Sand | ___ Wood products |
| ___ Other: _____ | | | |
| ___ Depth of loose fill material | | | |

15. Activity:
- | | | | | | |
|--------------------------|---|--|--|--|---|
| <input type="checkbox"/> | 1. Baseball/Softball
2. Basketball
3. Bicycling
4. Climbing
5. Dodge ball | 6. Fighting
7. Flag/Touch football
8. Jumping
9. Kickball
10. Playground equipment | 11. Playing on bars
12. Running
13. Rough housing
14. Sliding
15. Sliding on ice | 16. Soccer
17. Swinging
18. Throwing rocks or snowballs
19. Track/Field | 20. Volleyball
21. Walking
22. Other: _____

_____ |
|--------------------------|---|--|--|--|---|

16. Equipment: (a) Was playground equipment involved in injury? ___ Yes ___ No
 (b) Was there any apparent malfunction of equipment? ___ Yes ___ No
- | | | | | |
|--|--|---|---|---|
| | <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Check which </div> | ___ Arch climber
___ Cargo net
___ Chinning bar
___ Horizontal ladder
___ See Saw | → | ___ Slide
___ Sliding pole
___ Track ride
___ Swing
___ Other _____ |
|--|--|---|---|---|

17. Describe: Describe specifically how the injury happened. _____

Signed: _____
(Person filing report)

Signed: _____
(Principal)

2005 National Program for Playground Safety