



Hemingford Grey  
SCHOOL

# Fixed Outdoor Play Equipment Policy

Date policy was last reviewed and approved:	<b>March 2017</b>
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# HEMINGFORD GREY PRIMARY SCHOOL

## Fixed Outdoor Play Equipment

### Introduction

The school playground, particularly in primary schools, provides opportunities for pupils to participate in energetic play in addition to experiencing quiet and environmental areas. This guidance ensures that pupils are able to carry out these activities.

### Supervisor and Control

The safe usage of equipment provided for the physical development of pupils relies on adequate arrangements for supervision and control being established and followed within school

- Pupils will access the equipment either as part of play, PE or free flow activities (foundation stage).
- All children will have an understanding of the potential risks as well as their responsibility to deploy strategies to avoid such risks.
- Equipment will come under the supervision of staff at playtime, lunch time, during PE lessons if appropriate, and during foundation stage free flow activities.
- All staff must be familiar with the equipment and methods of use.
- The capacity of the equipment.
- Any special provision necessary for the safe use of the equipment.
- Pupils should wear suitable footwear and clothing.
- Usage should be curtailed during inclement weather.

### Impact Absorbing Surfaces

Impact absorbing surfaces cannot prevent accidents but they may, if correctly installed, reduce the seriousness of injury. The thickness of synthetic surfaces, etc can vary according to the height of the apparatus and the nature of the impact absorbing surface concerned.

The advice of the manufacturer and County Council must be followed.

- Bark should be in a bed not less than 300mm deep;
- Pea shingle should be in a bed not less than 300mm deep;
- Sand, (not builders sand) should be in a bed not less than 300 mm deep;
- Hard surfaces should only be used outside the impact area;
- Impact absorbing surfaces should be used where falls over 600mm are possible;
- Topsoil or turf may be used for falls up to 1m.

It has been found that loose fill materials are not very workable because of problems they may cause with maintenance and replacement.

### Inspection of existing play equipment

To satisfy appropriate standards and the recommendations detailed with the regulations, fixed equipment should be inspected on a routine basis as follows

Daily visual inspection by supervising staff prior to use should include:

- No evidence of vandalism / damage
- Impact absorbing surfaces satisfactory
- Uprights firmly secured in the ground
- Bolts tightly secured
- Chains – no broken links or shackles
- Area clear of glass, animal faeces, litter

### **Formally recorded inspection**

These should be carried out by school staff on a termly basis. It is necessary for all schools to formally inspect their outdoor play equipment and surfaces each term for superficial defects and faults. The County Council does not expect head teachers to be experts on such matters but these checks will help the Governors and the County Council to fulfil their responsibilities in monitoring safety. The inspections should be logged on the attached Annex A.

### **Annual Inspection**

These should be carried out by specialist maintenance engineers. A detailed and systematic inspection of fixed outdoor equipment that results in a written report must be left with the school. This must be arranged by the school using any appropriate, competent, contractor.

The procedures established in the school for arranging these inspections should form part of the schools local health and safety policy and all records should be filed to facilitate routine monitoring.

### **Routine Maintenance**

Basic routine maintenance details should be supplied by the manufacturer and include security of fixings, painting and staining, surfacing maintenance, lubrication, cleansing. Loose and impact absorbing surfaces must be cleaned and raked over/swept and/or replaced at regular intervals. Artificial surfaces need regular inspection and should be replaced when worn or damaged.

### **Corrective Maintenance**

This covers remedial work and repairs as required. Alternations should only be carried out after consultation and agreement with the supplier or a competent person

Formal records of daily visual inspections are not required but where any defects /hazards are identified, appropriate steps must be taken to prevent use until the identified issue has been satisfactory rectified.

### **Documentation**

Playground records should include:

- Certificates of tests or compliance with standards;

- Inspection and maintenance instructions
- Operating instructions from the supplier;
- Operator's own inspection and maintenance recommendations;
- Design and tender documents

### **Monitoring**

The termly school inspection records and annual contractors report must be available for inspection on the school site by authorised officers at any time and they should also be made available to the Governing body as required.

