

ROUTINE (Daily) PLAYGROUND INSPECTION

Items to check	M	T	W	Th	F	What is the hazard?	Risk*U/M/L	Action taken, when, by whom
Gates/fences								
General site layout								
Sandpits								
Surfacing								
Swing structure								
Equipment, platforms, structures & frames								
Poisonous plants								
Sheds								
Water hazard								
New equipment								
Ropes, cables, nets, chairs, tyres								
Slides								
Glide track								
Exits								
Teacher Initial								

(U) Urgent Needs immediate attention

(M) Moderate 1-3 days

(L) Low -4-5 days (unlikely to cause harm – can be supervised. Plan to manage risk)

Items to check	Description	Items to check	Description
Gates/fences	<ul style="list-style-type: none"> Entrance gate(s) are self closing and latching Fences – check for damage, i.e. rot, protrusions, sharp edges, gaps (where children may fit through) 		
General site layout	Are paths around playground clear of hazards, cracks, trips, vegetation? Is playground environment in good condition free of rubbish? Is seating, fencing, rubbish bins in good condition?	Sheds	<ul style="list-style-type: none"> Structure to be sound, i.e. metal sheds – check for sharp edges. Storage of items should be in a way that personal safety is maintained. Allows children’s free choice of equipment. No heavy objects stored above child’s head level, i.e. earthquake proofing. No hazardous substances being stored in sheds accessible to children, i.e. petrol, cleaning agents, garden sprays, poisons, paint etc.
Sandpits	Any sign of ponding water or drainage issues – health hazard? Is sand raked daily to remove foreign objects, fouling, glass?		
Surfacing	<p>Pay particular attention to equipment high use/wear areas.</p> <ul style="list-style-type: none"> Matting/grass: Is surface material in good condition and secure with no trip points? Remove any fouling of surface or chewing gum, foreign objects, rocks. Bark/cushion fall: Check depth is 300mm minimum, rake back to worn areas, e.g. slides, swings etc. Has surface been raked to remove refuse that may be hygiene issue? Any broken glass, rocks, foreign objects and animal waste to cause physical injury? Are borders enclosing loose fill secure? 	Water hazard	<p>Area well drained, ponding minimised.</p> <ul style="list-style-type: none"> Concrete areas swept dry. Check steps and decking are not slippery.
		New equipment	<ul style="list-style-type: none"> Do you have instructions on its correct usage – all staff know how to use it? Have you got appropriate compliance certificates – don’t pay until you do.
Swing structure	<p>Check for smooth swing action, seat for damage or vandalism.</p> <ul style="list-style-type: none"> Give attachments a wiggle – no loose bolts Single pivot/rotating swing attachments rotate smoothly 	Ropes, cables, nets, chains, tyres	Ropes/cables, chains and tyre nets in good repair, no modification or cuts? Are drain holes in tyres clear, no exposed steel wires?
Equipment, platforms, structures & frames (moveable/fixed)	<ul style="list-style-type: none"> Junk play, i.e. cable reels, old car seats etc. Ensure all fall zones/heights are maintained Any obvious physical damage or missing parts, vandalism? Cracked or damaged plastic or wood panels? Any protruding screws, nails or bolts? Any loose items brought into playground – ropes, rocks, logs? Are surfaces free from moss, mould, unhygienic matter – slip potential? Ensure equipment is not situated next to fences to enable climbing. 	Slides	Check for damage or foreign objects on slide bed/sides – exit area wear.
		Glide track	Check trolley for smooth operation along track; wear and end stops.
		Exits	Ensure that all internal and external exits are clear and are able to be used immediately in the event of an emergency.
Poisonous plants	Plants purchased are not poisonous. Refer to literature for poisonous plants.		<i>Risk*: please refer to Playground Handbook (SNZ HB 5828.2:2006) or the Association Office</i>