# Playground Equipment and Structure Inspection Checklist

| Date |  |
| --- | --- |
| School/room No |  |
| **Conducted by** |  |
| **Assisted by** |  |

Tailor **Section 1** to your school environment (i.e., remove irrelevant items) and use it to conduct quarterly inspections with assistance from the school health and safety representative (where elected) and appropriate staff. **Section 2** must be used to detail any hazards identified in Section 1.

* Complete quarterly workplace safety inspections for all relevant areas using the workplace inspection checklists.
* Photos may be taken to document and monitor hazards.
* If ‘No’ is recorded, document all identified hazards in Section 2, the Reporting Plan section of this form.
* Reporting Plan items must then be discussed, entered as a hazard and managed in eduSafe Plus. Refer to eduSafe Plus [how to guide](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/eduSafe_Plus_Project/Docs_For_DOMAIN_USERS/eduSafe%20Plus%20Guide%20-%20How%20to%20report%20a%20workplace%20hazard.pdf) for entering workplace hazards.

Section 1 – Inspection Checklist

| Ref No. | Inspection Item | Yes | No | N/A |
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| 1. General Site Layout | | | | |
| 1.1 | Are pathways around the playground clear of hazards? (Check for cracks, loose sand, subsidence, jagged edges, and signs of poor drainage such as puddles.) |  |  |  |
| 1.2 | Are all access and entrance points to the playground and equipment free of exposed protrusions and sharp edges? |  |  |  |
| 1.3 | Is the playground set out to allow for unobstructed supervision? |  |  |  |
| 1.4 | Is the playground environment in good condition and free of rubbish?  (Check playing fields and concrete areas.) |  |  |  |
| 1. **Platforms, structures, and frames** | | | | |
| 2.1 | Are all structural foundations free of movement, checked for wear and below ground level? |  |  |  |
| 2.2 | Are all structures free of rot or corrosion and have no missing parts, panels, or fittings? Check that plastic equipment is sound and free of cracks and deterioration from the sun |  |  |  |
| 2.3 | Are all components designed to prevent water entering enclosed areas and free of deterioration? Check cap ends, grommets, on bolts or screws |  |  |  |
| 2.4 | Are all components free of corrosion and bulging and all nails and fixings flush with surface or countersunk? |  |  |  |
| 2.5 | Are all bolts and fasteners secure? |  |  |  |
| 2.6 | Are all exposed protrusions and sharp edges removed? Check for protruding nails, rivets, and bolts, which may need to be covered or sawn off |  |  |  |
| 2.7 | Are all guardrails/handrails and barriers around decks and platforms secure, free of sharp edges and small enough for a child's grip? |  |  |  |
| 2.8 | Are all equipment surfaces and parts in good order? Check for splits, splinters, peeling paint, cracks, cuts, and open joints. Look at specific pieces of equipment such as swings and slides. Swing seats should be made of a soft material rather than wood. Slides should have a smooth surface and gradual surface at the bottom |  |  |  |
| 2.9 | Treated pine structures are painted to protect against exposure to copper chrome arsenate (CCA) |  |  |  |
| 2.10 | Ramps are in good condition, with non-slip surface, no loose parts, and smooth transitions at both the top and bottom |  |  |  |
| 1. **Moving Parts** | | | | |
| 3.1 | Are the covers or guards which conceal pinch, crush or entrapment points well maintained? |  |  |  |
| 3.2 | Are all parts of each piece of equipment such as links, chains, and fasteners, secure and not excessively worn? Check for empty bolt holes, loose pieces of chain and S hooks not tightly closed. Replace pieces if wear is noticeable. Look at specific pieces of equipment such as swings and swinging bridges |  |  |  |
| 3.3 | Has the equipment been lubricated where necessary? |  |  |  |
| 3.4 | Are ropes and chains securely fastened, and all frayed rope ends trimmed and repaired? Check that ropes have not been added to the original design |  |  |  |
| 3.5 | Are rope, chain, or tyre nets in good repair and to the original design? Check that rope and chain nets are secured top and bottom. |  |  |  |
| 1. **Fall zone** | | | | |
| 4.1 | The distance from any part of the equipment to any hard surface (e.g., pathways, tree trunks or adjacent equipment) is a minimum of 2.5 metres? |  |  |  |
| 1. **Surfacing** | | | | |
| 5.1 | Hard surfacing: Is there concrete, asphalt or other non-impact absorbing material under play equipment (any hard surface should be removed and replaced with an impact-absorbing surface when equipment fall height is greater than 600mm and/or the equipment causes a forced movement – e.g., swings, slides, rocking equipment, cableways, carousels,) |  |  |  |
| 5.2 | Impact absorbing material (synthetic or loose fill): does it extend at least 1.5m from all equipment that is less than 1.5m in height, or 2.5m from equipment that is up to 3m in height? |  |  |  |
| 5.3 | Loose-fill surfacing is equally distributed underneath equipment and is at a minimum depth of 30cm |  |  |  |
| 5.4 | Loose-fill surfacing: (e.g., bark or woodchip) is free from sharp edges? |  |  |  |
| 5.5 | Loose fill surfacing: is there adequate drainage to prevent rotting? Is the surface free from pooling water, water seepage and subsidence? |  |  |  |
| 5.6 | Loose fill surfacing: are the borders enclosing the loose-fill surfacing secure? |  |  |  |
| 5.7 | Synthetic surfacing: Is the surface material in good condition and securely in place to provide impact absorption? |  |  |  |
| 5.8 | Borders around the impact absorbing surfaces are in good condition. Boarders are painted with yellow paint to highlight any sudden changes in surface levels or where there is an increased risk of a slip, trip or fall. |  |  |  |
| 1. **Sandpits** | | | | |
| 6.1 | Sandpit(s) are clean and free from foreign objects and animal waste |  |  |  |
| 6.2 | Sandpit borders are in good condition, free from splinters, exposed nails, and pins |  |  |  |
| 6.3 | Sandpit(s) drainage is adequate? Is the sand pit free from pooling water and excessive moisture? |  |  |  |
| 6.4 | Sandpit(s) are covered when not in use? |  |  |  |
| 1. **Shade sail** | | | | |
| 7.1 | Shade sail is free from rips, holes, or tears |  |  |  |
| 7.2 | Structural components are free from rust, damage, and corrosion |  |  |  |
| 1. **Basketball/netball ring and backboards** | | | | |
| 8.1 | The basketball/netball pole is in good condition and free from damage, rust, and corrosion |  |  |  |
| 8.2 | The safety marking signage “WARNING: SWINGING ON THE BACKBOARD MAY CAUSE SERIOUS INJURY OR DEATH” is in place, legible and in good condition |  |  |  |

Section 2 – Reporting Plan

Provide further information on the identified hazards above, including its location and current condition. Escalate any hazards that pose an immediate danger with the principal. All identified hazards must be discussed with the principal, assigned a responsible person, and entered into EduSafe Plus to be managed.

| Ref No. | Further detail and suggested solutions for discussion | Date discussed with principal or delegate and HSR | Entered into EduSafe Plus |
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