



## PLAY EQUIPMENT INVENTORY

The following is the guidance for learning equipment

- Items that have or can cause harm should be removed and given to the centre manager
- Items that are damaged or broken should be removed and given to the centre manager
- Items that have been misplaced – have elements un-accounted should be removed and given to centre manager

## PLAYGROUND REPLACEMENT PROGRAMME

Through the centre development and financial plan, the Centre Manager and Directors assume budgets for relevant departments to replenish damaged items. The Centre Manager has an inventory for each department stocks, so they can be replenished and additional items purchased. Each May and November the Centre evaluates Stocks and an international purchase order is made for July and January delivery.

## PLAYGROUND INVENTORY

Centre recognizes that the fundamental component of the management of Centre's playgrounds is the Playground Inventory. When a playground is upgraded, improved or replaced, details will be documented in the relevant Playground Inventory. The Playground Inventory will be assessed annually to ensure its accuracy.

## PLAYGROUND REPLACEMENT PROGRAM

The aim of the Playground Replacement Program is to provide guidance in prioritising capital expenditure to ensure playgrounds comply as far as practicable with the appropriate British Standards.

The Playground Replacement Program will need to be updated on a regular basis so that Centre continues to [plan upgrading and replacing playground equipment in the future. Playground equipment that does not meet British Standards will be disabled or destroyed when removed from the playground to prevent it from being used elsewhere.

## COMMUNITY CONSULTATION

When a playground is listed for capital funding for replacement or upgrading, Centre will consult with the relevant user/community groups, if applicable.

## DESIGN OF PLAYGROUND EQUIPMENT

Centre will seek the expertise of manufacturers of playground equipment to design a suitable playground for the needs of the community when replacing, upgrading or implementing new playground equipment. The purchase order will state that all equipment is to meet relevant British Standards.

Centre recognizes that the siting and layout of play areas are key factors in contributing to the safety of a playground. The siting and layout of new playgrounds must be undertaken in accordance with the relevant British Standards.



This file was edited using the trial version of Nitro Pro 7  
Buy now at [www.nitropdf.com](http://www.nitropdf.com) to remove this message

#### INSPECTION PROCEDURES

Centre will maintain a program and work procedures for inspections of all items of playground equipment based on the manufacturer's instructions (where applicable) and local risk factors. Where hazards are identified through inspection, corrective action will be initiated. Records of all inspections will be kept and filed appropriately for future reference.

#### SOFTFALL REQUIREMENTS

Softfall is the material used under playground equipment to absorb impact should a child fall from playground equipment. Softfall materials shall be installed to a depth specified by the relevant British Standard.

#### INCIDENT/ACCIDENT PROCEDURES

Centre recognizes the key to managing incidents/accidents is early reporting and recording which includes immediate documentation and investigation. Once an incident/accident is reported to Centre, and inspection of the playground equipment (using the playground inspection form) will be undertaken immediately and an initial report will be completed as soon as possible after the event. Any corrective action taken will be recorded on the playground inspection form.