

**City of Dublin
Parks and Facilities
July 2013**

Playground Safety Management Policy

Section I. Purpose: The City of Dublin has high standards for the condition, accessibility, and safety of its parks and playgrounds. This policy, for the purpose of continuity and performance measurement, defines the process of play equipment selection and replacement, and the inspection and maintenance policies used by the City to assure the highest levels of safety for our users as defined by the State of California¹. It also addresses the training and assignment of staff and contractors to assure those knowledgeable in recognizing and mitigating actual and potential playground safety hazards conduct and document routine inspections.

Section II. Scope: This Policy applies to all permanently installed playgrounds, both currently in place and those added or renovated in the future, intended for user ages two (2) years to twelve (12) years located within the City of Dublin that are installed for public park applications per the State of California CCR 22.4.22. "Play structures shall be anchored to the ground or not be intended to be relocated." (ASTM 1487-11:5.3).

Section III. Definitions:

Audit: The initial, State required, thorough inspection performed by a Certified Playground Safety Inspector (CPSI). Audits must be completed for new installations or equipment replacement/renovation prior to use by the public.

Certified Playground Safety Inspector (CPSI): A person who is certified by the National Recreation and Park Association (NRPA) as having the skills and professional knowledge to implement a sound accident prevention and risk reduction program through audits and inspection program design and implementation.

Child: Playground users between the ages of two (2) years and twelve (12) years old

Hazard Classification:

1. May cause permanent disability; loss of life or body part
2. May cause serious injury resulting in temporary disability
3. Minor (non-disabling) injury
4. Recordkeeping or compliance issue only. Not likely to directly result in injury

High Frequency Inspection: One part of the required comprehensive inspection program. Frequency is dependent on level of use, climate, and type of equipment. Inspections must be done frequently enough to effectively identify and correct typical hazards.

¹ The State of California has adopted ASTM 1487 and The Consumer Product Safety Commission's Handbook for Public Playground Safety as the "standard of care" and legal code requirement for the selection, placement, installation, inspection, and maintenance of public playground equipment.

Low Frequency Inspection: One part of the required comprehensive inspection program. Frequency is dependent on level of use, climate, and type of equipment. Inspections must be done frequently enough to effectively identify and correct less obvious hazards that occur over time due to wear, abuse, or inadequate maintenance and may affect moving parts and structural integrity. Low Frequency inspections are detailed and comprehensive covering playground access, condition, peripheral structures within/near the use zones, accessibility, and playground equipment placement and condition.

City of Dublin Public Playground Equipment: (ASTME 1487:3.1.32): Play structure for use in play areas of City of Dublin parks.

Section IV. Standards, Guidelines and References:

DOJ 2010 Standard for Accessible Design: Title II (28 CFR 35) and Title III (28CFR36)
California CCR 22.4.22

ASTM 1292: Standard Specification for Impact Attenuation of Surface Systems under and Around Playground Equipment

ASTM 1487-11: Standard Consumer Safety performance Specification for Playground Equipment for Public Use

ASTM 2223-04: Standard Guide for ASTM Standards on Playground Surfacing

ASTM 1951: Standard Specification for Determination of Accessibility of Surface Systems under and around Playground Equipment

Consumer Products Safety Commission (CPSC) Handbook for Playground Safety, November 2010

Section V. Playground Replacement and Upgrade Review and Scheduling: The selection and manufacture of playground equipment shall comply with ASTM 1487-11: 4.0 Installers will certify that equipment meets manufacturers and/or IPEMA requirements and is installed as designed per ASTM 1487-11:11.0. Documentation of this certification will be maintained indefinitely.

Section VI. Playground Signage Requirements: All City playgrounds must have signage per ASTM 1487-11:14.0 and 15.0. Presence and condition will be documented on low frequency inspections reports.

Section VII. Playground Inspections: The City of Dublin as identified playgrounds as “heavy use” and “all others”. Community Parks are classified as “heavy use”. Heavy use sites are those used for recreation programs, attract large numbers of children, or regularly show signs of wear or abuse. Neighborhood park sites typically experience lighter attendance and/or less intense use. The level of use and condition dictate type and frequency of inspections and may vary with changes in population, added programming, and aging equipment.

A. High Frequency Inspections

Each designated heavy use park shall be inspected daily during the most active seasons (May-September) by maintenance staff attending to other park needs. Inspections focus on condition and even distribution of fall attenuating surfacing materials, obvious damage to equipment, site, trip and fall hazards, sanitary conditions and removal of any user modifications, such as ropes tied to elevated parts.

Inspections will be documented using the park maintenance daily checklist in Attachment 1. Daily inspections will be replaced October through April by weekly inspections unless findings indicate more frequent level of maintenance is required to assure good condition of surfacing is maintained.

“Heavy use” sites will be inspected for damage and hazards bi-weekly by a staff or contractor who is or has been trained by a Certified Playground Safety Inspector during the most active season (May-September). These inspections will be conducted monthly October through April and documented using Attachment 2.

Inspection frequency may be increased as conditions dictate due to heavy playground use and/or age/condition of equipment or an increase in incidents.

Playgrounds not included as “heavy use” will be inspected monthly using the form in Attachment 2 unless increased number of hazardous conditions or equipment wear are noted.

B. Low Frequency Inspections

Detailed (Low frequency) inspections are to be performed at all playgrounds by a Certified Playground Safety Inspector (CPSI) or staff/contractor who has received current training from CPSI annually recording findings on form Attachment 3.

C. Audits

Audits, as required by the State of California, will be conducted by an independent CPSI, when a new playground is added or a major renovation of an existing facility takes place. These inspections will be documented using the National Playground Safety Institute (NPSI) recommended form or equivalent.

Section VIII : Playground Maintenance and Repair : All “heavy use” playgrounds receive daily maintenance during peak use season that includes, but not limited to, removing litter, graffiti and redistribution of loose fall-attenuating surface material as needed to eliminate low spots beneath swings, slides and other equipment. Other playgrounds receive these services as described in section VII A above.

Verbal and documented findings from high and low frequency inspections (Section VII) will be submitted to the Parks Maintenance Foreman for prioritization and scheduled remediation. Conditions which do not present a potential danger of serious injury, but that require repair or other action must be entered into the work order system for scheduling, follow up, completion.

Should equipment or conditions be identified during the inspection process that present a significant threat to health or safety (Class 1 or 2 hazards), the site or piece of equipment will be secured to prevent use, or the offending equipment removed. These include items such as broken swing seats or slide beds, worn swing hangers or connectors for suspended elements, missing guardrails/barriers, or equipment which has resulted in an injury, until full evaluation can be made. Care must be taken that

the protective measures do not create an additional hazard. Class 1 and 2 hazards should be reported immediately to the Parks Maintenance Foreman to determine actions needed. Additional repair or replacements will be entered into the work order system by parks staff.

Upon completion of a work order, a copy will be attached to the inspection form where the hazard was identified. The Parks Maintenance Foreman will also follow up on a weekly basis to assure the condition has been addressed and recorded.

All repairs and replacement parts shall be completed following the manufacturer's instructions and approved materials. Any major modification or replacement of equipment must be done by the manufacturer/installer to preserve warranty and reduce liability.

Section X. Record Keeping: All inspections will be documented using playground inspection forms found in Attachments 1 and 2 or their equivalents; signed and dated by the person performing the inspection. The completed high frequency forms will be retained in the Parks and Community Services Department for one year after any maintenance or repair issues are resolved. If an injury or complaint has occurred on the site Inspections and remedial action reports for sites where an injury has occurred should be maintained a minimum of ten (10) years. Inspection records will include digital photos of deficiencies where appropriate.

Records of repairs made shall also be signed and dated and attached to the inspection form on which the condition was identified. When needed for clarification, digital photos should be attached to checklist reports. Date stamped photos must be taken of any physical barriers placed to prevent access to unsafe equipment.

Inspection forms and incident reports are reviewed quarterly to identify trends and recurring problems as part of the Playground Safety Management Program. An overview will be provided annually to the City's Safety Committee.

The Maintenance Superintendent shall provide bi-monthly briefings of hazards identified, or injuries occurring, on City playground equipment to the Risk and Safety Committee at regularly scheduled meetings, as well as any obstacles to implementing the Playground Safety Management Policy, and to hazard correction or delays.

Section XI. Incident Investigation: All playground visitor complaints regarding playground safety or an actual report of injury received by any department must be reported to the Parks and Community Services Director on the same business day as received. The Parks and Community Services Department shall record on a City Accident Report (Attachment # 4) any reported accidents/injuries, or any occurrences which may not have resulted in injury or damage. Reports should include digital photos of deficiencies where appropriate.

These Accident Reports should be provided to the Human Resources Director/Risk Manager) for review by the City's Safety Committee at regularly scheduled meetings.

Investigations of complaints of unsafe conditions not involving injury or damage are investigated by the City's CPSI with assistance from the Risk Manager. Notes regarding details of the complaint and physical findings are recorded and maintained with the incident log by the Risk Manager. If inspection/investigation indicates need for action, work will be prioritized and assigned by the Parks

Maintenance Foreman for mitigation within a specified period of time or equipment will be removed from service for serious hazards per section VIII of this policy.

Reports of injury are reported to the Parks and Community Services Director who will assign a CPSI to investigate accidents and submit a completed incident investigation report with a record of inspection history findings, photos if appropriate, root cause analysis and recommendations for mitigation and response to the Parks and Community Services Director and Risk Manager.

Detailed information obtained from the person filing the complaint should include contact information, description of the condition or concern, specific location and any incident or injury which may have occurred. A courtesy copy of any accident investigation should be submitted to the Risk Manager in the event a claim is submitted. If an actual injury is reported and instructions for filing a claim are requested, the requestor should be referred to the Risk Manager.



**CITY OF DUBLIN
PARKS AND COMMUNITY SERVICES DEPARTMENT
HIGH FREQUENCY INSPECTION FORMS**

Dolan Park 5-12

Inspector: _____

Date: _____

Start Finish Times: _____

Repairer: _____

Date: _____

Start Finish Times: _____

Use the following Codes: 1 = Okay, 2 = Needs maintenance, 3 = Request for repair,
0 = supervisor notified and work order written, x = Corrective Action Completed

INSPECTION ITEMS	CODE	INSPECTION COMMENTS	REPAIR COMMENTS
Vandalism: damage, graffiti etc.			
Loose or missing Hardware			
Guardrails/Handrails			
Foreign objects: Ropes, chains, wood, Glass, trash, needles etc.			
Walkways, platforms, steps			
Concrete Footers			
Surfacing - EWF			
Rake surfacing material			
Age App. signs/labels			
Warning signs/labels			
Manufacturers signs/labels			
Supervision signs/labels			
Access Ramp			
Transfer Station			
Tree Climber			
Chain link Climber			
Walcano Climber			
Arched Bridge			
72" Curved Clide			
96" Curved Slide			
Tube Slide			
Bubble Panel			
Tic Tac Toe			
Wheel Panel			
Store Front Panel			
Bench			
Swing Chains (Kinked, twisted ,broken)			
Swing Seats (Cracked, rotten, missing)			

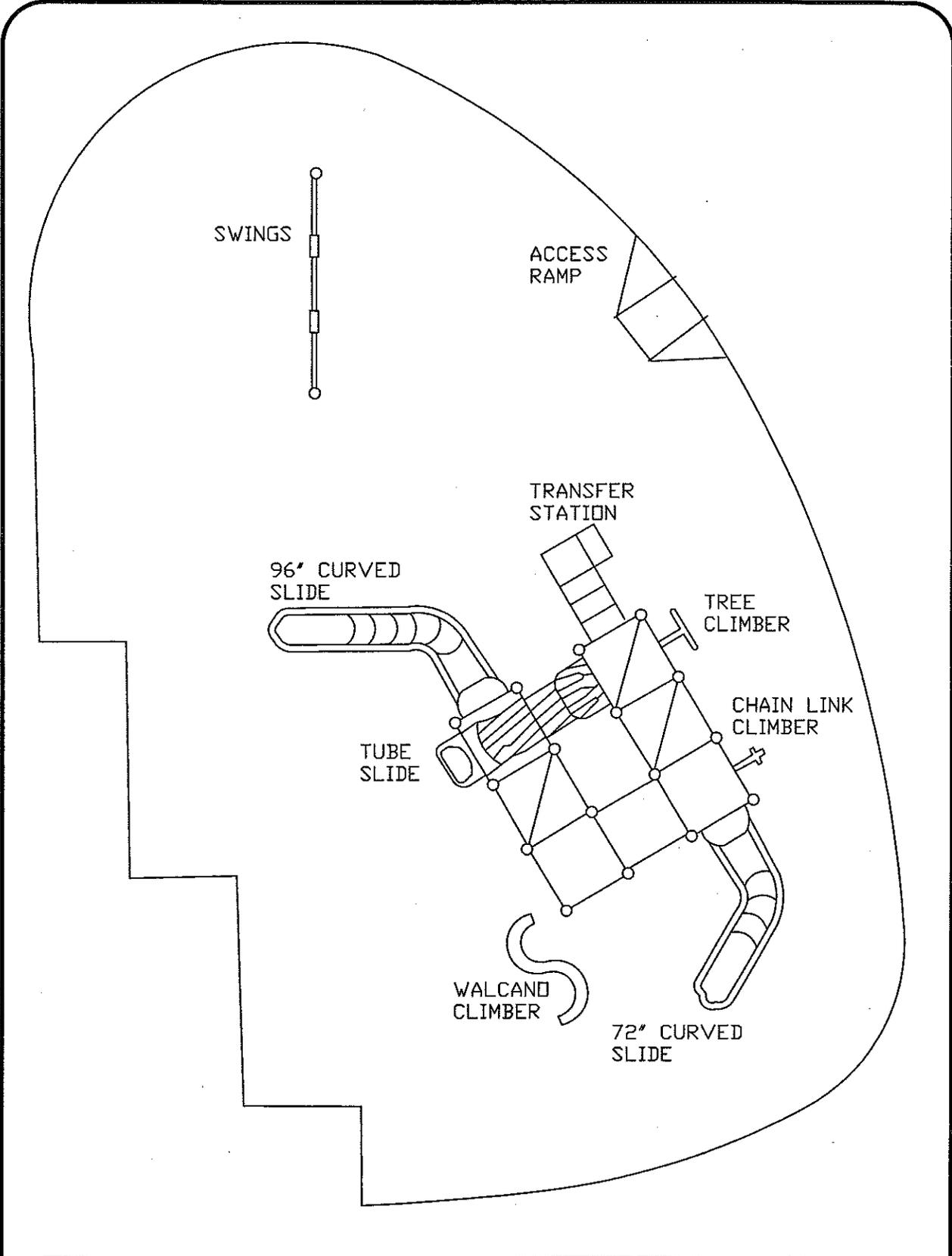
FOR OFFICE USE ONLY

Reviewed by Maintenance Supervisor _____ (Date) _____ Reviewed by Maintenance Superintendent _____ (Date)

(signature)

(signature)

USE BACK FOR ADDITIONAL COMMENTS
REPORT ALL VANDALISM TO YOUR SUPERVISOR



SWINGS

ACCESS RAMP

TRANSFER STATION

96' CURVED SLIDE

TREE CLIMBER

CHAIN LINK CLIMBER

TUBE SLIDE

WALCAND CLIMBER

72' CURVED SLIDE

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CITY OF DUBLIN
DOLAN PARK
5-12 PLAY AREA

Low Frequency (Annual) Playground Inspection Checklist

Park Name: _____ **Inspector** _____ **Date** _____

	Yes	No	N/A	Hazard Rating	Comments/Action	Date Corrected
Playground Surface Area						
No footings are exposed, cracked or loose on the ground						
There are no poor drainage areas						
Safety surface at minimum of 9" deep if loose fill and evenly distributed in use zones						
Unitary Surface –buckling, peeling or damage						
There are no tripping hazards						
Area is clean and free of glass, trash and foreign objects						
Play Structures						
There are no broken supports or anchors						
There are no missing plugs, caps, pipe ends or shields						
There are no missing or loose rails, rungs or steps						
There are no protruding bolt heads, more than 2 threads, or objects						
There are no loose, missing, rusted or worn fasteners						
There is no peeling or chipping paint or coatings						
No pinch or crush points especially on clatter bridges						
No signs of slides or other components separating at joints						

City of Dublin
 Low Frequency Playground Inspection Form
 Attachment 3

Ver 1. 2012

Wood is not splintering, warping or cracking						
No protrusions or entanglements						
No head or neck entrapments						
Swings						
No broken, twisted, worn or rusted chains or hangers						
S-hooks are not open, worn or rusted						
Swing seats are in good condition						
Swing frame is not dented, shifted or damaged						
No loose, missing or protruding bolts						
Spring Riders						
Coil or spring is not broken or loose						
Footings and bolts are not exposed						
Rider is not damaged or missing components						
	Yes	No	N/A	Hazard Rating	Comments/Action	Corrected
Climbers						
No broken/loose rails or rungs						
No missing bolts or fasteners						
No cracked or broken welds						
No protrusions create entanglements						
Slides						
Slide beds are smooth and free of cracks or gaps						
Handrails are not loose, bent or missing						
Steps/rungs are not loose, missing or damaged						
Safety rails/sit down canopy in place and						

secure				
Safety surface at slide exit at min. 9" depth				
Track Rides				
All connectors are tight allowing no play at joints				
Platforms are secure and in good condition				
Pinch points are covered or protected				
Hand grips are secure and stops are operational				
Other				

DRAFT

CITY OF DUBLIN
INCIDENT REPORT FORM
 Please complete this form (using blue or black ink) within 24 hours of an incident, and Distribute to those listed below. Please state the facts to the best of your ability and not your opinions.

Date of incident: _____

Exact Location of Incident: _____

Time of incident: _____ A.M. P.M.

Name of Person Injured/ Involved: _____ Gender: Male Female

If Minor, Name of Parent/ Guardian: _____

Address: _____

Phone Number(s): _____

Was Claim Filing Information Requested?

Was the person Injured: Yes No Describe Injury/ Illness: _____

Describe and provide details of incident: *(Please attach separate sheet as needed)*

What were the Condition / Environment of the area of the Incident: (i.e. Lighting, Weather conditions, Surface/Floor).

Prior Inspection Reports Available for site of incident?

Pictures Attached? _____

Actions Needed/Taken by Whom? _____

If person was injured, were they treated, and if so, where? _____

Was local emergency contact alerted? Yes No Police Fire Paramedic

Other Individuals Involved: *(ex: other Employees, Witnesses)*

Name	Address	Phone Number

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Name of Person Completing Report: _____

Title: _____ Local Phone: _____

Signature: _____ Date Report Completed: _____

Supervisor/Manager Signature: _____ Date: _____
