

**BROWARD COUNTY SCHOOL BOARD
PLAYGROUND HANDBOOK
PRE-SCHOOL THROUGH ELEMENTARY SCHOOL**

2019 - 2020



"The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation."

This information is available at www.broward.k12.fl.us/safetydept

Broward County Public Schools
The School Board of Broward County, Florida

Donna P. Korn, Chair

Dr. Rosalind Osgood, Vice Chair

Robin Bartleman

Heather P. Brinkworth

Abby M. Freedman

Patricia Good

Laurie Rich Levinson

Ann Murray

Nora Rupert

Robert W. Runcie
Superintendent of Schools

“The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158”

www.browardschools.com
www.broward.k12.fl.us/safetydept

In a declared emergency, (754) 321-4200 is monitored 24 hours a day.

FORWARD

This playground handbook establishes nationally recognized safety standards for public playground equipment to address injuries identified by the U.S. Consumer Product Safety Commission (CPSC).

The CPSC estimates close to one million injuries occurred each year related to public play ground equipment. CPSC estimates that annually over 200,000 victims are treated in U.S. hospital emergency rooms for injuries associated with public play ground equipment. About three fourths of these injuries were from falls, primarily to the surface beneath the playground equipment. Other hazard patterns involved impact by swings and other moving equipment and contact with protrusions, pinch points, and sharp edges. Causes of recorded fatalities reported to the CPSC resulted from falls; entanglement of clothing or similar items on equipment; entanglement in ropes tied to or caught on equipment; head entrapment; impact by equipment that tipped over or otherwise failed; and impact by moving swings.

For more information on safety in playgrounds, be sure to check out the Handbook for Public Playground Safety, a necessary companion to this document. The Handbook can be found on the internet at the following location:

<http://www.cpsc.gov/cpsc/pub/pubs/325.pdf>

This consumer safety performance specification does not eliminate the need for supervision of children on public playground equipment. It is intended to minimize the likelihood of life-threatening or debilitating injuries, such as those identified by the CPSC.

TABLE OF CONTENTS

	<u>PAGE</u>
I. INTRODUCTION.....	1
II. SAND SAFETY FOR PRESCHOOL STUDENTS	2
III. EQUIPMENT	3
A. General Requirements	3
B. Guidelines for Specific Pieces of Equip	4
C. Unapproved Equipment	5
IV. STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES....	6
V. ACCESSIBILITY TO THE DISABLED	8
VI. INSTALLATION REQUIREMENTS	10
A. Location.....	10
B. Anchorage	10
C. Surfacing	11
D. Playground Border	11
E. Orientation (Layout).....	11
F. Installation Requirements	12
G. Installation Procedures	12
VII. PLAYGROUND RULES	13
General Requirements	
VIII. PLAYGROUND SUPERVISION	15
General Requirements	
IX. PLAYGROUND MAINTENANCE	17
General Requirements	
X. ROUTINE INSPECTION BY SCHOOL PERSONNEL.....	18
XI. MAINTENANCE PROCEDURES	19
XII. SAFETY DEPARTMENT INVOLVEMENT	19
XIII. SUMMARY.....	19
XIV. REFERENCES.....	20
XV. PROCEDURES FOR PURCHASING	21

Continued.....

TABLE OF CONTENTS (CONT'D)

XVI. APPROVED PLAYGROUND EQUIPMENT

A. Childcare/PreHeadstart Playground (ages 2-3).....22
B. Pre-Kindergarten Playground (ages 2-3)23
C. Pre-Kindergarten through First Grade Playground (ages 4-7).....24
D. Kindergarten through Second Grade Playground.....25
E. Elementary
I. Grades Three through Five Playground.....26
II. Grades Two through Five Playground.....27

XVII. APPROVED EQUIPMENT LIST MISCELLANEOUS

A. Middle Schools.....28
B. Educational Centers.....28
C. High Schools.....28

XVIII. DAILY PLAYGROUND CHECK LIST.....29

XIX. APPROVED PLAYGROUND EQUIPMENT.....31

XX. PLAYGROUND RULES AND DESIGNATED GRADE SIGNS.....38

XXI. EXAMPLES OF MISUSE OF EQUIPMENT.....39

XXII. CLIMBING GYMS ON HARD SURFACE WARNING.....41

I. INTRODUCTION:

A. PURPOSE

These guidelines establish standards the Broward County School Board shall strive to achieve in the construction, use, supervision, maintenance and inspection of outdoor play facilities on Broward County School Board property. These guidelines are also in compliance with Section 423 State Requirements for Educational Facilities, Florida Building Code, the American Society for Test and Materials (ASTM) and U.S. Consumer Product Safety Commission (CPSC) guidelines.

B. SCOPE

The selection and installation of all outdoor playground equipment shall comply with these guidelines. Where existing playground equipment does not comply, the District shall modify the equipment, if possible, to conform or remove such equipment considered hazardous.

Changing or modifying a piece of equipment may destroy its safety qualities. Equipment that is faulty or has been broken should *immediately* be secured or removed from use. When a piece of equipment consistently breaks down, the equipment should be replaced to prevent possible injury.

Exceptions to equipment selection and installation guidelines may be taken when the exception does not create an undue safety hazard and has been approved by the Safety Department.

C. REVISIONS

These guidelines should be reviewed on a regular basis by the Playground Safety Committee and revised when appropriate. The Broward County School Board encourages employees, parents, students and citizens of the community, to offer suggestions that will improve these Playground Guidelines.

Comments and suggestions pertaining to these guidelines should be submitted to the Safety Department for consideration.

II. SAND SAFETY FOR PRESCHOOL STUDENTS

To meet curriculum guidelines, all preschool classrooms in Broward County Schools should have sand play available daily with a sufficient amount of sand (3-4 inches) and materials for digging, molding, pouring and sifting (e.g., scoops, measuring cups and spoons, sieves, buckets, shovels, sand molds). These activities may take place indoors or outdoors.

Sand play may take place on the playground **ONLY WHEN THERE IS SUFFICIENT SPACE**. All sand play on playgrounds must take place at least 6 feet from all play equipment, and only in a clearly defined sand play area. The sand play area should be delineated by a visual barrier and monitored closely by adults. When using sand toys on the playground, teachers should limit the number of children allowed to use sand toys, based upon the size of the sand play area and the number of toys available.

If a school site has a playground approved for preschool students, and sufficient space to meet the guidelines of the Safety Department of Broward County Public Schools, then sand play may occur outdoors. As with any activity, adults should closely monitor children at play and teach the children the basic rules of playground behavior. To ensure a safe outdoor environment and the safety of all children, it is imperative that the following guidelines be followed:

- The use of sand toys must be contained within the sand play area. This area must be at least 6 feet from any piece of playground equipment.
- Sand toys should be inspected daily (before, during, and after sand play) to ensure they are in good repair. Any damaged toys should be discarded immediately.
- Sand toys should be picked up before leaving the playground and stored inside.
- The sand play area is solely for sand play; students shall not run through the area.
- Children may dig up to 8 inches deep in the sand.
- Children should fill-in any holes prior to leaving the sand play area.
- Walkways should remain free of sand.

If a school prekindergarten playground does not meet these guidelines, the use of sand toys during sand play should take place inside the classroom with only a few students at a time utilizing a sand table or sensory experience tubs that provide for a sufficient level of sand. An adult should supervise the students at all times. Sand toys should be inspected daily and discarded immediately if broken.

Whether sand play and sand toys are used inside or outside, children must be supervised at all times and correct behavior should be discussed prior to the beginning of the activity. By following these procedures, children will benefit from the curriculum and have the opportunity for safe sand play daily.

III. EQUIPMENT:

A. GENERAL REQUIREMENTS

1. Platforms shall be no higher than six (6) feet for Elementary playground areas for grades two through five.
2. Platforms shall be no higher than four (4) feet for kindergarten play areas, three (3) feet, six (6) inches for pre-kindergarten only areas, and three (3) feet for Pre-Headstart and Child Care (toddlers through three (3) years old).
3. Equipment shall be free of points, sharp edges and protrusions that may cut or puncture (based on CPSC Guidelines).
4. Equipment shall be free of protrusions and other elements that may snag clothing or body parts.
5. Equipment shall be free of angles or openings that may entrap body parts (based on CPSC Guidelines).
6. Equipment shall be stationary (i.e. the play structure shall have a fixed base and shall not move).
7. Equipment shall be free of pinch or crush points (based on CPSC Guidelines).
8. Equipment shall have slip resistant walking and climbing surfaces.
9. Equipment shall have components that drain freely and not collect standing water. Special attention should be given to heavy use areas such as those located at slide exit regions.
10. Equipment shall have steps and handholds/handrails of proper size with appropriate spacing and incline where necessary to assist climbing (CPSC Guidelines).
11. Any platforms 20 inches or higher in Childcare, Pre-Kindergarten or Head Start ages 2-5 Playgrounds or 30 inches or higher for Kindergarten or Elementary Pre-K Playgrounds shall have vertical handrails, raised edges and other barriers where necessary, to minimize the potential for falls.
12. Equipment shall have vandal-proof connectors that cannot be loosened or unfastened without tools.
13. Equipment shall permit easy access of adults for maintenance and emergencies.
14. Equipment shall provide more than one means of access and exit.
15. Play areas shall be ADA Handicap Accessible.
16. Equipment shall be designed to support the maximum possible load to be imposed on the apparatus.

A. GENERAL REQUIREMENTS (Cont'd)

17. Equipment shall be designed to be permanently anchored in place.
18. Equipment shall be constructed of non-rusting non-toxic materials.
19. Equipment shall be constructed of materials that will remain durable in an outdoor environment.
20. Playground coverings must comply with the standards set forth by the Building and Facilities Department, and must be *fully maintained* by the school facility that purchases it, including removal during inclement weather. Posts of playground coverings should be located outside the playground borders.

B. GUIDELINES FOR SPECIFIC PIECES OF EQUIPMENT

Individual pieces of equipment shall meet the following specific design requirements in addition to the general design requirements:

1. Balance beams shall be a maximum height of twelve (12) inches, Elementary; eight (8) inches, Kindergarten, Pre-Kindergarten, Pre-Headstart and Early Childhood; six inches (6).
2. Horizontal bars shall be a minimum height of four (4) feet and a maximum height of six (6) feet.
3. Arched ladders shall be a maximum height of six feet (6) for grades one thru five, and four feet (4) for kindergarten.
4. Ladders shall have equal spacing between steps or rungs, seven (7) inches minimum distance between steps or rungs, with seventy-five (75) to ninety (90) degree incline for ladders with rungs.
5. PLAYGROUND RULES SIGN shall be installed along with the installation of playground equipment on each play area.
6. Playground Grade Appropriate Signs shall be installed identifying the intended grade of students allowed to use each playground. Playground grade assignment is determined by the Safety Department and is based on the equipment contained in a specific playground.

C. UNAPPROVED EQUIPMENT

The following specific equipment is not approved for installation on the Broward County School Board Sites (including indoors).

1. Jungle Gyms
2. Pyramid Bars
3. Merry-Go-Rounds or Whirls
4. Rope or Chain Ladders
5. Sand Boxes
6. See-Saws
7. Swings
8. Swinging Exercise Rings
9. Tire Swings
10. Any Equipment Mounted on Springs
11. Tetherball Posts in tires with concrete
12. Climbers Taller than specified in Section A and B
13. Large Soccer Goals that do not meet CPSC Guidelines and that are not properly secured
14. Chain Nets on Basketball Hoops
15. Log Rolls

ANY EQUIPMENT FOUND UNSAFE OR NOT SUITABLE FOR THE PROPOSED SITE IS DETERMINED BY THE SAFETY DEPARTMENT OR PLAYGROUND COMMITTEE.

IV. STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES: (Playgrounds, Equipment and Athletic Fields)

Section 5.3.2 (I) for new school construction:

Playgrounds, equipment and athletic fields shall be accessible and compatible with the educational facility served and shall comply with the following:

1. Child Care, pre-kindergarten, kindergarten and pre-headstart play areas shall be fenced, separated from other play areas, and shall have direct access from their related classrooms.
2. Playgrounds and equipment shall be designed and installed to be structurally sound, vermin proof, and shall not have jagged or sharp projections.
3. Direct access from the facility shall be provided to play areas and athletic fields without crossing roads, traffic lanes, or parking lots, or appropriate safety devices are provided where access crosses parking or drives.
4. Related facilities such as toilets, concessions, storage, shower and locker rooms, bleachers, press boxes, observation platforms, scoreboards and dugouts, shall be appropriate for the anticipated program. Planning and construction of these facilities shall comply with the Florida Building Code, latest Edition. State Requirements for Educational Facilities (SREF, latest edition), and SBBC Educational Specifications.
5. Playgrounds and equipment should be design and installed using the latest edition of the "Handbook for Public Playgrou nd Safety" by the U.S. Consumer Product Safety Commission and the ASTM/CPSC "Playground Audit Guide" as applicable.

Section 5.5.2 (i) for existing schools:

- (i) Playgrounds, equipment, and athletic fields are maintained in a safe and acceptable condition for the intended function, using as a guideline appropriate sections of the current edition of the "Handbook for Public Playground Safety" by the U.S. Consumer Product Safety Commission and the "ASTM/CPSC Playground Audit Guide," whenever possible.
 1. When play areas and athletic fields are fenced they shall and have at least one (1) gate to the exterior, large enough to accommodate pedestrian egress and one (1) gate to the exterior large enough to accommodate service equipment access.
 2. Child Care, pre-kindergarten, kindergarten and pre-headstart play areas shall be fenced, separated from other play areas, and shall have direct access from their related classrooms.
 3. Playground equipment (backstops, slides, et c.) shall be structurally sound, vermin proof and free from jagged or sharp projections (concrete foundations, exposed nuts and bolts, braces, etc.)

Section 5.5.2 (i) for existing schools (cont'd):

4. The safety surface under playground equipment shall be resilient material, unitary or loose-laid, maintained regularly to prevent injury.
5. Direct access from the facility is provided to play areas and athletic fields without crossing roads, traffic lanes, or parking lots, or appropriate safety devices are provided where access crosses parking lots or drives.
6. All play courts are to have positive drainage; ponding is not permitted. Covered play areas provided, have positive drainage away from center of the floor. Refer to Facilities Department for approved pavilion sizes and designs.
7. Related facilities such as toilets, concessions, storage, shower and locker rooms, bleachers, press boxes, observation platforms, scoreboards, and dugouts, when provided, are to be under the appropriate area of this section.
8. Provide access to playgrounds, equipment, athletic fields and related facilities on accessible routes.

V. ACCESSIBILITY TO THE DISABLED:

1. The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment , public services, transportation, public accommodations including many services operated by private entities, and telecommunications. Title III of the legislation includes within the definition of public accommodation: "a park, zoo, amusement park, or other place of recreation", a school, including nursery schools; a day care center; and a gymnasium, health spa or "other places of exercise or recreation."
 - a) Accessible Route - If the zone of a playground is not entirely surfaced with an accessible material, at least one accessible route within the use zone shall be provided from the perimeter to all accessible play structures within the playground.
 - b) The clear width of the accessible route shall not be less than 36 inches (1.5m) in accordance with Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities with 60 inches wide segments for turning.
 - c) The accessible route within the use zone shall conform to the performance requirements of Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.
 - d) Any accessible route with a slope greater than 1:20 is a ramp. Cross-slopes on accessible routes shall not exceed 1:50 in accordance with Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.
 - e) Fifty (50%) percent of the playground equipment activities need to be accessible.
 - f) ATB Stand
 - g) Getting Users onto Accessible Playground Equipment
 - a. A ramp, deck or other stationary bridge, when used to connect an elevated access from the perimeter of the playground to the play equipment shall be exempt from the use fall zone requirements when the connection is made at the perimeter.
 - b. Ramps intended for Wheelchair Use - All ramps within the use zone that are intended for access to equipment such as decks and platforms shall conform to the following specifications. In addition, consideration should be given to provide other means of access to the equipment to enhance circulation and the opportunity to engage in play events.
 - c. The clear width of a ramp shall be no less than 36 inches (910 mm) in accordance with Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.
 - d. The slope of a ramp shall not be greater than 1:12 in accordance with Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.
 - e. The horizontal run of a ramp shall not be greater than 12 feet (3.7m).

2. Landings

- a) Ramps shall have a level landing with a diameter not less than 60 inches (1525 mm) at the top of each run in accordance with Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.
- b) Landing at the base shall not be less than 72 inches.
- c) Landings that contain play components shall include a space where a wheelchair user may park and play that has dimensions of not less than 30 inches (760 mm) by 48 inches (1220 mm) and does not reduce the adjacent circulation path to less than 36 inches (915 mm).
- d) The edges of ramp landings with drop-offs shall have a means to prevent wheelchairs from falling off landings in accordance with Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.
- e) Ramps greater than 30 inches (760 mm) above the protective surface of the use zone, when designed for use by 2 to 5 year-olds, or greater than 48 inches (1220 mm) above the protective surface of the use zone, when designed for use by 5 to 12 year-olds, shall have barriers. Ramp height shall be measured at the highest point.

VI. INSTALLATION REQUIREMENTS:

A. LOCATION:

When planning a new playground, it is important to consider hazards or obstacles to children traveling to or from the playground. A barrier, surrounding the playground, is recommended to prevent children from inadvertently running into a street. Such a barrier should not preclude supervision.

1. Locate equipment on playground so that users traveling to and from the equipment:
 - a) Will not cross in front of vehicular traffic.
 - b) Will not cross through areas where organized games are being played.
 - c) Will not cross through areas where they may interfere with or be injured by other play equipment.
2. Locate equipment within the playground border so there is adequate separation from other equipment, structures, trees, bushes and hard surfaces.
3. Minimum clearances beyond equipment shall be as follows:
 - a) A minimum of six (6) feet clearance in all directions shall be maintained around the equipment. Two stationary pieces that are adjacent to one another may overlap if the adjacent equipment's designated play surface is no higher than 30 inches from the protective surface. Stationary equipment that is adjacent and has a designated play area higher than 30 inches above the protective surface shall have no less than nine (9) feet clearance between the units.
 - b) Manufacturer recommendations will prevail when greater distance of clearance than above is suggested.
4. Locate equipment to provide separate play areas for children of different ages. Areas for child care, pre-school, kindergarten and pre-head start children shall be fenced-in. Fence to be four (4) feet minimum, chain link, knuckled top and bottom, plastic coated, not barbed.
5. Equipment shall be located in areas free of poisonous plants.
6. Sidewalks from the school building to the playground / play court area shall be a minimum of five (5) feet in width.

B. ANCHORAGE:

1. Permanently anchor all equipment in place.
2. Anchorage shall adequately support the maximum possible load able to be imposed on the apparatus.
3. Where concrete footings are used for anchorage install footings so that the top of the footing is a minimum of twelve (12) inches below the top of the sand for all playgrounds.

C. SURFACING:

1. Install sand below all playground equipment except equipment designed to be used over hard surfaces; such as basketball courts & ADA equipment.
2. Place sand over a sub-grade that has been sloped a minimum of 1/4 inch per foot to allow drainage.
3. Minimum depth of loose surface material shall be twelve (12) inches for all playgrounds.
4. Surfacing material coverage shall extend beyond the equipment a distance that meets or exceeds the fall zone required around the equipment.
5. Minimum depth for poured in place surface shall be that depth appropriate for the highest fall height of the equipment, with a minimum depth of two and one-half (2.5) inches.
5. Access shall be provided for handicap students to reach equipment they can use, such as a poured rubber resilient surface. Rubber tiles are not permitted due to problems with vandalism.
6. District standard requires #70 trap sand, which has been laboratory tested.

D. PLAYGROUND BORDER:

1. A permanent border shall be installed around the playground area to insure sand is kept under the equipment and within the playground area. Border shall be a minimum width of four (4) inches and positioned no less than six (6) feet from any playground equipment. Suggested border material: Landscape Timber.
2. Additional bordering may be needed along fences to keep sand off of sidewalks and out of nearby buildings.
3. Area within the border should be free of any tripping hazards including but not limited to: tree roots, electrical lines, sprinkler lines, sprinkler control boxes, sprinkler heads, sprinkler wells, and other irrigation type equipment.
4. All playground covering posts should be located outside of the playground borders.

E. EQUIPMENT PLACEMENT:

1. Orient equipment so that access and exit points do not conflict with circulation patterns and the access and exit points of other equipment.
2. Orient equipment to minimize excessive heat build-up on metal surfaces. Slides should face the north when possible.

F. INSTALLATION REQUIREMENTS:

1. All playground equipment shall be installed by the SBBC Physical Plant Operations Department (PPO) or contractors selected and approved by the School Board of Broward County Facilities Department.
2. VOLUNTEERS SHALL NOT INSTALL PLAYGROUND EQUIPMENT.

G. INSTALLATION PROCEDURES:

1. Prior to installation:
 - a) Facilities and Construction Management, PPO and the contractor shall coordinate installation to minimize interference with student activities.
 - b) School principals, along with physical education (P.E.) teachers and staff, shall take action to ensure that rules will be enforced and documented for use of the play ground equipment (see playground rules Section VII Playground Rules & Section VIII Playground Supervision).
2. During Installation:

Install a construction fence (minimum 6 feet in height) around the construction area to prevent students from entering the area.
3. After Installation and prior to use:
 - a) The contractor and/or the Physical Plant Operations Department (PPO) shall install surface material below and around equipment.
 - b) The contractor and/or the PPO shall have equipment inspected and approved for use by the Safety Department, School Board Building Department and the Facilities and Construction Management Departments.
 - c) Utilizing their P.E. Teacher, the school principal shall take action to ensure that students and staff are instructed in the proper use of both new and existing equipment.
4. After Warranty Period:

PPO shall maintain equipment on a yearly basis and / or according to manufacturer's maintenance procedures.

VII. PLAYGROUND RULES – GENERAL REQUIREMENTS:

- A. All schools shall maintain and enforce the written rules governing the behavior of students using the playground.
- B. Written playground rules shall be provided for:
 - 1. General Behavior (See section E)
 - 2. Equipment Use (See section, F)
 - 3. Playground Games
 - 4. Special Circumstances (i.e., rainy days)
- C. Playground rules shall be reviewed with staff and students at the beginning of the school year and at regular intervals during the year.
- D. "Playground Rules" signs shall be installed in the playground area, along with the installation of the equipment (See Page 40).
- E. Model Rules For Playground Behavior:
 - 1. Be courteous and be a good sport.
 - 2. Follow game and play equipment rules.
 - 3. Stay within playground boundaries and away from "Off Limit" areas.
 - 4. Play ball games only in designated areas. Do not play "kick ball" on asphalt court.
 - 5. Use school equipment; do not bring toys or balls from home.
 - 6. Avoid wearing loose jewelry and do not carry pens or pencils on the playground.
 - 7. Do not push, pull or trip others.
 - 8. Do not play rough or fight.
 - 9. Do not throw anything in play area unless involved in organized ball games.
 - 10. Do not climb on fences, trees or other structures not intended for climbing.
 - 11. Do not play chase games or tag on equipment.
 - 12. SNEAKERS OR TENNIS SHOES SHALL BE REQUIRED.
 - 13. NO HELMITS ARE TO BE WORN ON THE PLAYGROUND.

F. Model Rules for Equipment Use:

1. Balance Beams

- a. Only one person on the beam at a time.
- b. Travel in the same direction.
- c. Do not use when wet.

2. Climbing Bars

- a. Keep at least one hand on the bars at all times.
- b. Hold bars with thumb locked around the bar to meet opposing fingers.
- c. Climb down from bars, do not drop or jump off.

3. Horizontal or Arched Ladders

- a. Only one person on the equipment at a time.
- b. Travel in the same direction.
- c. Hold bars with the thumb locked around the bar to meet opposing fingers.
- d. Do not stand or sit on the top ladder.
- e. Do not hang by legs.

4. Horizontal Bars

- a. Only one person on the bars at a time.
- b. Keep at least one hand on the bars at all times.
- c. Hold bars with thumb locked around bar to meet opposing fingers.
- d. Do not stand or sit on top bar.
- e. Do not hang by legs.

5. Fire Poles

- a. Only one person on the apparatus at a time.
- b. Slide down pole, do not jump.

6. Parallel Bars

- a. Only one person on the bars at a time.
- b. Travel in the same direction.
- c. Do not stand on bars.

7. Slides

- a. Only one person on the slide at a time.
- b. Slide down feet first.
- c. Do not stand or walk on slide.
- d. Climb up rungs or steps; do not climb up slide.

8. Conical Climbing Wall / Cozy Climber

- a. Only one person should climb at a time.
- b. Do not climb down the unit, only up .
- c. Do not jump from the platform of the unit.

9. Block Climber

- a. Only one person should climb at a time.
- b. Hold onto handrail while climbing
- c. Do not jump from blocks.

VIII. PLAYGROUND SUPERVISION-GENERAL REQUIREMENTS:

- A. All schools shall maintain and implement written guidelines for the supervision of their playground.
- B. Playground supervisors shall know and exercise their assigned duties and responsibilities.
- C. A Playground supervisor shall be on the playground at all times when the playground is in use during the school day.
- D. School principals shall be responsible for supervisors. Supervisor's responsibilities are as follows:
 - 1. Monitor and supervise playground activities.
 - 2. Be familiar with and enforce rules for playground behavior.
 - 3. Be familiar with and enforce rules for playground equipment use.
 - 4. Be familiar with and enforce school discipline procedures.
 - 5. Be familiar with the school's procedures pertaining to emergencies.
 - 6. Be familiar with the maintenance requirements for playgrounds and play equipment.
- E. Duties of playground supervisor:
 - 1. Remain on the playground during the entire play period. Immediately notify school principal or secretary if circumstances occur where the supervisor must leave the playground. Children may not be left unattended.
 - 2. Carry a whistle, portable radio, Sprint/Nextel Weather Alert Cell Phone, clipboard, pen or pencil, discipline forms, and student passes when supervising playground activities.
 - 3. Be alert at all times.
 - 4. Continuously patrol the entire play areas in use.
 - 5. Maintain visual supervision over as much area as possible.
 - 6. Remain visible to the students.
 - 7. Encourage and reinforce good playground behavior.
 - 8. Take prompt action to stop inappropriate behavior before problems or accidents occur.
 - 9. DO NOT become distracted talking to students.
 - 10. Handle discipline problems according to school discipline procedures.

F. Duties of playground supervisor Continued:

- 11. When a student becomes injured or ill due to the activity, when appropriate:**
 - a. Assess the extent of the injury.
 - b. Remain on the scene.
 - c. Provide immediate assistance or first aid if necessary. If the injury is serious DO NOT MOVE THE STUDENT.
 - d. Send another student to the office where staff should dial 911.
 - e. Advise the parents or guardians of injuries on the playground.
12. Complete a student accident report form for all playground injuries located on the AS400 Computer Mainframe. Specify in detail the cause of the injury. Include the name of any playground equipment involved, the B.P.I. number, if applicable. If a student is transported to a hospital, fax a copy of the screen from the AS400 to the Safety Department at 754-321-4285.
13. Report to the school principal at the end of the play period when:
 - a. Serious discipline problems occur.
 - b. Common discipline problems occur on a repeated basis, or repeated discipline problems occur with the same student.
 - c. Playground or play equipment maintenance problems are observed or suspected.
 - d. Serious illnesses or injuries have occurred.

IX. PLAYGROUND MAINTENANCE - GENERAL REQUIREMENTS:

- A. Playgrounds should be maintained in good condition.
- B. The condition of playgrounds, including play equipment, shall be inspected on a yearly basis. Work orders shall be issued immediately for all maintenance problems observed by calling COMPASS at (754) 321-4490.

(See Routine Inspection by School Personnel Section X, Maintenance Procedures Section XI, and the Safety Department Inspection Section XII).

- C. Routine playground maintenance should be provided at all playgrounds by the Maintenance Department (see XI for routine maintenance procedures).
- D. The Maintenance Department shall maintain the following playground records:
 - 1. Equipment manufacturer's installation instructions, guidelines and maintenance instructions.
 - 2. Results of playground inspections and maintenance (Kleindienst and Weston 1978:312).

X. ROUTINE INSPECTION BY SCHOOL PERSONNEL:

- A. During a school year, proper maintenance of play apparatus reduces accidents.
 - 1. Each piece of playground equipment shall be inspected at the beginning of each day to assure that it is safe and ready for use.
 - 2. This responsibility shall be assigned by the school principal, preferably to the Physical Education Instructor.
 - 3. Defective equipment shall be identified and discontinued from use. PPO shall be contacted immediately by calling in a work order to COMPASS at (754) 321-4490. If equipment cannot be repaired, it will be removed.
 - 4. Severe damage or safety problems may require the installation of a temporary fence to prevent student access.

- B. During extended vacation periods, routine playground inspection should be performed on a monthly basis. This responsibility shall be assigned by the school principal, preferably to grounds service personnel.

- C. Routine playground inspection and maintenance.
 - 1. Visually inspect ground and equipment.
 - 2. Report maintenance problems to PPO by generating a work order through COMPASS at (754) 321-4490.
 - 3. Close equipment or portions of the playground discovered to be unsafe immediately, and phone in a COMPASS work order at (754) 321-4490 (Kleinienst and Weston 1978:312).
 - 4. Remove litter and debris from playground.
 - 5. Rake sand to evenly distribute below and around equipment. Footings of equipment shall be covered by a minimum of eight (8) inches of sand for pre-head start, pre-kindergarten and kindergarten twelve (12) inches of sand for elementary. Number 70 trap sand should be utilized on all playgrounds.
 - 6. Each school is provided one load of playground sand at no charge every school year. If needed, phone COMPASS at (754) 321-4490 to generate a work order.

XI. MAINTENANCE PROCEDURES:

- A. Inspections and corrective maintenance work shall be performed throughout the year. A regular schedule shall be established, by area, to include each school.
- B. Persons performing maintenance shall be familiar with:
 - 1. Maintenance and care of playgrounds and equipment.
 - 2. The Broward County School Board Playground Handbook.
- C. Annual Maintenance Duties
 - 1. Perform required maintenance and repair.
 - 2. Acknowledge completion of maintenance work on the COMPASS work order.

XII. THE SAFETY DEPARTMENT SHALL BE INVOLVED WITH BUT NOT LIMITED TO:

- A. Inspection of the basic playground equipment installed on Broward County School Board property.
 - 1. Site planning.
 - 2. Identifying hazardous equipment to be repaired or removed.
 - 3. Information and education.
 - 4. Regulations.
 - 5. Evaluations.
 - 6. Injury reports.

XIII. SUMMARY:

There is no substitute for a serious awareness of user safety at all levels in a public agency. Everyone has responsibility for user safety. It should be given the highest policy and operational priority. Serious accidents can permanently disable a child, destroy a professional career and result in the loss of an effective program or play space simply because of negligence or lack of attention to the factors and practices described in this handbook.

“In the school environment, playground related injuries are the leading cause of injuries to students ages 5 – 14*. It is estimated that more than forty percent (40 %), of these injuries are RELATED TO INADEQUATE SUPERVISION”.

*National Program for Playground Safety

XIV. REFERENCES:

Burke's Guide to Playground Planning 1970, New Brunswick, N.J., Burke Company

Cabrielsen, Alexander M. 1978, Blueprint for Safety in Sports and Recreation. Waterford, Conn., Kroll Press

Kleindienst, Viola K. & Arthur Weston, 1978, the Recreational Sports Program, Englewood Cliffs, N.J.: Prentice-Hall

Kraus, Richard G. 1977, Recreation Today, Santa Monica, CA Good year Publishing Co., pp 59-62, 90, 304-305, 310-316

Kraus, Richard G. & Joseph E. Curtis, 1977; Creative Administration in Recreation and Parks, St. Louis, MO: Mosby Company

Play for all Guidelines, 1987, Mig Communications, Berkley, CA

U.S. Consumer Products Safety Commission, 1998 Edition, Handbook for Public Playground Safety, Pub. #325, Washington, D.C.: Government Printing Office

American Society for Testing Materials

- a. ASTM F 1487-05: Standard Consumer Safety Performance Specification for Playground Equipment for Public Use.
- b. ASTM F 2049: Guide for Fencing/Barriers for Playgrounds
- c. ASTM F 1951: Method to Test Accessibility of Safety Surfacing for Playgrounds
- d. ASTM F 1292: Method to Test Impact Attenuation of Safety for Playgrounds
- e. ASTM F 2223: Standard Guide for ASTM Standards on Playground Surfacing.

Consumer Products Safety Commission (Updated Edition or Latest Edition)

- a. 2049-03
- b. 1951-99
- c. 1292-04

Florida Building Code, Section 423

State Requirements for Educational Facilities

XV. PROCEDURES FOR PURCHASING:

Purchase of Playground Equipment at Existing School.

The following procedure shall be followed by the principal at an existing school for the purchase of playground equipment. This also includes purchase of playground equipment by PTA/PTO or any other outside agency:

1. Contact your Project Manager:

The Project Manager, after consulting with their supervisor, will take the necessary steps to coordinate and/or provide the following:

- A. Inspect the site and adjust the standard template as required.
 - B. Develop a total cost for all work and equipment and determine the appropriate funding source as available.
 - C. The Project Manager, upon final approval of the principal, will initiate the project.
2. Donations of playground equipment are not permitted.
3. Funds collected for the purchase of playground equipment by PTA/PTO or other outside agencies: only playground equipment appearing on the basic equipment list may be purchased.

Pictures of approved equipment for specific playground grade groups are at the back of this manual. Any equipment that is not like-in-kind to the equipment pictured must be approved by the Playground Committee.

XVI. APPROVED PLAYGROUND EQUIPMENT LIST:

Note: Children may play in playgrounds that are designated for ages lower than their present age, but not higher.

For instance, four (4) year olds may play in pre-kindergarten playgrounds designated for ages two (2) through three (3) years old. However, three (3) year olds may not play in playgrounds intended for ages four (4) through seven (7).

A. CHILDCARE/PRE-HEADSTART

(Toddlers - Two [2] to Three [3] Years Old)

1. Sports Car
2. Cat's Den
3. Navigator I (Tot Slide)
 - a. Single Small Straight Slide
 - b. Double Small Straight Slide
 - c. Various Activity Panels
4. Play Shaper (with roof ADA Tot Slide)
 - a. Small Straight Double Slide
 - b. Various Activity Panels
5. Clear Paint Panel
6. Infant Maze
 - a. Crawl Tube
 - b. Various Activity Panels
7. Toddler Town
 - a. Small Straight Double Slide
 - b. Tube Slide
 - c. Various Activity Panels
8. Learning Wall with Crawl Tube
 - a. Crawl Tube
 - b. Various Activity Panels
9. Club House

Alternate:

1. Pick-up Truck
2. Infant Maze
 - a. Various Activity Panels
3. Clubhouse with Poly Roof
 - a. Table and Benches

XVI. APPROVED PLAYGROUND EQUIPMENT LIST continued:

B. EQUIPMENT PRE-KINDERGARTEN PLAYGROUND (Toddlers - Two [2] to Three [3] Years Old)

1. Tic Tac Toe Animals (No Longer Available)
2. Toddler Town I
 - a. Small Straight Double Slide
 - b. Crawl Tube
 - c. Various Activity Panels
3. Crawl Tube (free standing)
4. Toddler Climber W/Slide
5. Straight Balance Beam
6. Navigator 1(Tot Slide)
 - a. Single Small Straight Slide
 - b. Double Small Straight Slide
 - c. Various Activity Panels
7. Coaster Climber (No Longer Available)
8. Play Shaper with/without Roof
 - a. Small Straight Double Slide
 - b. Various Activity Panels
9. Graduated Balance Beam
10. ABC Climbers (no longer available to order)
11. Educational Activity Panel or,
12. Learning Wall with Crawl Tube
 - a. Crawl Tube
 - b. Various Activity Panels
13. Pavilion

XVI. APPROVED PLAYGROUND EQUIPMENT LIST continued:

C. EQUIPMENT PRE-KINDERGARTEN THROUGH FIRST GRADES PLAYGROUND (Ages 4 – 7)

1. Curved Balance Beam
2. Climber with Wide Slide
3. Straight Horizontal Ladder (2006)
4. Up/Down Crawl Thru (No Longer Available To Order)
5. Crawl Tube
6. Educational Center
 - a. Bubble Panel
 - b. Store Front Panel
 - c. Driv'n Wheel Panel
 - d. Sand/H2O Panel (No Longer Available To Order)
 - e. Look-Out Panel
7. Destiny Platform Climber with Roof (2006)
 - a. Bench and Table
 - b. Block Climber
 - c. Small Conical Climber Wall
 - d. Wire Crawl Tube
 - e. Straight Double Slide or Single Wide Slide
 - f. Small Arched Bridge
 - g. Loop Ladder
 - h. Curved Double Slide
 - i. Various Activity Panels
8. Toddler Town II (2006)
 - a. Crawl Tube
 - b. Small Straight Double Slide
 - c. Various Activity Panels
9. Pavilion

XVI. APPROVED PLAYGROUND EQUIPMENT LIST continued:

D. KINDERGARTEN – SECOND GRADES PLAYGROUND

1. Curved Balance Beam
2. Climber with Wide Slide
3. "S" Horizontal Ladder/Zig-Zag or Straight Horizontal Ladder (2006)
4. Up/Down Crawl Thru (No Longer Available To Order)
5. Crawl Tube
6. 4-Way or 2-Way Coaster Climber (no longer available to order)
7. ABC Climber (no longer available to order)
8. 4 Feet High Rainbow Arch Climber
9. Educational Center
 1. Bubble Panel
 2. Store Front Panel
 3. Driv'n Wheel Panel
 4. Sand/H2O Panel (No Longer Available To Order)
 5. Look-Out Panel
10. Destiny Platform Climber with Roof (2006)
 1. Bench and Table
 2. Block Climber
 3. Small Conical Climber Wall
 4. Wire Crawl Tube
 5. Straight Double Slide or Single Wide Slide
 6. Small Arched Bridge
 7. Loop Ladder
 8. Curved Double Slide
 9. Various Activity Panels
11. Toddler Town II (2006)
 1. Crawl Tube
 2. Small Straight Double Slide
 3. Various Activity Panels
12. Pavilion

XVI. APPROVED PLAYGROUND EQUIPMENT LIST continued:

D. ELEMENTARY PLAYGROUND

I. GRADES: THIRD THROUGH FIFTH

1. Curved Balance Beam
2. Basketball Post/Backboard & Goals
3. Four Way Climber (NLATO)
4. Mini-Tree Climber (NLATO)
5. Large Platform Climber (Modified in 2006)
 - a. Large Conical Climber Wall
 - b. Disk Challenge
 - c. Single Curved Slidewinder Slide
 - d. Small Curved Slide
 - e. Large Straight Double Slide
 - f. Large Arched Bridge
 - g. Fireman Pole
 - h. Loop Pole
 - i. Platform Ladder
 - j. Large Spiral Slide
 - k. Large Triple Slide
6. Rainbow Climber, 5'9"
7. Horizontal Chin-up Bars
8. Horizontal Ladder
9. Horizontal "S" Ladder
10. Parallel Bars
11. Double Slides
12. Soccer Goals
13. Softball Backstop
14. Volleyball Standards (permanent standards)
15. Trapeze Rings

GRADES: THIRD THROUGH FIFTH CONTINUED:

16. Educational Center:
 - a. Bubble Panel
 - b. Store Front Panel
 - c. Driv'n Wheel Panel
 - d. Sand/H2O Panel (no longer available to order)
 - e. Look-Out Panel

17. Compacted Fitness Course for Elementary Schools
 - a. Curved Balance Beam
 - b. C Shaped Horizontal Bars
 - c. Parallel Bars
 - d. Chin Up Bars
 - e. Leg Lift

II. GRADES: SECOND THROUGH FIFTH

1. Learning Center
 - a. Various Activity Panels

2. Large Platform Climber (Modified in 2006)
 - a. Large Conical Climber Wall
 - b. Disk Challenge
 - c. Single Curved Slidewinder Slide
 - d. Small Curved Slide
 - e. Large Straight Double Slide
 - f. Large Arched Bridge
 - g. Fireman Pole
 - h. Loop Pole
 - i. Platform Ladder
 - j. Large Spiral
 - k. Slide Large Triple Slide
 - l. Various Activity Panels

- m. Compacted Fitness Course for Elementary Schools
 - a. Curved Balance Beam
 - b. C Shaped Horizontal Bars
 - c. Parallel Bars
 - d. Chin Up Bars
 - e. Leg Lift

XVII. APPROVED EQUIPMENT LIST MISCELLANEOUS:

A. MIDDLE SCHOOL

1 Ten-Station Fitness Course

*Contact Fitness Course under review of Design Services
Compact Fitness Course with added accessibility referred
by Design Services and is based on space availability

B. EDUCATIONAL CENTERS

K- Area : ED Center # 1 (Pine Ridge)

E- Area : ED Center # 2 (Pine Ridge)

ADA: Large ADA Accessible Unit (Wingate Oaks, Bright Horizon)

Small ADA Accessible Unit (Under Development by Design Services)

C. HIGH SCHOOL

1 Ten-Station Fitness Course

- Compact Fitness Course with ADA Accessibility Preferred by Design Services and is based on availability.

XVIII. DAILY PLAYGROUND CHECKLIST

SCHOOL: _____

DATE: _____

NAME OF PLAYGROUND SUPERVISOR: _____

PLAYGROUND SUPERVISOR'S DAILY CHECKLIST DURING SCHOOL YEAR SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

		YES/NO	COMPASS <u>W.O.</u> #
1.	IS THE EQUIPMENT FREE OF SHARP POINTS, SHARP EDGES OR PROTRUSIONS? IF NO, SPECIFY NAME OF EQUIPMENT _____	_____	_____
2.	DOES THE EQUIPMENT DRAIN FREELY? IF NO, SPECIFY NAME OF EQUIPMENT: _____	_____	_____
3.	IS THE HARDWARE SECURE? IF NO, SPECIFY NAME OF EQUIPMENT: _____	_____	_____
4.	ARE FOUNDATIONS COVERED WITH A SUFFICIENT AMOUNT OF #70 TRAP SAND? IF NO, SPECIFY NAME OF EQUIPMENT: _____	_____	_____
5.	HAS THE SAND BEEN RAKED? IF NO, SPECIFY NAME OF EQUIPMENT: _____	_____	_____
6.	DOES THE METAL EQUIPMENT APPEAR TO BE FREE OF RUST? IF NO, SPECIFY NAME OF EQUIPMENT: _____	_____	_____
7.	DOES THE WOOD BORDER APPEAR TO BE FREE OF ROT? IF NO, SPECIFY NAME OF EQUIPMENT: _____	_____	_____
8.	IS THE PLAYGROUND AREA FREE OF DEBRIS, HOLES, SHARP OBJECT, GLASS, ROCKS, ETC.? IF NO, SPECIFY NAME OF EQUIPMENT: _____	_____	_____

DAILY PLAYGROUND CHECKLIST

PAGE 2
YES/NO COMPASS W.O. #

9. IS THE EQUIPMENT FREE OF MISSING PARTS? _____

IF NO, SPECIFY NAME OF EQUIPMENT:

10. IS THE EQUIPMENT FREE OF DAMAGED PARTS? _____

IF NO, SPECIFY NAME OF EQUIPMENT

: _____

11. SPECIFY ANY CONCERNS NOT MENTIONED ABOVE: _____

VIII

APPROVED

PLAYGROUND

EQUIPMENT

A. CHILDCARE/PRE-HEADSTART PLAYGROUND EQUIPMENT

Ages 2-3 Years Old



CAT'S DEN



SPORTS CAR



CLEAR PAINT PANEL



CLUB HOUSE



NAVAGATOR 1



PLAYSHAPER WITH ROOF



TODDLER TOWN



LEARNING WALL W/CRAWL TUBE



INFANT MAZE



PAVILION



PICK UP TRUCK

B. PRE-KINDERGARTEN PLAYGROUND EQUIPMENT

Ages 2-3 Years Old



TODDLER TOWN I



BALANCE BEAM



NAVIGATOR 1



PAVILION



**LEARNING WALL W/CRAWL
TUBE**



FREE STANDING CRAWL TUBE



EDUCATIONAL ACTIVITIES

NOTE: CHILDREN *MAY* PLAY IN PLAYGROUNDS THAT ARE DESIGNATED FOR AGES LOWER THAN THEIR PRESENT AGE, BUT NOT HIGHER. FOR INSTANCE, FOUR (4) YEAR OLDS *MAY* PLAY IN PRE-KINDERGARTEN PLAYGROUNDS DESIGNATED FOR AGES TWO (2) THROUGH THREE (3) YEARS OLD.

HOWEVER, THREE (3) YEAR OLDS MAY NOT PLAY IN PLAYGROUNDS INTENDED FOR AGES FOUR (4) THROUGH SEVEN (7).

PRE-KINDERGARTEN THROUGH FIRST GRADE PLAYGROUND EQUIPMENT

Ages 4 – 7 Years Old



DESTINY COMPOSITE



CURVED DOUBLE SLIDE



COZY CLIMBER



BLOCK CLIMBER



TABLE AND BENCHES



LOOP LADDER



WIRE CRAWL TUBE



TODDLER TOWN II



CURVED BALANCE BEAM



LEARNING CENTER



HORIZONTAL LADDER

C. KINDERGARTEN THROUGH SECOND GRADE PLAYGROUND EQUIPMENT



CLIMBER WITH WIDE SLIDE



4-WAY CLIMBER (DOME)



ACTIVITY CENTER



HORIZONTAL LADDER



CRAWL TUBE



4' RAINBOW ARCH CLIMBER

D. GRADES TWO THROUGH FIVE PLAYGROUND EQUIPMENT



LARGE COMPOSITE



LARGE CONICAL CLIMBER



LARGE DOUBLE STRAIGHT SLIDE



DISK CHALLENGE



SLIDEWINDER SLIDE



FITNESS CENTER

F. GRADES THREE THROUGH FIVE PLAYGROUND EQUIPMENT



LARGE COMPOSITE



ACTIVITY COMPOSITE



4-WAY CLIMBER



PARALLEL BARS



CHIN UP BARS



TREE CLIMBER



BALANCE BEAM



ARCHED CLIMBER

XIX. PLAYGROUND RULES AND DESIGNATED GRADE SIGNS



XX. EXAMPLES OF MISUSE OF EQUIPMENT





No Chairs on the Playground!



This is not the way to use this equipment.

Consumer Product Safety Commission

Never Put Children's Climbing Gyms On Hard Surfaces, Indoors Or Outdoors

CPSC Document #5119

The U.S. Consumer Product Safety Commission (CPSC) is warning parents and daycare providers that children's plastic climbing equipment should not be used indoors on wood or cement floors, even if covered with carpet, such as indoor/out-door, shag or other types of carpet. Carpet does not provide adequate protection to prevent injuries.

CPSC has reports of two children killed and hundreds injured at home and at day-care centers when they fell from climbing equipment placed indoors on cement, wood or carpeted floors.

Parents and child care-givers should put all climbing equipment outdoors on surfaces such as sand or mulch to prevent children's head injuries. Manufacturers of plastic climbing equipment are labeling their products with warnings to NEVER put the equipment on concrete, asphalt, wood, or other hard surfaces and that carpet may NOT prevent injury.

For more information on child safety, call the Consumer Product Safety Commission at (800) 638-2772.



