MONTHLY ROUTINE (HANDS-ON) PLAY EQUIPMENT INSPECTIONS

*SCHOOL TO ADAPT CHECKLIST AS REQUIRED AND REMOVE THIS TEXT BOX*

**SCHOOL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WEATHER CONDITIONS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **AREA/**  **EQUIPMENT**  **(Photos can be added for reference)** | **INSPECTION** | **YES** | **NO** | **COMMENTS/ACTION TAKEN** |
| --- | --- | --- | --- | --- |
| **SITE &** **GENERAL LOCATION** | Are pathways in good condition without any trip hazards? |  |  |  |
| Do nearby trees appear to be in good condition and not likely to fall? |  |  |  |
| Are tree ties and stakes in good condition? |  |  |  |
| **GATES, FENCES AND HEDGES** | Do gates open and close properly from ninety degree position?  3-8 seconds recommended |  |  |  |
| Is the gap either side of the gate not less than 12mm? |  |  |  |
| Are closing mechanisms working, in good condition, with no loose covers? |  |  |  |
| Are there no protrusions (bolts etc) on the gate? |  |  |  |
| Are all fences complete, undamaged, and securely fixed? |  |  |  |
| Are there no protrusions (bolts etc) from the fence? |  |  |  |
| **SURFACES** | Are all safety surfaces undamaged with no holes in wet pour and all tiles securely fixed without undue gaps? |  |  |  |
| Are all loose fill surfaces level and at least 300mm deep? |  |  |  |
| Are safety surfaces level with the surrounding ground and not causing trip hazards? |  |  |  |
| Are there no trip hazards on or at the edge of the surfacing? |  |  |  |
| Are there no weeds present? |  |  |  |
| **SIGNS AND SEATS** | Are all signs present, legible and securely fixed? |  |  |  |
| Are all seats and benches undamaged and in good condition? |  |  |  |
| Is paint/preservative in good condition? |  |  |  |
| **SWINGS** | Are all supports present and secure and free from decay at ground level? |  |  |  |
| Is all timber or metal work undamaged and free from corrosion? |  |  |  |
| Are supports secure in the ground and all fixings secure? |  |  |  |
| Are the chains intact and in good condition with less than 40% wear? |  |  |  |
| Are the swing seats unbroken with no exposed metal? |  |  |  |
| Are the seats fixed securely and undamaged (with secure centre bar on cradle seats)? |  |  |  |
| On single point swings is the beam padded where children might strike it? |  |  |  |
| **SLIDES** | Are all supports present and secure and free from decay at ground level? |  |  |  |
| Is all timber or metal work undamaged and free from corrosion? |  |  |  |
| Are supports secure in the ground and all fixings secure? |  |  |  |
| Are steps in good condition and not slippery? |  |  |  |
| Are hand rails secure and in good condition? |  |  |  |
| Is the chute securely fixed, undamaged and clear of foreign objects? |  |  |  |
| On mound slides are steps in good condition and the mound free from wear? |  |  |  |
| **ROTATING ITEMS** | Is it undamaged and is the platform level? |  |  |  |
| Are there no protruding bolts etc under the platform? |  |  |  |
| Are any seats or hand rails securely fixed and in good condition? |  |  |  |
| On pedal roundabouts are pedals secure? |  |  |  |
| **ROCKING ITEMS** | Are all supports and springs present and secure and free from decay at ground level? |  |  |  |
| Are all handgrips and footrests present and securely fixed? |  |  |  |
| Is all timber, metal or laminate in good condition? |  |  |  |
| Where chains or ropes are present are they secure and in good condition? |  |  |  |
| **AERIAL RUNWAYS**  **AND TRACK ITEMS** | Are all supports present and secure and free from decay at ground level? |  |  |  |
| Is all timber or metal work undamaged and free from corrosion? |  |  |  |
| Are the supports secure in the ground and take off platforms in good condition? |  |  |  |
| Is the cable in good condition and securely fixed at each end? |  |  |  |
| Is the seat securely fixed with chain in good condition? |  |  |  |
| If hand grips are present are they in good condition? |  |  |  |
| If trackway, is it free from rust and are all joints level? |  |  |  |
| **CLIMBING AND AGILITY ITEMS** | Are all supports present and secure and free from decay at ground level? |  |  |  |
| Is all timber or metal work undamaged and free from corrosion? |  |  |  |
| Are all the bars in place, securely fixed and any tube ends plugged? |  |  |  |
| Are any overhead bars/rings all present and securely fixed? |  |  |  |
| Are all ropes or chains present and in good condition and firmly fixed? |  |  |  |
| Are all nuts and bolts secure without any projecting thread? |  |  |  |
| Do loose ropes not form loops? To avoid risk of strangulation. |  |  |  |
| Are all parts secure and in good condition? |  |  |  |
| **MULTI-PLAY ITEMS** | Are all supports present and secure and free from decay at ground level? |  |  |  |
| Is all timber or metal work undamaged and free from corrosion? |  |  |  |
| Are all guard rails and barriers present and all parts securely fixed? |  |  |  |
| Are all platforms secure and undamaged? |  |  |  |
| Are there no signs of fresh timber or holes in metal where something may have been removed? |  |  |  |
| Are all nuts and bolts secure without any projecting thread? |  |  |  |
| Are all ropes or chains secure and undamaged and free from wear? |  |  |  |
| Is the slide chute secure, undamaged and free from obstructions? |  |  |  |
| **ADVENTURE TRAILS** | Are all supports present and secure and free from decay at ground level? |  |  |  |
| Is all timber or metal work undamaged and free from corrosion? |  |  |  |
| Are all the components in place and securely fixed? |  |  |  |
| Are all chains/ropes secure and in good condition without undue wear? |  |  |  |
| Are all balance beams etc secure with non slip tops? |  |  |  |
| Are any agility bars present undamaged? |  |  |  |
| Are all nuts and bolts secure without any projecting thread? |  |  |  |
| **BALANCE BEAMS, STEPPING LOGS & PLAY HOUSES** | Are all supports present and secure and free from decay at ground level? |  |  |  |
| Is all timber or metal work undamaged and free from corrosion? |  |  |  |
| Do all top surfaces have a non slip top? |  |  |  |
| Are all nuts and bolts secure without any projecting thread? |  |  |  |
| On Play Houses are all doors and windows secure and in good condition? |  |  |  |
| Are there no finger entrapments in any doors or windows? |  |  |  |
| **BRIDGES** | Are all supports present and secure and free from decay at ground level? |  |  |  |
| Is all timber or metal work undamaged and free from corrosion? |  |  |  |
| Is there no gap opening at the ends which children can slip through? |  |  |  |
| Are bridge slats all present, secure, and evenly spaced? |  |  |  |
| Are all fixings secure and in good condition? |  |  |  |
| Are chains and ropes secure without undue wear? |  |  |  |
| **SAND & WATER PLAY** | Is the sand pit surround in good condition? |  |  |  |
| Is the sand free of rubbish and fouling? |  |  |  |
| Are sand play items in good condition? |  |  |  |
| Do all water features function correctly? |  |  |  |
| Is the water clean and not polluted? |  |  |  |
| **MULTI USE GAMES AREAS** | Are the goals/nets in good condition and undamaged? |  |  |  |
| Are all fences/barriers in good condition and undamaged? |  |  |  |
| Are all nuts and bolts secure without any projecting thread? |  |  |  |
| Is the surface in good condition and free from rubbish? |  |  |  |
| Is surface level with surrounding ground and not causing trip hazards? |  |  |  |
| Are surrounding grass areas in good condition? |  |  |  |
| **PLAY PANELS** | Are all supports present and secure and free from decay at ground level? |  |  |  |
| Is all timber or metal work un damaged and free from corrosion? |  |  |  |
| Are supports secure in the ground and all fixings secure? |  |  |  |
| Are safety surfaces undamaged? |  |  |  |
| Is safety surface level with surrounding ground and not causing trip hazards? |  |  |  |
| **BASKETBALL POSTS** | Are all supports present and secure and free from decay at ground level? |  |  |  |
| Is all timber or metal work un damaged and free from corrosion? |  |  |  |
| Are supports secure in the ground and all fixings secure? |  |  |  |
| Are safety surfaces undamaged? |  |  |  |
| Is safety surface level with surrounding ground and not causing trip hazards? |  |  |  |