

Facilities 6305 Playground: Enhancement, Development, and Use	Administrative Application	
	Last Reviewed / Approved on:	February 19, 2026
	References:	National Standard of Canada CAN/CSA-Z614-20 Children's Play spaces and Equipment Policy 12 – Role of the Director
Status:	Operational	

Preamble

National Standard of Canada CAN/CSA-Z614-20 Children's Play spaces and Equipment (CSA Standards) sets the standard for the design, construction, installation, maintenance, and inspections of Children's Playgrounds and Equipment.

The Manager of Facilities is responsible for approving all equipment installed on Division grounds to ensure:

- the purchase of appropriate playground equipment;
- the construction and maintenance of a safe play space;
- the coordination of site and building access for emergency services as designated; and
- coordination of all planned school developments including building expansion and relocatables.

Application

1. Review of Facility

The Manager of Facilities along with the Facility Supervisors will inspect each playground structure two times each year (Fall and Spring).

2. Site Development

- a. All development on school sites must conform to the long-term site development plan. Projects must account for site constraints including, but not limited to, utility access, easements, designated areas for future building expansion, and zones reserved for the placement of relocatable classrooms.
- b. To ensure safe and effective emergency response, a continuous access corridor approximately 6 to 7 metres wide must be maintained around the perimeter of all buildings. This corridor must remain clear and unobstructed to allow direct access for emergency vehicles and personnel to all building facades, entry points, and the rear playground.
- c. Site access points must be preserved and remain free from obstruction by permanent structures, temporary equipment such as garbage bins or storage containers, or accumulation resulting from snow clearing activities.

3. **Playground Maintenance**

a. Responsibilities of the Facilities Department

- i. Ensure all new playground equipment meets or exceeds the CSA Standards. Set out procedures for regular inspection and maintenance of playground equipment and protective surfaces.
- ii. Budget for inspection and maintenance.
- iii. Declare out of bounds any equipment found to be defective. Notify the school principal of findings.
- iv. Maintain daily checks of all playground equipment throughout the Division.

b. Responsibilities of Principals

- i. Be aware of the need for compliance with the CSA Standards and insist upon compliance during planning, construction, maintenance, and supervision of grounds.
- ii. Consult with staff and set out expected behaviour and playground rules for staff and students each September.
- iii. In conjunction with staff, ensure that students follow all playground rules and address their need to learn safety consciousness on the playground.
- iv. Construct, with staff input, supervision expectations and duty rosters.
- v. Immediately report all potential playground equipment or playground safety hazards or defects to the Manager of Facilities.

c. Responsibilities of the Caretaker

- i. Check for defective or broken playground equipment, as well as trip hazards or hazardous materials. Checks should be done daily throughout the year.
- ii. Notify the principal and the Manager of Facilities when defective equipment and/or defective parts are found.
- iii. Take appropriate action, in coordination with the school Principal, to barricade or temporarily remove from service any defective equipment that has been deemed unsafe and reported for repairs.

4. **Playground Development**

- a. Schools and Catholic School Community Councils (CSCC) that are contemplating development of a school playground are to work in conjunction with the school Principal to establish fundraising initiatives and budget parameters.
 - i. Budgets should take into consideration the purchase and installation of the equipment; including the structure itself, certified installer and labour, fall protection and miscellaneous installation needs such as concrete and skid steer/operator.
- b. School playground projects are funded by school community fundraising, private or corporate donations, grants from the City of Regina, Government of Saskatchewan, and/or from other public or private organizations.
- c. The school Principal shall coordinate with the Manager of Facilities to establish the plan for playground installation, including equipment, timeframe and location on site.
- d. Once funds are established, the Procurement Supervisor should be approached to develop the proper competitive process on behalf of the CSCC or the school. All equipment over \$3,000 will require the Procurement Supervisor's approval prior to purchase.
- e. All safety and equipment standards must be adhered to and final approval of any structure by the Manager of Facilities.
- f. Accessible and inclusive playground structures for all children, including those with disabilities, must be taken into consideration when developing a new playground structure. This includes the structure itself, as well as the surrounding landscape including fall protection - see *A Guide to Creating Accessible Play Spaces* by the Rick Hansen Foundation.
- g. Once completed, all structures installed on RCSD school grounds become the property of and responsibility of RCSD.