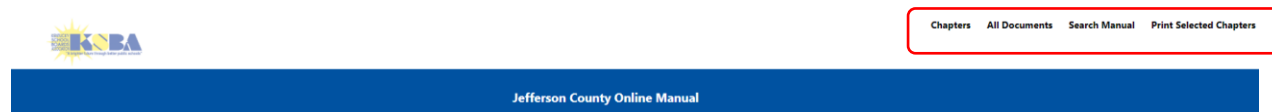


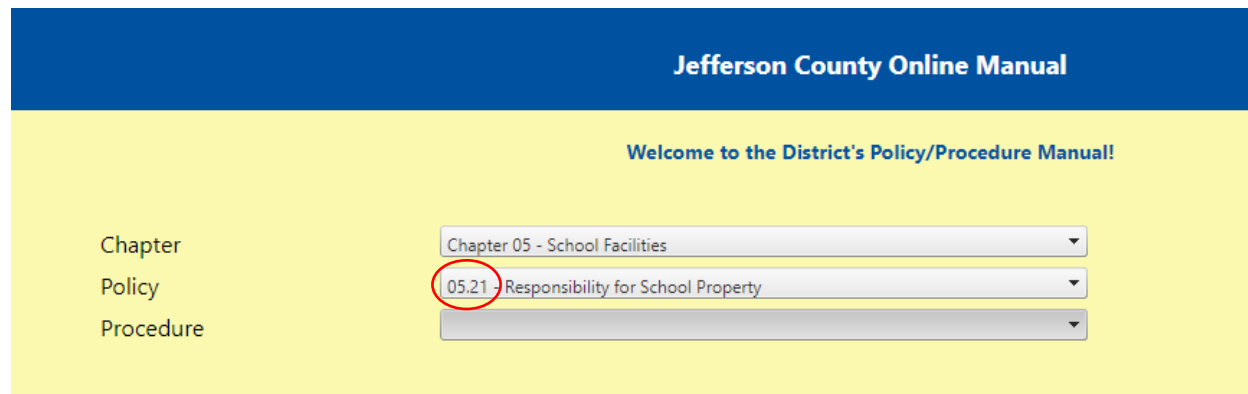
JCPS Policies and Procedures are accessible to employees via the internet:

<http://policy.ksba.org/Chapter.aspx?distid=56>

An employee may select any of the options to view and/or find a policy



Provided is an example for a policy around playground equipment.



SCHOOL FACILITIES

05.21

Responsibility for School Property

BUILDINGS AND GROUNDS

The Principal/designee, under the direction of the Superintendent, shall have charge of and be responsible for the assigned school buildings, furniture, books, equipment, apparatus, and supplies belonging thereto. Inspection of playgrounds and equipment shall be performed by the Superintendent's designee.

PLAYGROUNDS AND EQUIPMENT

The Superintendent's designee shall monitor the condition of all playgrounds and play apparatus at the school, periodically inspect playgrounds and play apparatus, and report the results in writing to the Executive Director of Facilities/Transportation.

School personnel shall work with the Executive Director of Facilities/Transportation to assure that playground equipment to be purchased by, or donated to the school meets District standards and is approved prior to installation. Only commercial grade equipment, suitable for use by children and accompanied by appropriate surface materials, shall be installed on school playgrounds.

An employee can look for a procedure regarding playground safety:

Jefferson County Online Manual

Welcome to the District's Policy/Procedure Manual!

Chapter: Chapter 05 - School Facilities

Policy:

Procedure: 05.21 AP.2 Playground Safety

SCHOOL FACILITIES

05.21 AP.2

Playground Safety

The plant operator shall inspect the playground every day before student use, using the Playground Safety Checklist in the JCPS Plant Operator Handbook. The playground area will be kept free of graffiti, trash and litter. Broken glass and other objects that might be a danger to students will be removed. Proper depth of mulch will be maintained. Staff who identify potential safety problems shall notify the Principal immediately.

Review/Revised:12/10/2019

To obtain more specifics around playground safety, the Plant Operators have a handbook that provides them with check lists and instructions in the execution of their job responsibilities.

Plant Operator Handbook

<https://www.jefferson.kyschools.us/sites/default/files/Plant%20Operator%20Handbook.pdf>

Playground Safety Checklist

- ☐ Check play areas daily for such hazards as broken glass, sharp objects, animal feces, and trash.
- ☐ Check play-area gates and fences for damage or sharp edges.
- ☐ Check the mulch levels near play equipment, and rake/fluff to maintain proper coverage a depth (minimum of 12 inches higher in wear areas, such as under swings and sliding boards).
- ☐ Submit a work order for additional mulch before the mulch level becomes thin.
- ☐ Weed area.
- ☐ Check play equipment for sharp edges, exposed screws and/or broken bolts, worn or missing hardware, rust, chipping paint, splinters, excessive wear, etc.
- ☐ Inspect all structures to ensure that they have not bent or shifted.
- ☐ Inspect all swing and chain climbers for any kinks, twists, open "S" hooks, or broken links.
- ☐ Inspect platforms and stairway guardrails to determine if they are secure.
- ☐ Inspect landscaping in and around the playground environment, such as low-hanging branches (less than 7 feet), signs, or bushes or trees that may cause eye injuries or limit the vision of supervisors and/or users.
- ☐ Inspect borders and physical barriers, such as fencing, for damage.
- ☐ Submit a work order when graffiti removal or equipment repair is necessary.
- ☐ Remove or barricade broken or dangerous equipment. (Install caution tape.)
- ☐ Notify the principal immediately of potential safety problems.