**WORKPLACE INSPECTION CHECKLIST PLAYGROUNDS, SPORTS & PLAY AREAS**

*To be customised to suit specific site environment.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF WORKSITE****:** |  | | **DATE:** | | | |  | |
| **AREA INSPECTED:** |  | | **INSPECTED BY:** | | | |  | |
| **General Playground/s** | | | **Yes** | | **No** | **N/A** | **Action / Comments** | |
| Has the playground/s had an annual comprehensive inspection in the last 12 months, completed by a certified playground inspector? | | |  | |  |  |  | |
| Are the playground/s fitted with a compliance plate or other records available to support compliance to Australian Standard 4685? | | |  | |  |  |  | |
| **Soft Fall / Matting** | | | **Yes** | | **No** | **N/A** | **Action / Comments** | |
| Is the soft fall around play equipment adequate with a depth of 200mm minimum if existing playground, or 300mm if newly installed? | | |  | |  |  |  | |
| No foreign material such as rocks, broken glass, sticks, needles, and animal excreta etc.? | | |  | |  |  |  | |
| Is the soft fall material in good condition, along with a regular maintenance program in place? | | |  | |  |  |  | |
| Is the soft fall contained so it can’t be scattered / thinned out? | | |  | |  |  |  | |
| Is matting undamaged, provides complete coverage? | | |  | |  |  |  | |
| Has the matting been dropped tested in the last 3 years? | | |  | |  |  |  | |
| **Main Structures** | | | **Yes** | | **No** | **N/A** | **Action / Comments** | |
| Are concrete footings 400mm below surface or at least 200mm if chamfered? | | |  | |  |  |  | |
| Structures are clean and free of insect infestation? | | |  | |  |  |  | |
| Are all bolts, screws or other fixings in place and secure? | | |  | |  |  |  | |
| Are all structures free of exposed nail / screw heads? | | |  | |  |  |  | |
| Are all structures free from exposed bolt ends, with no burrs or other protrusions (<8mm or covered)? | | |  | |  |  |  | |
| Are all chains and / or ropes secure and in good condition (no fraying or other damage)? | | |  | |  |  |  | |
| Is the playground area clear of litter and dangerous objects? | | |  | |  |  |  | |
| Are timber structures / posts / attached equipment in good condition and free of rust, excessive warping, visible cracks, sharp edges and splinters etc.? | | |  | |  |  |  | |
| If movement in structure, are posts free of rust or rot where they connect with the ground or concrete foundation? | | |  | |  |  |  | |
| Where access is possible below equipment, no sharp edges, protrusions, possible entrapment points etc. are in place? | | |  | |  |  |  | |
| There is a minimum clear impact area of 1500mm around equipment, where a free height of fall (FHoF) is possible between 600mm and 1500mm?  (Note: if the FHoF is greater than 1500mm then the clear impact area must be increased i.e. max FHoF 3000mm requires clear impact area of 2500mm). | | |  | |  |  |  | |
| No openings >30mm below feet across the direction of travel? | | |  | |  |  |  | |
| No obvious V or U-shaped openings that could result in head, neck, hair or clothing entrapment? | | |  | |  |  |  | |
| No bound *(closed on all sides)* openings between 89-230mm, where the lower edge is >600mm from the playing surface? | | |  | |  |  |  | |
| No partially bound *(has at least one side or portion open)* openings, facing upwards, where the side/s are >45mm in height, and the where the lower edge is >600mm from the playing surface? | | |  | |  |  |  | |
| If stainless steel construction or similar materials are in place, are these shaded or alternate controls in place? | | |  | |  |  |  | |
| Where shade is in place, there is a minimum clearance of 1500mm above non-accessible and a minimum of 2500mm above accessible parts of the play equipment? | | |  | |  |  |  | |
| If flying foxes or similar in place, contact your Safety Business Partner for assistance. | | |  | |  |  |  | |
| **Sandpit** | | | **Yes** | | **No** | **N/A** | **Action / Comments** | |
| Is the sand a minimum of 500mm in depth and adequately contained? | | |  | |  |  |  | |
| Is the sandpit clear of dangerous objects and weeds? | | |  | |  |  |  | |
| Is the sand raked over daily (if uncovered or at an early learning centre), weekly (if covered) to remove objects such as broken glass, needles, sticks, needs and animal excreta? | | |  | |  |  |  | |
| **Swings & Slides** | | | **Yes** | | **No** | **N/A** | **Action / Comments** | |
| Are surfaces of slides in good condition, undamaged and free from rust? | | |  | |  |  |  | |
| Are chains on swings secure and any ‘S’ hooks closed? | | |  | |  |  |  | |
| Are the ‘S’ hooks, chain links and other connections free from excessive wear and in good condition, (< 40% wear and gaps are <8.6mm or >12mm)? | | |  | |  |  |  | |
| Are there guardrails provided on high slippery slides? | | |  | |  |  |  | |
| Are the swings lubricated regularly? | | |  | |  |  |  | |
| Are all steps, rails, slides and seats in place and in good condition? | | |  | |  |  |  | |
| Edges of swings, seats etc. are not damaged and provide protection if they contact a person? | | |  | |  |  |  | |
| If stainless steel construction or materials are these shaded or alternate controls in place? | | |  | |  |  |  | |
| **Ground Level Trampolines** | | | **Yes** | | **No** | **N/A** | **Action / Comments** | |
| Area around and below trampoline is clear of foreign material or equipment? | | |  | |  |  |  | |
| Trampoline mat is undamaged? | | |  | |  |  |  | |
| Sufficient clearance below mat to prevent contact with the ground when in use? | | |  | |  |  |  | |
| Clear impact area around edge of trampoline is at least 1500mm (1.5m)? | | |  | |  |  |  | |
| Minimum 5000mm (5m) of clearance above trampoline? | | |  | |  |  |  | |
| Padding covering springs is secure, provides complete coverage and is in good condition? | | |  | |  |  |  | |
| Framework and springs show no signs of rust, deterioration, corrosion and are attached correctly? | | |  | |  |  |  | |
| Suitable drainage of water occurs in the pit below the trampoline? | | |  | |  |  |  | |
| **General Sports & Play Areas** | | | **Yes** | | **No** | **N/A** | **Action / Comments** | |
| Hard surfaces free of cracks, holes projections & other hazards likely to cause  slips or trips? | | |  | |  |  |  | |
| Grass areas even & well maintained, free of hazards likely to cause trips or  slips? | | |  | |  |  |  | |
| Playing surface and areas adjacent, free from hazardous objects? | | |  | |  |  |  | |
| Goal posts and padding in good condition? | | |  | |  |  |  | |
| Drainage adequate? | | |  | |  |  |  | |
| **Associated Infrastructure & Environment** | | | **Yes** | | **No** | **N/A** | **Action / Comments** | |
| Gates and lock mechanisms are operational and undamaged? | | |  | |  |  |  | |
| Gates and associated components do not have any obvious finger entrapments. (gaps (to be >12mm)? | | |  | |  |  |  | |
| Fencing, tables, chairs, benches, bins and other type items in good condition? | | |  | |  |  |  | |
| Trees of significance have been inspected by an arborist in the last 12 months  or in line with an arborists’ recommendation of frequency? | | |  | |  |  |  | |
| Near or overhanging trees have no broken, dead or damaged branches? | | |  | |  |  |  | |
| **Other:** | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **Corrective Actions** | | | | | | | | |
| Complete action plan below to implement additional controls strategies needed to further minimise the risk. | | | | | | | | |
| List the corrective actions | | Priority  (H, M, L) | | By Whom | | | | By When |
| 1. | |  | |  | | | |  |
| 2. | |  | |  | | | |  |