

Play Area Checklist

Review Date: _____

Reviewed By: _____

No.	Worksite Inspection Items	Present	Needs Correction	Date Corrected
1	Sign with playground rules is posted at the entrance to play area, is easy to read, and inspected regularly to ensure good condition.			
2	Signs are posted at play activities that indicate age/size of children using the equipment and rules applicable to the activity. Signs are easy to read/understand and inspected regularly to ensure good condition.			
3	A sign with emergency contact information is posted in a visible area and inspected regularly to ensure good condition/readability.			
4	Inspections are done at least daily to clean up debris, garbage and any hazardous items that are left behind by guests and staff.			
5	Garbage cans are provided for disposal of trash and other debris and are emptied promptly when full.			
6	Handwashing and restroom facilities are located in/near play area, able to accommodate expected number of guests and kept clean.			
7	The play area is free of unstable items (e.g. tires or gates leaning against a building), and inspected regularly for unstable items.			
8	The play area is kept free of toxic plants (e.g. poison ivy, poison oak) and is inspected regularly for new plant growth.			
9	The play area is kept free of items that are sharp, rusty or hazardous to children (e.g. old saw blades used for decoration, tools or chemicals from construction work, etc.).			
10	Play equipment is inspected frequently for loose bolts, screws or nails, cracks, holes, splinters, peeling paint and broken or missing parts. All hazards are immediately addressed.			
11	Sand and water is regularly replaced to avoid contamination by animal waste, pathogens or insects.			
12	Play area is checked regularly for pests, nests, beehives, etc.			
13	There is an appropriate amount and type of cushioning ground surface materials placed under play equipment, which is regularly inspected and replaced/added to/repared as needed. (Note: Grass is NOT an appropriate surface material for under play equipment)			
14	If play area contains swimming, tubing, rafting or activities that present a drowning hazard, rescue equipment is available, regularly inspected/maintained, and staff are trained to use it.			
15	All play equipment and activities are spaced far enough apart to prevent injury (appropriate use zones), and no activities, including spontaneous ones, compromise these use zones.			
16	Guard rails or protective barriers are present to prevent children from jumping off equipment, are inspected regularly and kept in good repair.			
17	All play equipment is securely anchored and anchors are inspected regularly to prevent equipment overturn.			
18	First aid supplies are easily accessible from the play area and their location is clearly marked. The supplies are regularly inspected and replaced/refilled as needed.			

Play Area Checklist *continued*

No.	Worksite Inspection Items	Present	Needs Correction	Date Corrected
19	Employees are trained to communicate supervision expectations to guests and taught how to address inappropriate or inadequate supervision (e.g. adult texting - not watching children).			
20	Employees inform guests of supervision expectations, both at the time of group registration and upon arrival. If guests arrive individually, a sign may be used to communicate expectations.			
21	Employees communicate rules for play area to children and supervising adults. A sign is posted at play area entrance to remind visitors of rules and accommodate those arriving individually.			
22	Employees ensure that children are never in play areas without adult supervision.			
23	Play areas are continuously monitored to ensure children play on equipment appropriately and adults enforce the rules.			
24	Employees/supervising adults stop dangerous horseplay, bullying, fights and other behavior that negatively impacts play and safety.			
25	Once inappropriate behavior is stopped, employees deal with the offenders according to company policy.			
No.	Policies and Procedures Inspection Items	Present	Needs Correction	Date Corrected
1	A policy is in place for play area maintenance and inspections, detailing regular maintenance, how often inspections are done, what is to be inspected (signs, equipment, etc.), and who is responsible for the inspections.			
2	Inspection and maintenance logs are used to document maintenance and inspections, the results of all inspections, and when/how any hazards that are found are addressed.			
3	Policy(s) are in place that address the cleanliness of the play area, including garbage pickup and disposal, restroom and handwashing stations and play equipment cleanliness.			
4	A policy is in place for inspecting and refilling/replacing first aid supplies, and inspections/results are documented.			
5	A policy is in place that details how employees supervise visitors in the play area and ensures play areas are continuously monitored.			
6	A policy/procedure is in place for communicating supervision expectations to visitors (number of chaperones, behavior, etc.).			
7	A policy is in place detailing how to deal with guests who are unwilling to follow the rules and/or that behave inappropriately.			
8	A procedure for training employees on the policies and procedures is in place and includes documenting that the training was done.			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources.

Checklist items based on CPSC Public Playground Safety Handbook (<http://www.cpsc.gov/PageFiles/122149/325.pdf>)