

## Education Department Policy

<b>Title:</b>	<b>Procurement of Playframes and Play Surfaces</b>
<b>First Issued:</b>	<b>November 2009</b>
<b>Last Updated:</b>	<b>January 2016</b>
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### PURPOSE

The purpose of this policy is to set out the framework for the procurement of play frame equipment within the Education Department estate.

### INTRODUCTION

In accordance with the landlord/tenant SLA (revised edition issued February 2014), the landlord is responsible for quarterly and annual inspections of playframe equipment and play surfaces. On completion of these regular inspections, any remedial works highlighted from the inspection reports are required to be actioned and budgeted for by the individual schools. All remedial works that directly affect the installation, fixtures or fittings shall be undertaken by an approved installer using supplier approved parts/components (See Appendix 1).

### OBJECTIVES

The purpose of this policy is to set out the framework for the procurement of play frame equipment and play surfaces within the Education Department estate in order to:

- Standardise the number of variances of play frames to enable more effective risk management and reduce the costs of installation and maintenance.
- Allow easier maintenance of the equipments by increasing the ease of procuring replacement components/fittings and therefore reduce the cost of repairs and component items.
- Increase the level of safety performance and management of playframe installation and management, in accordance with current statutory obligations and recognised best practice.
- As duty holder, the Education Department's senior responsible person who is in control of the premises is able to readily demonstrate that duties appertaining to the safe use and maintenance of playframe equipments is discharged so far as is reasonably practicable.

The subject policy will also ensure that appropriate consideration is given to the educational value of the play equipment, and to 'natural' playframes and provisions

such as trim trail units and bespoke natural play equipment. Usually natural play systems are cheaper to install and easier to maintain.

'Risk-taking' is an essential feature of play provision and of all environments in which children legitimately spend time playing. Play provision aims to offer children the chance to encounter 'acceptable' risks as part of a stimulating, challenging and controlled learning environment. Play provision should aim at managing the balance between the need to offer risk and the need to keep children safe from serious harm.

Respecting the characteristics of children's play and the way children benefit from playing on play equipment with regard to development, children need to learn to cope with risk and this may lead to bumps and bruises and even occasionally a broken limb. The aim of this standard is first and foremost to prevent accidents with a foreseeable or probable disabling or fatal consequence, and secondly to lessen serious consequences caused by the occasional mishap that inevitably will occur in children's pursuit of expanding their level of competence, be it socially, intellectually or physically.

## **RESPONSIBILITIES (DUTY HOLDERS)**

The identification of responsibilities with respect to the procurement, installation, management of usage and safety related duties are clear. The identified responsibilities placed on different appointments or Departments are founded in both statutory instruments (i.e. legislation) and other contracts or Service Level Agreements (SLA). The identified primary responsibilities are identified as follows:

**Headteachers and Section Heads** (All classifications, Secondary, Primary, the Youth Services and Special Needs) The Head of Establishment, or the person who has been formally designated by the Head of Establishment to be the responsible person, is accountable to ensure the following:

- Identification and allocation of 'suitable and sufficient' budgetary provisions covering all aspects of procurement, installation and maintenance inclusive of repair and replacement of components;
- Selecting an approved supplier and installer in accordance with this policy with regard to new play frame installations, inclusive of surfaces and the contracting of an approved maintenance agent dependent upon the manufacturer of the selected or installed play equipments. Deviation from the Policy is permitted in cases where the identified approved suppliers do not provide the preferred play equipments, i.e. Special needs. **(See Appendix 1 for list of Approved suppliers/installers)**

*(Note: the listed suppliers have been identified based on the comprehensive range of equipments which they can supply, make and the number of equipments currently installed within Education premises, and the capacity to supply specialist equipment. In addition all identified suppliers hold 'suitable and sufficient' safety, quality and trade certification/approvals.*

- New installations - On completion of installation and handover by the approved installation company/supplier a 'Certificate of Compliance' that the specified

playframes, inclusive of soft surfacing if provisioned, are fully compliant with all relevant published criteria and installed as per suppliers specification. Records and certificates are required to be retained by the School and made readily accessible.

- For ensuring appropriate and proportionate action is taken with regard to rectifying identified defects in the playframe or surfacing material following the inspection by external 3<sup>rd</sup> Party appointed inspectors (annual and quarterly - contracted and instructed by JPHD as the landlord).
- Undertake routine visual inspections of the playframe equipments and surfacing in order to identify any damage, defects or area cleaning/removal requiring action, rectification or maintenance. It is recommended that these visual inspections are recorded and kept in the schools Health and Safety management system.
- Schools to procure playframe assets through recognised procurement systems and practices, and from an approved supplier listed in Appendix 1. Sourcing playframe or exercise requirements or fittings/fixture via internet marketing is not permitted, unless with the explicit agreement of the Education Department..
- All Headteachers shall in instances of poor service provision by an appointed installer inform the Department accordingly.

### **Education Department**

- The Department is responsible for ensuring that the subject policy is communicated to all relevant persons, understood and enacted. In addition, the enactment and implementation of the Policy shall be audited and monitored covering all Department controlled establishments.
- The specified annual and quarterly inspections and reports submissions are undertaken in accordance with the current service level agreement on behalf of the Landlord (JPHD).

### **Jersey Property Holding Department (JPHD)**

Jersey Property Holding Department (JPHD) shall arrange and complete the required annual and quarterly inspections and forward the reports covering the Education Department premises to the relevant establishment, i.e. school. JPHD is also responsible for the identification of an appropriate company to ensure that the appointed inspectors are competent to undertake the requirements.

## **KEY DEFINITIONS (See Appendix 2 for full list of definitions)**

### **Current Play Frame Standards (References)**

BS EN 1176 Pts 1-7, 10: 2008

BS EN 1176 Pt 11: 2014

<http://shop.bsigroup.com/SearchResults/?d=&q=en1176&f=&ps=10&pg=1&no=0&c=10&t=p>

BS EN 1176:2008

Please be aware that a lot of 1176 (inc part 1) is in development - please see <https://standardsdevelopment.bsigroup.com/Home/Committee/50001749>

BS EN 1177:2008 this relates to the safety surfacing.

### **Playframe**

Equipment and structures, including components and constructional elements with, or on which, children can play outdoors or indoors, either individually or in groups, according to their own rules or own reasons for playing which can change at any time

### **Impact surface**

This is the cushion surface that is used on the area of flooring around the equipment that can be hit by a user if they fell off the unit. There are several types of impact surface available and they require different depths depending on the height from which the user could fall.

### **Approved installer**

Approved Installers are companies that the manufacturers have approved to be able to install their equipment to the highest of standards set by the manufacturers. This assures the client that the equipment will be installed to the correct levels and the installers have already been vetted by the manufacturers to ensure that they are capable of competent work.

In support of the manufacture statement the companies will have also undergone a vetting procedure in accordance with States of Jersey Property Holdings Department (JPHD) requirements.

## **MAINTENANCE / INSPECTIONS**

This can be split into three categories:

### **Routine visual inspection - Schools**

These are inspections intended to identify obvious hazards that can result from normal use, vandalism or weather conditions and are usually undertaken daily and weekly.

NOTE: - Typical hazards can take the form of broken parts or broken bottles.

### **Operational inspection - Jersey Property Holding Department**

These are inspections that are more detailed than routine visual inspections and are to check the operation and stability of the equipment, these are usually undertaken quarterly.

NOTE: - Typical checks include an examination for wear.

### **Annual main inspection - Jersey Property Holding Department**

These are inspections that are intended to establish the overall level of safety of equipment, foundations and playing surfaces.

**NOTE:-** *Typical checks include the effects of weather, evidence of rotting or corrosion and any change in the level of safety of the equipment as a result of repairs made, or of added or replaced components.*

## **NATURAL PLAY**

Prior to entering the procurement process for proprietary play frames and equipments consideration should be given to creating play areas with predominately 'natural play' characteristics. There are several advantages in installing natural play fixtures, fittings and materials. The overall cost of installation and maintenance are usually lower than more prescribed or manufactured systems procured through the approved installers/suppliers and the educational 'payback' or outcomes are considered of greater value.

If natural play is considered a possible option, the identified space should be as natural as possible using as few man-made components as possible. This would involve using plants, rolling hills, logs, rocks etc. Natural playgrounds are designed with the intent of bringing children and people back to nature. They offer a wide range of open-ended play options that allow children to be creative and use their imagination.

It should be noted however, that prior to any installation based on natural play and materials all intended designs should be reviewed by the Landlord (JPHD) in order to confirm legal compliance with statutory obligations and also where applicable the relevant British standards.

## ALLOCATION OF MAINTENANCE BUDGETS

Each year, the schools are to reserve a budget from their allocated funds for any maintenance or repair work on their play equipment that is highlighted on the inspection reports. The quarterly inspections and annual inspections of play frame assets and impact surfaces are advisory, however, due weight should be given to the recommendations made and advice given.

When funds have been allocated for the initial procurement of new play equipment there will also have to be a factored cost for the maintenance, repair and refurbishment of the equipment over a recommended period of 5 years. It is also required that the School ensure that they receive a full warranty from the approved installers and after installation all certificates to confirm the full compliance to all legal standards for play equipment should be obtained.

## RESPONSIBILITY FOR DECISIONS TAKEN

Should the responsible person elect not to enact the recommendations with regard to repair or refurbishment, then any subsequent event or incident that has a direct relationship to the identified defects included in the subject inspection reports, they accept the responsibility for decision taken.

## CHANGE HISTORY

Version	Date Issued	Issued by	Reason for Change
0.1	6 November 2009	Head of Governance	First Draft for review
0.2	27 November 2009	Assistant Director – Policy and Strategy	Version approved by SMT on 17.11.09
0.3	14 October 2014	Assistant Director – Policy and Strategy	Policy review and changes to the approved contractors list.
0.4	28 January 2016	Director – Resources and School Support	Updated to reflect new Department name and job titles/contacts.

## APPROVAL

Presented To	Approved by:	Date
Senior Management Team	SMT	17.11.09

## ADDITIONAL INFORMATION

Planned review date:	Distribution:
October 2016	

## APPENDIX 1

### **PLAYFRAME EQUIPMENT - APPROVED SUPPLIERS**

Important note: Schools purchasing playframe equipment and play surfaces must ask the supplier to arrange installation. In this way the supplier takes responsibility for correct installation in accordance with approved safety standards.

#### **Repairs to Playframe equipment and surfaces:**

Following the JPHD annual and quarterly inspections Schools should also contact the supplier if any repairs are necessary as the supplier can arrange for the repairs to be carried out by an approved contractor.

#### **Suppliers Contact details:**

##### **Romerils**

Dumaresq Street  
St Helier  
Jersey  
JE1 3UT  
Tel: 01534 884245  
Fax: 01534 767016  
Mobile 07700 728 722  
Email: [sean.blake@romerils.co.je](mailto:sean.blake@romerils.co.je)

##### **Form CI Ltd**

3 Bond Street  
St. Helier  
Jersey  
JE2 3NP  
Tel: 01534 617314  
Mobile: 07797729007  
Email: [info@formci.com](mailto:info@formci.com)  
Web : [www.formci.com](http://www.formci.com)

##### **A1 Landscape and Gardening services**

La Catelet  
La Route de St John  
St John  
JE3 4EN  
Tel: 746696

**HAGS-SMP:**

Clockhouse Nurseries  
Clockhouse Lane East  
Egham  
Surrey  
TW20 8PG  
Phone: 01784 489 100  
Fax: 01784 431 079  
Sales Enquiries: [sales@hags-smp.co.uk](mailto:sales@hags-smp.co.uk)  
Other Enquiries: [enquiries@hags-smp.co.uk](mailto:enquiries@hags-smp.co.uk)

**Playdale Playgrounds Ltd**

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**Fenland Leisure Products**

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Christchurch  
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## **APPENDIX 2**

### **Terms and Definitions**

#### **Playground equipment**

Equipment and structures, including components and constructional elements with, or on which, children can play outdoors or indoors, either individually or in groups, according to their own rules or own reasons for playing which can change at any time

#### **Climbing equipment**

Playground equipment that only allows the user to move on it or in it by the use of a hand and foot/leg support and requires a minimum of three points of contact with the equipment, one of these being a hand.

**NOTE:** - During movement it is possible to have only one or two points of contact but this is only during a transition from one rest position to the next.

#### **Impact area**

Area that can be hit by a user after falling through the falling space.

#### **Playing surface**

Surface of a playground from which the use of the playground equipment commences and which comprises at least the impact area.

#### **Free space**

Space in, on or around the equipment that can be occupied by a user undergoing a movement forced by the equipment (e.g. sliding, swinging, rocking).

#### **Free height of fall**

Greatest vertical distance from the clearly intended body support to the impact area below.

#### **Falling space**

Space in, on or around the equipment that can be passed through by a user falling from an elevated part of the equipment.

#### **Minimum space**

Space required for the safe use of equipment, comprising falling space, free space and space occupied by the equipment.

#### **Collective use**

Use by more than one user at the same time.

#### **Crushing point**

Place where parts of the equipment can move against each other or against a fixed area so that persons, or parts of their body, can be crushed.

**Shearing point**

Place where part of the equipment can move past a fixed or other moving part or past a fixed area so that persons, or parts of their body, can be cut.

**Stairs**

Means of access incorporating treads on which a user can ascend or descend.

**Ramp**

Means of access incorporating an inclined surface on which a user can ascend or descend.

**Entrapment**

Hazard presented by the situation in which a body, or part of a body, or clothing can become trapped.

**Obstacle**

Object or portion of an object that protrudes inside the space occupied by equipment, the falling space or the free space of a user.

**Cluster**

Two or more separate pieces of equipment designed to be installed in close proximity to each other to provide continuity in a sequence that is needed for the play activity, e.g. trail of stepping stones.

**Platform**

Raised surface where one or more users can stand without the need of hand support.

**Handrail**

Rail intended to assist the user to balance.

**Guardrail**

Rail intended to prevent a user from falling.

**Barrier**

Device intended to prevent the user from falling and from passing beneath.

**Easily accessible**

Requiring only basic skills to access the equipment, allowing users to move freely and quickly onto/within the equipment.

**Critical fall height**

Maximum free height of fall for which a surface will provide an acceptable level of impact attenuation.