

Catholic Mutual... "CARES"

SCHOOL SAFETY

PLAYGROUND LEADER'S CHECKLIST

- Prepare written guidelines for playground operation.
- All playground leaders should have First Aid training.
- All playground leaders should carry an Exposure Control Kit (i.e. rubber gloves, bandages, etc.) when supervising the playground.
- Provide for constant supervision by establishing a written schedule.
- Instruct children and playground supervisors on how to use equipment. (Playground equipment safety should be taught in the classroom.)
- Conduct daily cleaning and check for broken glass and other litter.
- Do not permit children to use wet or damaged equipment.
- Do not permit too many children on the same piece of equipment at the same time; suggest that the children take turns or direct their attention toward other equipment or activities.
- Constantly observe play patterns to note possible hazards and suggest appropriate equipment or usage changes.
- Make periodic inspections of the equipment. If damage or a hazard is found, turn in a written request for repair to maintenance staff.
- If an accident occurs, prepare a written accident report. Pay special attention to surface conditions, type and extent of injury, age and sex of child, how the accident occurred, and weather conditions.