

Playground Development Checklist

This fact sheet is intended to provide some general advice on the process involved in developing a playground by means of a number of checklists.

Stage One – The Beginning

- Consult your play policy/strategy.
- Assess your current play provision and community profile.
- Analyse gaps in your provision.
- Assess play value in the provision.
- Consult the children.
- Consult the community.
- Choose your site.
- Check planning issues.
- Check for land contamination.
- Check for under/overground services (water electricity etc).
- Check access to site (roads, railways etc).
- Identify your budget.
- Develop maintenance plan.

Stage Two – Tendering

Develop tender brief to include:

- Design brief for the whole environment.
- Play value requirements for the whole environment.
- Location details (as many as possible).
- The age range of your users.
- The types of equipment needed (*consult the community*).

- Fences, notices, benches, types of safer surfacing.
- British and European safety standards.
- Budget available.
- Building works contract.
- Date to return submission.
- Evaluate tenders (including best value).
- Take up references
- Appoint contractor.

Stage Three – The Contract

Contract should include:

- Roles of each party.
- Start and finish dates.
- Control of works.
- Payment.
- Legal obligations.
- Insurance.
- Settlement of disputes.
- Manufacturers warranties.
- Defects period, penalty clauses.
- Post-installation inspection

Stage Four – Building the Playground

Invite the contractor to a pre-start meeting covering:

- Insurance.
- Plan of works and who the contract manager is.
- Correct licences (HGV etc).
- Health and safety during construction (risk assessment).
- Site access and security.

- Progress meetings dates and times.
- Let the community know what is happening.
- Have a post-installation safety check.
- Try to involve the children in some way.

Stage Five – The Official Opening of the Playground

Organise the opening inviting:

- Children
- Parents and carers
- Community leaders
- Residents
- Funders
- Politicians
- The contractor
- Site/Parks manager

Publicise the event:

- Local papers
- Local radio, television

Stage Six – Maintenance

- Evaluate the playground development process.
- Evaluate the use of the playground.
- Carry out regular inspections.
- Arrange annual independent inspections.
- Carry out regular risk assessments.
- Encourage community users to report damage.
- Check process for manufacturer's supply of spare parts.

Resources

Children's Play Council (2002) *More than swings and roundabouts: Planning for outdoor play*. National Children's Bureau. Available from Central Books, tel: 0845 458 9910.

Summary can be downloaded from <http://www.ncb.org.uk/cpc>

Children's Play Information Service (2004) *Consulting Children about Play (CPIS Factsheet)*. London: National Children's Bureau.

Can be downloaded from <http://www.ncb.org.uk/cpis>

Children's Play Information Service (2008) *How to raise funds for children's play*. London: National Children's Bureau.

Can be downloaded from <http://www.ncb.org.uk/cpis>

Play Safety Forum (2002) *Managing risk in play provision: A position statement*. London: National Children's Bureau.

Can be downloaded from <http://www.ncb.org.uk/cpc>

Yearley, J and Yearley, D (2005) *The children's playground. A development guide*. Wantage: Playground Management Ltd. Available from RoSPA, tel: 01367 244 600.

Organisations

Association of Play Industries

The website has a list of API members including outdoor and indoor play equipment manufacturers, and play surfaces manufacturers.

<http://www.api-play.org>

Children's Play Information Service

CPIS has a list of independent play designers and landscape architects, and can also provide contact details for play equipment manufacturers.

Email: cpis@ncb.org.uk

RoSPA Play Safety

The Royal Society for the Prevention of Accidents (RoSPA) Play Safety website has a number of information sheets on playgrounds and safety.

<http://www.rospa.co.uk/playsafety>

The Children's Play Information Service produces factsheets and student reading lists on a variety of play topics, and can also provide customised reading lists in response to individual requests.

Children's Play Information Service

National Children's Bureau
8 Wakley Street
London EC1V 7QE

Tel: 020 7843 6303/6026

Fax: 020 7843 6007

Email: cpis@ncb.org.uk

<http://www.ncb.org.uk/cpis>

The Children's Play Information Service is funded by the Department for Culture, Media and Sport (DCMS) and the Big Lottery Fund through Play England, and forms part of the National Children's Bureau Library and Information Service.

© National Children's Bureau 2005, 2008.

