



# **THE API GUIDE**

## **TO OUTDOOR PLAY AREA INSTALLATION**

from the

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This document provides a standard of Specification and Proficiency, to which all members of the API aspire, but they do not constitute absolute standards, which override the test of reasonableness, nor do they supersede a reasonable interpretation of the specification and terms of contract, applying to each contract.

## **THE ASSOCIATION OF PLAY INDUSTRIES (API)**

### **What is the Association of Play Industries (API)?**

- The UK Trade Association representing manufacturers, suppliers and installers of playground equipment and playground surfacing.
- API members collectively represent over 75% of the industry sales within the UK.
- The API was founded in 1984
- The API is a founder member of the European Play Equipment Manufacturers Association (EPEMA), which was founded in 1995.

### **What are the API's aims?**

- To improve the quality of play, play equipment and surfacing by working to a Code of Practice.
- To promote playground safety.
- To assist in the development of British and European Standards and to ensure that all API member companies fully comply with the relevant standards.
- To gather industry statistics and market information.
- To act as the authoritative spokesman for the industry.

### **The API's role in British and European Standards**

- The API strongly supports the concept of British and European standards for playground equipment and playground surfacing.
- The API is well represented on all committees discussing standards.
- The API can provide practical information and advice on the interpretation of all relevant play standards.

## **The API Guide to Outdoor Play Area Installation**

This document is intended as a guide to the minimum standard required.

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### **API STANDARD FORM OF CONTRACT:**

In the absence of a contract document between client and member contractor, an API draft form of contract, for the installation of Play Equipment and provision of Rubber and Loose Fill Impact Absorbing Surfaces, is available for the API Secretariat.

### **API Guide to the PROVISION of RUBBER and LOOSE FILL IMPACT ABSORBING SURFACES**

The API Guide to the Provision of Rubber and Loose Fill Impact Absorbing Surfaces, which should be used in conjunction with this Guide, is available from the API Secretariat.

## **1. Site Security**

### ***All Members will:***

Carry out a written risk assessment for all works to identify and consider site security with regard to public access to working areas – this may mean enclosure with fencing to comply as a minimum with The Health & Safety Executive GS7 / HS(G)151 specification. ( HSE Books, 1997, ISBN 0 7176 1148 5)

Where more than one contractor, or a main contractor and sub-contractor are involved on a site, the API member will clarify which contractor is responsible for site security. The ultimate responsibility for the play area site security rests with the play area installation company.

Working areas for repairs to be clearly guarded to prevent public access.

High visibility markings to be used where appropriate.

Warning notices to be displayed, including a telephone contact number.

Lighting to be provided where necessary should a clear risk of nighttime injury be apparent.

## **2. Site Welfare Facilities**

### ***All Members will:***

On all sites which will be under construction (or repair) for more than 2 consecutive working days provide a portable toilet if no existing public facility is available within reasonable walking distance.

Make arrangements to regularly service and clean portable toilets (if hired this would be part of the hire contract).

On all sites, provide hand-cleansing facilities regardless of the length of the working period. (This can be chemical cleansing and would normally be carried within the installation team vehicles.)

Provide all site teams with a mobile telephone.

Ensure all site teams are provided with a First Aid Kit and instructions for use.

### ***It is recommended that:***

All installation teams are equipped with their own portable mobile toilet particularly where the work is regularly of short duration.

### **3. Installer Knowledge**

***All Members will:***

Ensure that the installation team is lead by a competent person with at least the following play area knowledge:

- a. Of current EN 1176 parts 1-7 recommendations including - installation, free space, falling space, clearances, entrapments and levels.
- b. Of construction details for equipment including - installation instructions, special tool requirements, data sheets and equipment weights etc.
- c. Of Health & Safety requirements for the work.
- d. Of Risk Assessment for the work including - the protection of the workforce and the public from site traffic, dust, fumes and noise etc.

Ensure that the installation team has sufficient knowledge to create a suitable work environment to ensure that risk to the public and especially children are minimised.

Ensure that the installation team is fully informed of all details of the work including –

- site and equipment locations
- full list of equipment and /or surfaces to be installed
- manufacturer’s installation instructions
- size and weight of the components of the structures (to allow the team to correctly establish the manual handling risk and make available mechanised lifting equipment if necessary)
- drawings of layouts with written measurements where possible
- locations of underground and overhead services
- approved access routes
- agreed working hours
- delivery and vehicle movement restrictions
- site specific requirements or restrictions (these could include use of radios, waste disposal frequency, clothing requirements etc.)
- site specific risk assessments
- site specific method statements
- client and contact details
- main contract details that affect the play area works

## **4. Installation Standards**

### ***All Members will:***

Ensure that all installations are carried out in accordance with the manufacturer's installation instructions. Where the client's instructions differ from the manufacturer's instructions, the installer will bring this to the client's notice and ask for written instruction to work other than to the manufacturer's specification.

All installations to be carried out to the relevant standards EN 1176 as a minimum. Should the client instructions indicate otherwise, the variance to be brought to the client's notice by the installer and written confirmation required to proceed other than to standards.

The installation of impact absorbing surfaces shall as a minimum conform to the "API Guide for the Installation of Rubber & Loose Fill Impact Absorbing Surfaces".

## **5. Health & Safety**

### ***All Members will:***

Ensure that competent and trained personnel carry out all installations. The following will be set in place before work on site commences.

- Health & Safety policy covering installation and site based works.
- Risk Assessments to cover all aspects of the works.
- Method statements.
- Operator licences for all plant used including hand tools such as disc cutters, chainsaws etc.
- Regular certified testing of powered hand tools, laser equipment and all electrical equipment.
- Regular recorded maintenance of all plant & machinery.
- Regular Health & Safety general training
- First aid training and qualifications.
- Provision of personal protective equipment such as protective footwear, hard hats, gloves, breathing and ear protection, high visibility clothing and other equipment as necessary for the task in hand.
- Information and COSHH assessments on chemicals to be used.

Will prepare an installation works programme where required which will indicate the order in which all aspects of the work will be completed particularly with regard to the hazards to children of play area construction.

Ensure that the installation team is made aware of all site rules and regulations that are part of the main contract where applicable. (Besides obvious Health & Safety issues this could include for example – use of radios, waste disposal frequency, clothing requirements, access routes, working hours, etc.)

### ***It is recommended that:***

- Members will make site teams aware of the need and encourage the use of protective sun and skin creams.

## **6. Construction (Design & Management) Regulations 1974**

### ***All Members will:***

Ensure that any site, which qualifies by virtue of time (in excess of 30 working days), manpower (in excess of 4 personnel working on site at any time) or type of work especially demolition, will be operated fully under the C (D & M) regulations. It is the installer's responsibility to notify the client before commencing work if they regard the works as qualifying.

A site may be a single site, or a number of sites carried out under a single contract.

The site may also be notified as qualifying by the client, designer or the main contractor.

Where the installer is also the Main Contractor, he will take on all responsibility as outlined in the regulations, including writing the Main Contractors portion of the scheme Health & Safety plan and the full site induction and supervision of all sub-contractors.

It is probable that the Main Contractor will also provide all site security and welfare aspects. However it is the responsibility of the installer to clarify exactly what is provided on site, and to ensure that all play area works are carried out in accordance with this guide as a minimum.

The sub-contractors will also be required to provide documentation for their aspect of the works to the scheme Health & Safety plan.

Where the installer is a sub-contractor, he will provide all documentation as required by the main contractor and will carry out all health and safety instructions issued by the main contractor.

## **7. Insurance**

All members will ensure that they make their Insurers aware that the work undertaken is specifically for children's playgrounds and equipment and that they carry the following insurance:

- (a) Employers Liability of a minimum of £10,000,000 for any one occurrence, or series of occurrences, arising from one event. This is the minimum required by law.
- (b) Public Liability of at least £2,000,000 for each and every loss and unlimited in the aggregate for any one period of Insurance. An option should be obtained to increase this cover to £5,000,000 or higher should the individual contract require. The policy should include vicarious liability for any subcontractors.
- (c) Products Liability of at least £2,000,000 for each and every loss and in the aggregate for any one period of Insurance. Cover should be maintained to at least the same level as the Public Liability cover and should be with the same insurer to avoid gaps in cover.
- (d) Third Party Motor Insurance as a minimum for vehicles registered for road use.

Members involved in the design of equipment should ensure that they carry the following insurance in addition to (a) to (d) above.

- (e) Professional Indemnity of no less than the Public Liability limit for each and every loss and in the aggregate for any one period of insurance.

Members involved in the installation of equipment should ensure that they carry the following insurance in addition to (a) to (d) above.

- (f) Contractors All Risks Insurance to cover property on or adjacent to the site that is owned by or hired to you and also includes the actual installation. This cover should be linked to the Public Liability cover and will include Liability in respect of hired in plant and the driver of such plant.

This information is intended to provide a guide only and reference in respect of insurance requirements should be made to each specific contract as terms and conditions will vary depending on the other party.

For further information reference should be made to your usual insurance advisor or to the Sports Industries Federation Risk Services.

## **8. Contact Details**

### ***All Members will:***

Ensure that the installation team is provided with details of the client (and line of clients where a scheme is sub-contracted) with names and contact numbers.

Ensure that the installation team refers all relevant enquires from the general public to the client.

Ensure that the installation team will carry identification whilst on site.

## **9. General Points**

### ***All Members will:***

Ensure that where personnel work continuously for one employer, and are regarded by the Inland Revenue as employees, these personnel are fully employed PAYE staff of the employer entitled to full employment rights as an employee.

Ensure that all installers will hold construction industry tax exemption documents as per current legislation or be liable to deduction of tax at source as directed by the Inland Revenue. Should an installer not possess either a registration card (CIS 4), or a Tax Certificate (CIS 5 or CIS 6) they will not be paid after 1 August 1999.

Where the turnover of the Installation Company warrants, the company will be VAT registered.

- \* The “API Guide for the Installation of Rubber & Loose Fill Impact Absorbing Surfaces” is available from The Association of Play Industries, Federation House, National Agricultural Centre, Stoneleigh Park, Warwickshire, CV8 2RF.
  - Telephone 02476 – 414999
  - Facsimile 02476 414 990
  - E-mail address [admin@sportslife.org.uk](mailto:admin@sportslife.org.uk)

Details of current API membership can be checked at the above address.

## SW/65 - CHILDREN'S PLAYGROUND EQUIPMENT

### Constitution of SW/65 - Children's playground equipment

Chairman: Mr Michael Johnson (TSIF)	Secretary: Mr David Charleston
Association of Play Industries	Landscape Institute
BSI Testing	Local Government Association
Co-opted experts	National Playing Fields Association
Consumer Policy Committee of BSI	RAPRA Technology Ltd
Department for Culture, Media and Sport Health	Royal College of Paediatrics and Child
Health and Safety Executive	Royal Society for the Prevention of Accidents
Institute of Leisure and Amenity Management	Safety Assessment Federation Ltd
Institute of Sport and Recreation Management	Timber Research and Development Association

### Published British Standards under SW/65 Children's playground equipment

BS 5696-1:1997, BS 5696:Parts 1&2:1986 and BS 5696-3:1979, BS 7188:1989 and PD 6586:1996 were all withdrawn in December 1998. The following standards superseded the BS 5696 series and are now the current and effective standards to use. Each is identical with the European Standard (EN) developed by the European Committee CEN/TC136/SC1 in which the UK actively participated.

#### BS EN 1176 series *Playground equipment*

BS EN 1176-1:1998 *General safety requirements and test methods*

BS EN 1176-2:1998 *Additional specific safety requirements and test methods for swings*

BS EN 1176-3:1998 *Additional specific safety requirements and test methods for slides*

BS EN 1176-4:1998 *Additional specific safety requirements and test methods for runways*

BS EN 1176-5:1999 *Additional specific safety requirements and test methods for carousels*

BS EN 1176-6:1998 *Additional specific safety requirements and test methods for rocking equipment*

BS EN 1176-7:1997: *Guidance for installation, inspection, maintenance and operation*

BS EN 1177:1998 *Impact absorbing playground surfacing - Safety requirements and test methods for impact attenuation requirements and determination using HIC criteria*

BS 7188:1998 *Impact absorbing playground surfacing - Performance requirements and test methods - use with BS EN 1177 for abrasive wear, slip resistance, resistance to indentation and ease of ignition*

*British Standards and drafts for public comment are available from BSI, Customer Services at 389 Chiswick high Road, London, W4 4AL. Tel. 0181 996 9001*

## Appendix B - Useful Addresses

### British Standards Institution

British Standards House  
389 Chiswick High Road  
London W4 4AL  
Tel: 0181 996 7000  
Fax: 0181 996 7960  
Email: [info@bsi.org.uk](mailto:info@bsi.org.uk)  
Web: [www.bsi.org.uk](http://www.bsi.org.uk)

### British Standards Institution Product Services

Maylands Avenue, Hemel Hempstead  
Herts HP2 4SQ  
Tel: 01442 230442  
Fax: 01442 231442  
Email: [info@bsi.org.uk](mailto:info@bsi.org.uk)  
Web: [www.bsi.org.uk](http://www.bsi.org.uk)

### Centre for Sports Technology Ltd

Southbank Technopark  
90 London Rd, London SE1 6LN  
Tel: 0171 922 8840  
Fax: 0171 922 8858  
Email: [londoncst@aol.com](mailto:londoncst@aol.com)  
Web: [www.msc/cst.com](http://www.msc/cst.com)

### Child Accident Prevention Trust

18-20 Faringdon Lane  
London EC1R 3HA  
Tel: 0171 608 3828  
Fax: 0171 608 3674

### Children's Play Council

8 Wakley Street  
London EC1 7QE  
Tel: 0171 843 6016  
Fax: 0171 278 9512  
Email: [cap@ncb.org.uk](mailto:cap@ncb.org.uk)  
Web: [www.ncb.org.uk/cpc.htm](http://www.ncb.org.uk/cpc.htm)

### Children's Play Policy Forum

c/o LGA 26 Chapter Street  
London SW1P 4ND  
Tel: 0171 834 2222  
Fax: 0171 664 3030  
Email

### Children's Play Safety Forum

c/o NPFA 25 Ovington Square  
London, SW3 1LQ  
Tel: 0171 584 6445  
Fax: 0171 581 2402

### Fair Play for Children

35 Lyon Street, Bognor Regis  
West Sussex PO21 1BW  
Tel: 01243 869922  
Fax: 01243 869922  
Email: [fairplay@arunet.co.uk](mailto:fairplay@arunet.co.uk)  
Web: [arunet.co.uk](http://arunet.co.uk)

### HAPA (Adventure Play for Children with Disabilities and Special Needs)

Pryor's Bank, Bishops Park  
London SW6 3LA  
Tel: 0171 736 4443  
Fax: 0171 731 4426

### Health and Safety Executive

Rose Court  
2 Southwark Bridge  
London SE1 9HS  
Tel: 0171 717 6000  
Fax: 0171 717 6717

### Institute of Leisure and Amenity Management

**ILAM House**  
Lower Basildon, Reading  
Berks RG8 9NE  
Tel: 01491 874800  
Fax: 01491 874801  
Email: [info@ilam.co.uk](mailto:info@ilam.co.uk)

### National Centre for Play (Scotland)

Cramond Campus  
Cramond Road North  
Edinburgh EH4 6JD  
Tel: 0131 312 8088  
Fax: 0131 312 8088

### National Playing Fields Association

25 Ovington Square  
London SW3 1LQ  
Tel: 0171 584 6445  
Fax: 0171 581 2402  
Email: [npfa@npfa.co.uk](mailto:npfa@npfa.co.uk)  
Web: [www.npfa.co.uk](http://www.npfa.co.uk)

### National Play Information Centre

199 Knightsbridge  
London SW7 1DE  
Tel: 0171 584 6464  
Fax: 0171 584 0248  
Email: [npic@npfa.co.uk](mailto:npic@npfa.co.uk)  
Web: [www.npfa.co.uk](http://www.npfa.co.uk)

### Play Board Northern Ireland

59-65 York Street  
Belfast, Northern Ireland BT15 1AA  
Tel: 01232 803380  
Fax: 01232 803381

### Play Wales

25 Windsor Place  
Cardiff CF1 3BZ  
Tel: 01222 230757  
Fax: 01222 468601  
Email: [playwa@globalnet.co.uk](mailto:playwa@globalnet.co.uk)

**RAPRA Technology Limited**

Shawbury  
Shrewsbury, Shrop SY4 4NR  
Tel: 01939 250383  
Fax: 01939 251118  
Email: [info@rapra.net](mailto:info@rapra.net)  
Web: [www.rapra.net](http://www.rapra.net)

**Royal Society for the Prevention of Accidents**

Edgbaston Park, 353 Bristol Road  
Birmingham B5 7ST  
Tel: 0121 248 2000  
Fax: 0121 248 2001  
Email: [help@rospa.co.uk](mailto:help@rospa.co.uk)  
Web: [www.rospa.co.uk](http://www.rospa.co.uk)

**SPRINT**

Unit 58, Business Development  
Centre, Stafford Park 4  
Telford TF3 3BA  
Tel: 01952 292005  
Fax: 01952 292008

**Sports Council**

16 Upper Woburn Palace  
London WC1H 0QP  
Tel: 0171 273 1500  
Fax: 0171 3835740  
Web: [www.english.sports.gov.uk](http://www.english.sports.gov.uk)

**WIRA Testing Centre**

WIRA House  
West Park Ring Road  
Leeds LS16 6QL  
Tel: 0113 259 1999  
Fax: 0113 278 0306