

Appendix I-1

Sample Safety Checklist - Gymnasium Facilities

Each school is to develop a procedure for regular inspection with appropriate follow-up.

Site name: _____

Inspection date: _____ Time: _____

Inspected by: _____

Item	Yes	No	Follow Up/Action/Next Steps
Adjustable Stage			
rollers run smoothly			
locking mechanism secure			
Archery Net Assembly			
cable and bracket are in good conditions			
Basketball Backstop			
backboards in good condition			
cable and attachment from backboard to wall secure			
rims attached and straight			
Velcro strips on walls behind backboards in good condition to hold mats			
winch condition not located directly below a wall-mounted backboard			
foam at base of backboard attached			
wall padding securely attached			
condition of pulleys and cables			
Benches			
top and supports free from cracks and splinters			
benches stable, not loose			
Bleachers			
secured to wall			
seats and risers free from cracks and splinters			

Ceiling			
tiles and panels in place			
lights, diffusers, fans, speakers and their guards attached			
Change Rooms			
free of objects that create a hazard (e.g. tables, chairs, pianos)			
floor provides safe traction			
benches free from cracks and splinters			
Chinning Bars and Pegboards			
attachment is secure to wall			
adjustable parts in good condition			
peg holes and pegs in good condition			
Climbing Walls – Permanent			
guide wires secure			
wall anchors secure			
platforms properly secured			
Entrance/Exits			
free of obstructions			
no doorknobs/protruding handles on gym side of door			
doors open away from gym area			
exit signs in working order			
Fitness Centre/Weight Room			
chin-up/dip bars secure			
pulleys not frayed on weight machines			
weights secure on machines			
padding on benches not torn			
tops/seats on benches secure			
floor padding in good repair			
free-weights welds secure			
cycles, step machines, treadmills in proper working order			
Floors			
clean and dry			
provide good traction			
clear of objects which may cause			

tripping/slipping			
sockets covered and flush with floor			
plates flush with floor and in good condition			
Folding Doors, Suspended Curtain			
switches or controls working as designed			
run smoothly			
fabric in good condition (check for rips and tears)			
storage pocket clean of equipment			
Gymnasium Space			
free of “stored” furniture, boxes, equipment along perimeter walls and corners			
Ropes			
not frayed			
Stairs			
clear of obstacles			
treads in good condition			
railings secure			
free of protruding nails, cracks and splinters			
Storage Room			
floor clean and walking area clear of equipment			
equipment stored on designated shelves			
volleyball/badminton poles secure to prevent injuries from tripping and falling from poles			
Walls			
all outlets/switches/registers/etc. which pose a hazard must be padded or flush with wall surface			
free of protruding hooks, nails, etc.			
protective wall mat covers free of tears/wearing			
mat trips secured to wall, Velcro in good condition			
covers on fire alarm stations			