

Appendix I-1

Sample Safety Checklist – Gymnasium Facilities

Each school must 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 |
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| Adjustable Stage <ul style="list-style-type: none">• Rollers run smoothly• Locking mechanism secure | | | |
| Archery Net Assembly <ul style="list-style-type: none">• Cable and bracket are in good conditions | | | |
| Basketball Backstop <ul style="list-style-type: none">• Backboards in good condition• Cable and attachment from backboard to wall secure | | | |

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| <ul style="list-style-type: none"> • 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 | | | |
| <p>Benches</p> <ul style="list-style-type: none"> • Top and supports free from cracks and splinters • Benches stable, not loose | | | |
| <p>Bleachers</p> <ul style="list-style-type: none"> • Secured to wall • Seats and risers free from cracks and splinters | | | |
| <p>Ceiling</p> | | | |

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| <ul style="list-style-type: none"> • Tiles and panels in place • Lights, diffusers, fans, speakers and their guards attached | | | |
| <p>Change Rooms</p> <ul style="list-style-type: none"> • Free of objects that create a hazard (for example, tables, chairs, pianos) • Floor provides safe traction • Benches free from cracks and splinters | | | |
| <p>Chinning Bars and Pegboards</p> <ul style="list-style-type: none"> • Attachment is secure to wall • Adjustable parts in good condition • Peg holes and pegs in good condition | | | |
| <p>Climbing Walls – Permanent</p> <ul style="list-style-type: none"> • Guide wires secure • Wall anchors secure • Platforms properly secured | | | |

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| <p>Entrance/Exits</p> <ul style="list-style-type: none"> • Free of obstructions • No doorknobs/protruding handles on gym side of door • Doors open away from gym area • Exit signs in working order | | | |
| <p>Fitness Centre/Weight Room</p> <ul style="list-style-type: none"> • 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 | | | |
| <p>Floors</p> <ul style="list-style-type: none"> • Clean and dry • Provide good traction | | | |

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| <ul style="list-style-type: none"> • Clear of objects which may cause tripping/slipping • Sockets covered and flush with floor • Plates flush with floor and in good condition | | | |
| <p>Folding Doors, Suspended Curtain</p> <ul style="list-style-type: none"> • Switches or controls working as designed • Run smoothly • Fabric in good condition (check for rips and tears) • Storage pocket clean of equipment | | | |
| <p>Gymnasium Space</p> <ul style="list-style-type: none"> • Free of “stored” furniture, boxes, equipment along perimeter walls and corners | | | |
| <p>Ropes</p> <ul style="list-style-type: none"> • Not frayed | | | |

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| <p>Stairs</p> <ul style="list-style-type: none"> • Clear of obstacles • Treads in good condition • Railings secure • Free of protruding nails, cracks and splinters | | | |
| <p>Storage Room</p> <ul style="list-style-type: none"> • 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 | | | |
| <p>Walls</p> <ul style="list-style-type: none"> • 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 | | | |

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| <p>of tears/wearing</p> <ul style="list-style-type: none">• Mat trips secured to wall, Velcro in good condition• Covers on fire alarm stations | | | |
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