

Appendix I-2

Sample Safety Checklist – Gymnasium Equipment

Teachers must perform a visual check of equipment before the activity/sport to determine that it is in safe playing condition. Any broken equipment must be removed or repaired. This sample checklist can be used as a guide.

Site name:

Inspection date:

Inspection time:

Inspected by:

Item	Yes	No	Follow Up/Action/Next Steps
Badminton <ul style="list-style-type: none">Racquets useable (no splinters or broken strings)			
Badminton Net <ul style="list-style-type: none">Free of exposed wires along top and frayed wires along polesFree of tears and holesNo sharp edges			
Badminton Posts <ul style="list-style-type: none">Hooks, pulleys and ratchet in			

Item	Yes	No	Follow Up/Action/Next Steps
good condition			
Ball Hockey/Floor Hockey <ul style="list-style-type: none"> • Goals have welds and frames in good condition • Wooden floor hockey sticks free of splinters • Plastic ball hockey sticks free of cracks and broken edges/ends • Stick blades secure to shaft 			
Balls <ul style="list-style-type: none"> • All balls must be properly inflated 			
Emergency Equipment <ul style="list-style-type: none"> • First aid kit fully stocked and accessible • Emergency phone numbers posted • Access to phone/office via the public announcement system 			
Gymnastics Equipment <ul style="list-style-type: none"> • Balance Beam • No tears in covering (rips 			

Item	Yes	No	Follow Up/Action/Next Steps
may be glued down) <ul style="list-style-type: none"> • Height-adjustment mechanism functional and in good condition • Balance beam is stable and level 			
Floor Exercise Tumbling Mats <ul style="list-style-type: none"> • No holes (rips may be taped) • Uniform thickness and Compaction throughout • Velcro in good condition 			
Mini-Trampoline <ul style="list-style-type: none"> • Stable with height-adjustment knobs in good condition • All springs in place with hooks pointing down or elastic cable in good condition • Frame pad completely covers springs/cables and frame • Non-slip rubber feet in good condition • Take-off surface in good 			

Item	Yes	No	Follow Up/Action/Next Steps
condition			
Pommel Horse <ul style="list-style-type: none"> • Horse is stable and level • No tears in covering (rips may be taped or glued down) • Height-adjustment mechanism in good condition • Pommels smooth, no chalk build-up 			
Rings <ul style="list-style-type: none"> • Ring stand (if used) secure and vertical (see Uneven Bars) • No kinks or knots in steel cables • No exposed frayed wire • Leather/webbing straps checked for wear • No splinters, cracks or chalk build-up 			
Take-off Board (not a springboard) <ul style="list-style-type: none"> • Free of splinters and broken tops/legs 			

Item	Yes	No	Follow Up/Action/Next Steps
<ul style="list-style-type: none"> • Floor protection pads in good condition • Carpeted non-slip take-off surface in good condition • All bolts tightened and rubber non-slip pads in good condition 			
<p>Uneven Parallel Bars/High Bar/Parallel Bars</p> <ul style="list-style-type: none"> • Floor hooks in good condition • No “S” hooks • If quick-links are used, must be fully threaded • Turnbuckle hooks functional and fully threaded • No kinks or knots in steel cables • No exposed frayed cables • Loops in cables checked for wear • Height-adjustment mechanism in good condition • Wood/fiberglass rails have no cracks, splinters or 			

Item	Yes	No	Follow Up/Action/Next Steps
caked-on chalk <ul style="list-style-type: none"> • Steel rail is straight 			
Vault and Box Horse <ul style="list-style-type: none"> • Pad and cover free from tears and wearing • Sufficient padding to absorb impact • Inner posts solid (box horse) • Height-adjustment mechanism in good condition • Free of cracks and splinters • Nuts, bolts and screws tight 			
High Jump <ul style="list-style-type: none"> • Standards, base, attachments and uprights in good condition • Portable pit cover free of tears • Portable pit foam in good condition • Fiberglass crossbars free of cracks and splinters 			
Hoops			

Item	Yes	No	Follow Up/Action/Next Steps
<ul style="list-style-type: none"> Free of cracks and bends 			
<p>Mats (for example, gymnastics, wrestling)</p> <ul style="list-style-type: none"> Covers free of tears and wearing Foam in good condition Velcro fasteners functional 			
<p>Permanent Climbing Walls</p> <ul style="list-style-type: none"> Inspect all climbing elements (for example, ropes, zip lines, harnesses, carabiners, helmets and ladders) 			
<p>Pool Equipment</p> <ul style="list-style-type: none"> Reaching assists in working order Lane ropes in working order Life jackets in good condition Spinal board in good condition Ring buoy in good condition Starting blocks are secure when in place 			

Item	Yes	No	Follow Up/Action/Next Steps
<ul style="list-style-type: none"> • Bench tops and supports free from cracks and splinters • Bolts and screws secure 			
<p>Scooter Boards</p> <ul style="list-style-type: none"> • Wheels secure • Boards free of cracks and broken edges 			
<p>Softball</p> <ul style="list-style-type: none"> • Wooden and metal bats not cracked • Good grip end to prevent slippage 			
<p>Volleyball Net</p> <ul style="list-style-type: none"> • Free of exposed wires along top and frayed wires along poles • Free of tears and holes 			
<p>Volleyball Posts</p> <ul style="list-style-type: none"> • Hooks, pulls and ratchet in good condition 			