

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 | | | |