

# 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
<b>Adjustable Stage</b>			
rollers run smoothly			
locking mechanism secure			
<b>Archery Net Assembly</b>			
cable and bracket are in good conditions			
<b>Basketball Backstop</b>			
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			
<b>Benches</b>			
top and supports free from cracks and splinters			
benches stable, not loose			
<b>Bleachers</b>			
secured to wall			
seats and risers free from cracks and splinters			
<b>Ceiling</b>			

tiles and panels in place			
lights, diffusers, fans, speakers and their guards attached			
<b>Change Rooms</b>			
free of objects that create a hazard (e.g. tables, chairs, pianos)			
floor provides safe traction			
benches free from cracks and splinters			
<b>Chinning Bars and Pegboards</b>			
attachment is secure to wall			
adjustable parts in good condition			
peg holes and pegs in good condition			
<b>Climbing Walls – Permanent</b>			
guide wires secure			
wall anchors secure			
platforms properly secured			
<b>Entrance/Exits</b>			
free of obstructions			
no doorknobs/protruding handles on gym side of door			
doors open away from gym area			
exit signs in working order			
<b>Fitness Centre/Weight Room</b>			
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			
<b>Floors</b>			
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			
<b>Folding Doors, Suspended Curtain</b>			
switches or controls working as designed			
run smoothly			
fabric in good condition (check for rips and tears)			
storage pocket clean of equipment			
<b>Gymnasium Space</b>			
free of “stored” furniture, boxes, equipment along perimeter walls and corners			
<b>Ropes</b>			
not frayed			
<b>Stairs</b>			
clear of obstacles			
treads in good condition			
railings secure			
free of protruding nails, cracks and splinters			
<b>Storage Room</b>			
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			
<b>Walls</b>			
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			