

# Appendix I-2

## Sample Safety Checklist - Gymnasium Equipment

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>Badminton</b>			
racquets useable (no splinters or broken strings)			
<b>Badminton Net</b>			
free of exposed wires along top and frayed wires along poles			
free of tears and holes			
no sharp edges			
<b>Badminton Posts</b>			
hooks, pulleys and ratchet in good condition			
<b>Ball Hockey/Floor Hockey</b>			
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			
<b>Emergency Equipment</b>			
first aid kit fully stocked and accessible			
emergency phone numbers posted			
access to phone/office via P.A. system			
<b>Gymnastics Equipment</b>			
<b>Balance Beam</b>			
no tears in covering (rips may be glued down)			
height-adjustment mechanism			

functional and in good condition			
balance beam is stable and level			
Floor Exercise Tumbling Mats			
no holes (rips may be taped)			
uniform thickness and compaction throughout			
Velcro in good condition			
Mini-Trampoline			
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 condition			
Pommel Horse			
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			
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)			
free of splinters and broken tops/legs			
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			

<b>Uneven Parallel Bars/High Bar/Parallel Bars</b>			
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/fibreglass rails have no cracks, splinters or caked-on chalk			
steel rail is straight			
<b>Vault and Box Horse</b>			
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			
<b>High Jump</b>			
standards, base, attachments and uprights in good condition			
portable pit cover free of tears			
portable pit foam in good condition			
fibreglass crossbars free of cracks and splinters			
<b>Hoops</b>			
free of cracks and bends			
<b>Mats (e.g., gymnastics, wrestling)</b>			
covers free of tears and wearing			
foam in good condition			
Velcro fasteners functional			

<b>Permanent Climbing Walls</b>			
inspect all climbing elements (e.g., ropes, zip lines, harnesses, carabiners, helmets and ladders)			
<b>Pool Equipment</b>			
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			
bench tops and supports free from cracks and splinters			
bolts and screws secure			
<b>Scooter Boards</b>			
wheels secure			
boards free of cracks and broken edges			
<b>Softball</b>			
wooden and metal bats not cracked			
good grip end to prevent slippage			
<b>Volleyball Net</b>			
free of exposed wires along top and frayed wires along poles			
free of tears and holes			
<b>Volleyball Posts</b>			
hooks, pulls and ratchet in good condition			