

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:

Badminton

- Racquets useable (no splinters or broken strings)

Yes

No

Follow Up/Action/Next Steps:

Badminton Net

- Free of exposed wires along top and frayed wires along poles
- Free of tears and holes
- No sharp edges

Yes

No

Follow Up/Action/Next Steps:

Badminton Posts

- Hooks, pulleys and ratchet in good condition

Yes

No

Follow Up/Action/Next Steps:

Ball Hockey/Floor Hockey

- 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

Yes

No

Follow Up/Action/Next Steps:

Balls

- All balls must be properly inflated

Yes

No

Follow Up/Action/Next Steps:

Emergency Equipment

- First aid kit fully stocked and accessible
- Emergency phone numbers posted
- Access to phone/office via the public announcement system

Yes

No

Follow Up/Action/Next Steps:

Gymnastics Equipment - Balance Beam

- No tears in covering (rips may be glued down)
- Height-adjustment mechanism functional and in good condition
- Balance beam is stable and level

Yes

No

Follow Up/Action/Next Steps:

Gymnastics Equipment - Floor Exercise Tumbling Mats

- No holes (rips may be taped)
- Uniform thickness and Compaction throughout
- Velcro in good condition

Yes

No

Follow Up/Action/Next Steps:

Gymnastics Equipment - 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

Yes

No

Follow Up/Action/Next Steps:

Gymnastics Equipment - 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

Yes

No

Follow Up/Action/Next Steps:

Gymnastics Equipment - 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

Yes

No

Follow Up/Action/Next Steps:

Gymnastics Equipment - 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

Yes

No

Follow Up/Action/Next Steps:

Gymnastics Equipment - Parallel Bars/Uneven Parallel Bars/High Bar

- 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 caked-on chalk
- Steel rail is straight

Yes

No

Follow Up/Action/Next Steps:

Gymnastics Equipment - Vault and Box Horse

- 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

Yes

No

Follow Up/Action/Next Steps:

High Jump

- 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

Yes

No

Follow Up/Action/Next Steps:

Hoops

- Free of cracks and bends

Yes

No

Follow Up/Action/Next Steps:

Mats (for example, gymnastics, wrestling)

- Covers free of tears and wearing
- Foam in good condition
- Velcro fasteners functional

Yes

No

Follow Up/Action/Next Steps:

Permanent Climbing Walls

- Inspect all climbing elements (for example, ropes, zip lines, harnesses, carabiners, helmets and ladders)

Yes

No

Follow Up/Action/Next Steps:

Pool Equipment

- 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

Yes

No

Follow Up/Action/Next Steps:

Scooter Boards

- Wheels secure
- Boards free of cracks and broken edges

Yes

No

Follow Up/Action/Next Steps:

Softball

- Wooden and metal bats not cracked
- Good grip end to prevent slippage

Yes

No

Follow Up/Action/Next Steps:

Volleyball Net

- Free of exposed wires along top and frayed wires along poles
- Free of tears and holes

Yes

No

Follow Up/Action/Next Steps:

Volleyball Posts

- Hooks, pulls and ratchet in good condition

Yes

No

Follow Up/Action/Next Steps:

