

Sample Safety Checklist – Gymnasium Facilities

Each school must develop a procedure for regular inspection with appropriate follow-up. Site name: Inspection date: Time: Inspected by: **Adjustable Stage** • Rollers run smoothly • Locking mechanism secure O Yes

Follow Up/Action/Next Steps:					
Archery Net Assembly					
Cable and bracket are in good conditions					
○ Yes					
○ No					
Follow Up/Action/Next Steps:					
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
O Yes
O No
Follow Up/Action/Next Steps:
Benches
Top and supports free from cracks and splinters
Benches stable, not loose
O Yes
O No
Follow Up/Action/Next Steps:
Bleachers
Secured to wall

• Seats and risers free from cracks and splinters

○ Yes
○ No
Follow Up/Action/Next Steps:
Ceiling
Tiles and panels in place
Lights, diffusers, fans, speakers and their guards attached
○ Yes
○ No
Follow Up/Action/Next Steps:
Change Rooms
Free of objects that create a hazard (for example, tables, chairs, pianos)
Floor provides safe traction
Benches free from cracks and splinters
○ Yes

○ No				
Follow Up/Action/Next Steps:				
Chinning Bars and Pegboards				
Attachment is secure to wall				
Adjustable parts in good condition				
Peg holes and pegs in good condition				
○ Yes				
○ No				
Follow Up/Action/Next Steps:				
Climbing Walls - Permanent				
Guide wires secure				
Wall anchors secure				
Platforms properly secured				
○ Yes				

\bigcirc No					
Follow Up/Action/Next Steps:					
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					
○ Yes					
○ No					
Follow Up/Action/Next Steps:					
Fitness Centre/Weight Room					

- Chin-up/dip bars secure
- Pulleys not frayed on weight machines
- Weights secure on machines

• Pad	ding on benches not torn
 Top 	s/seats on benches secure
• Floo	r padding in good repair
• Free	-weights welds secure
• Cyc	es, step machines, treadmills in proper working order
O Yes	
O No	
Follow Up	'Action/Next Steps:
Floors	
	n and dry
• Clea	n and dry ide good traction
• Clea	
CleaProvClea	ide good traction
CleaProvCleaSoc	ide good traction r of objects which may cause tripping/slipping
CleaProvCleaSocPlat	r of objects which may cause tripping/slipping sets covered and flush with floor
CleaProvCleaSocPlatYes	r of objects which may cause tripping/slipping sets covered and flush with floor
ProvCleaSocPlatYes	r of objects which may cause tripping/slipping sets covered and flush with floor

Follow Up/Action/Next Steps:
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
O Yes
O No
Follow Up/Action/Next Steps:
Gymnasium Space
• Free of "stored" furniture, boxes, equipment along perimeter walls and corners
○ Yes
○ No

Follow Up/Action/Next Steps:
Ropes
Not frayed
O Yes
○ No
Follow Up/Action/Next Steps:
Stairs
Clear of obstacles
Treads in good condition
Railings secure
Free of protruding nails, cracks and splinters
O Yes
\bigcirc No

Follow Up/Action/Next Steps:
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
○ Yes
O No
Follow Up/Action/Next Steps:
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

O Yes		
O No		
Follow Up/Action/Next Steps:		