

Sample Safety Checklist - Gymnasium Equipment

Schools must develop a procedure for regular inspection of gymnasium equipment with appropriate follow-up. This sample checklist could be used as a guide for schools.

Site name:

Inspection date:

Inspection time:

Inspected by:

Badminton

- Racquets are useable (no splinters or broken strings)

Yes

No

Follow Up/Action/Next Steps:

Badminton Net

- No exposed wires along the top and/or no frayed wires along poles
- No tears and holes

Yes

No

Follow Up/Action/Next Steps:

Badminton Posts

- Hooks and standards are in good condition

Yes

No

Follow Up/Action/Next Steps:

Ball Hockey/Floor Hockey

- Goals: Welds and frames are in good condition
- Plastic ball hockey sticks are free of cracks and have no broken edges/ends
- Stick blades are secure to the shaft of the stick
- Wooden floor hockey sticks have no splinters

Yes

No

Follow Up/Action/Next Steps:

Balls

- All balls are properly inflated

Yes

No

Follow Up/Action/Next Steps:

Emergency Equipment

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

Yes

No

Follow Up/Action/Next Steps:

Gymnastics Equipment - Balance Beam

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

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 fasteners are 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 all elastic cables are in good condition
- Frame pads completely cover springs/cables and frame
- Non-slip rubber feet are in good condition
- Rebounding/Take-off surface is in good condition

Yes

No

Follow Up/Action/Next Steps:

Gymnastics Equipment - Pommel Horse

- Pommel horse is stable and level
- No tears in covering (rips may be taped or glued down)
- Height-adjustment mechanism is in good condition
- Pommels are smooth with no chalk build-up

Yes

No

Follow Up/Action/Next Steps:

Gymnastics Equipment - Rings

- Ring stand (if used) is secure and vertical (see Uneven Bars)
- No kinks or knots in the steel cables
- No exposed frayed wires
- Leather/webbing straps have been checked for wear
- No splinters, cracks or chalk build-up on ring surface

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 are in good condition
- No “S” hooks
- If quick-links are used, they must be fully threaded
- Turnbuckle hooks are functional and fully threaded
- No kinks or knots in steel cables
- No exposed frayed cables
- Loops in cables have been checked for wear
- Height-adjustment mechanism is 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 are free from tears and wearing
- There is sufficient padding to absorb impact
- Inner posts are solid (box horse)
- Height-adjustment mechanism is in good condition
- Free of cracks and splinters
- Nuts, bolts and screws are tight

Yes

No

Follow Up/Action/Next Steps:

High Jump

- Standards, base, attachments and uprights in good condition
- Portable pit cover is free of tears
- Portable pit foam is in good condition
- Fiberglass crossbars is free of cracks and splinters

Yes

No

Follow Up/Action/Next Steps:

Hoops

- No cracks and bends

Yes

No

Follow Up/Action/Next Steps:

Mats (for example, gymnastics, wrestling)

- Covers are free of tears and wearing
- Foam is in good condition
- Velcro fasteners are 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 are in working order
- Lane ropes are in working order
- Life jackets are in good condition
- Spinal board is in good condition
- Ring buoy is in good condition
- Starting blocks are secure (when in place)
- Bench tops and supports are free from cracks and splinters
- Bolts and screws are secure

Yes

No

Follow Up/Action/Next Steps:

Scooter Boards

- Wheels are secure
- Boards are free of cracks and broken edges

- Yes
 No

Follow Up/Action/Next Steps:

Softball

- Wooden and metal bats are not cracked
- Grips are not worn.

- Yes
 No

Follow Up/Action/Next Steps:

Volleyball Net

- No exposed wires along the top and/or no frayed wires along poles
- No tears and holes

- Yes
 No

Follow Up/Action/Next Steps:

Volleyball Posts

- Hooks, pulls and ratchets are in good condition

Yes

No

Follow Up/Action/Next Steps: