

Sample Safety Checklist – Gymnasium Facilities

Schools must develop a procedure for regular inspection of physical activity facilities. This sample checklist could be used as a guide for schools.

Site name:

Inspection date:

Time:

Inspected by:

Adjustable Stage

- Rollers run smoothly
- Locking mechanism secure

Yes

No

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

Yes

No

Follow Up/Action/Next Steps:

Benches

- Top and supports free from cracks and splinters

- Benches stable, not loose

Yes

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

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
- 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

Yes

No

Follow Up/Action/Next Steps:

Floors

- 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

Yes

No

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

Yes

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

Yes

No

Follow Up/Action/Next Steps:

Stairs

- Clear of obstacles
- Treads in good condition

- Railings secure
- Free of protruding nails, cracks and splinters

Yes

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

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

Yes

No

Follow Up/Action/Next Steps:

