# Grounds

This checklist has been developed to assist schools in addressing their hazard identification and reporting.

The checklist is not intended as a definitive list for the identification of all hazards and provides guidance only. Staff are encouraged to make modifications to suit their specific environment. **Note:** there will be hazards/deficiencies not mentioned on the checklists that will need to be identified and managed.

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| **School or location (block/campus/room):** | |
| **Person/s completing checklist:** | **Date:** |
| **Fire safety and emergency response** | **Action if required** **(✓ if no action)** |
| Evacuation alarms are audible in all areas of the yard. |  |
| Hydrant pump access is clear and unobstructed. |  |
| **Electrical** | **Action if required (✓ if no action)** |
| Outside power points, lights and switches are in good working order. |  |
| Electrical connections on water coolers are tested and in good condition. |  |
| Water coolers are connected to an RCD at the switchboard. |  |
| Portable safety switches (RCDs) are used for outdoor work where fixed safety switches are not available. |  |
| **General** | **Action if required (✓ if no action)** |
| All pathways/walkways are free of irregularities, obstacles or overhangs that can cause accidents. |  |
| Trees have been inspected for safety. (Where necessary sites can contact Infrastructure services for expert advice.) |  |
| A plant audit has been conducted and unsuitable plants have been removed. |  |
| The yard is adequately drained (no water pools on walkways, lawn or hard play areas). |  |
| Signs, speed bumps and fences are in place to control the use of vehicles. (Vehicles may not exceed 20 km/h on school grounds, unless authorised – slower speeds may be prescribed in some areas - fences and speed bumps are preferred options) |  |
| All lawn areas are free of pot holes and exposed sprinkler points. |  |
| Permanent sprinkler and tap risers are clearly marked (e.g. with yellow paint). |  |
| Fences and gates are in good condition. |  |
| All ramps and steps have handrails in good condition and in installed where necessary. |  |
| All transportable buildings have skirting to prevent the accumulation of rubbish and prevent access. |  |
| Grounds are free of old equipment, rubbish and unwanted materials (includes under-building storage areas and garden waste). |  |
| Star pickets are guarded with appropriate capping and only used temporarily. |  |
| All hard sports surfaces, e.g. cricket pitches, tennis courts etc are in good order (e.g. free from holes, cracks etc.) |  |
| All soft fall surfaces, e.g. poured rubber surfacing, are kept in good order and are routinely inspected for cracks, holes and disintegration. |  |
| All portable goals are secured to prevent them from falling over. |  |
| All goal posts are in good condition. |  |
| Cable winch and digital school signage is maintained regularly and maintenance is recorded. |  |
| All outside benches, tables or other furniture are in good condition (secure, splinter free etc)*.* |  |
| Retaining walls are safe and in good condition. Loose bricks/logs/rocks are repaired or removed as soon as possible. New walls do not use CCA timber. |  |
| Outside drinking troughs/taps are in good condition. |  |
| Gutters and down-pipes are clear. This work is contracted where possible. |  |
| Areas that have access to heights (>potential for falls 2 metres) have restricted access or have been screened to prevent unauthorised access (e.g. covered walkways, roof access from stairwells, retaining walls with large drop offs). |  |
| Playgrounds comply with AS/NZ 4685 series and AS4422. Playground equipment is thoroughly checked at least twice per year with regular visual checks being undertaken throughout the year ([Making playground equipment safe fact sheet](https://education.qld.gov.au/initiativesstrategies/Documents/playground-factsheet.pdf); [Playground maintenance checklist](https://education.qld.gov.au/initiativesstrategies/Documents/play-maintenance-checklist.pdf)) |  |
| **Use the following space to record additional issues or hazards.** | **Action if required** |
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