# Hallways and corridors

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.

|  |  |
| --- | --- |
| **School or location (block/campus/room):** | |
| **Person/s completing checklist:** | **Date:** |
| Fire safety and emergency response | Action if required (✓ if no action) |
| Emergency alarms can be heard in this area (when applicable). |  |
| Doorways and evacuation exits are kept clear and at least 600 mm wide. |  |
| Walkways and corridors are wide enough to handle the volume of foot traffic in an emergency. |  |
| External exit doors can be opened from the inside without a key and emergency fire exits signed. |  |
| Fire control equipment is easily accessible, signed, regularly tested and of the appropriate type. |  |
| Emergency lighting is available if necessary. |  |
| Buildings | Action if required (✓ if no action) |
| The area is clean and tidy. |  |
| Floor surfaces are maintained in a safe condition. |  |
| Walls, ceilings and roofs are safe and in good condition. |  |
| Steps/stairs/ramps are in a safe condition with non-slip surface, and secure handrails where needed. |  |
| Doors, windows, locks and latches are in good condition and working order. |  |
| Guarding *(mesh)* is fitted or signage in place for fragile roof area/s. |  |
| There is adequate lighting to walk safely. |  |
| Fixtures and fittings | Action if required (✓ if no action) |
| Light fittings and other fixtures are in good condition and working order. |  |
| Hanging displays are not hazardous. |  |
| Storage | Action if required (✓ if no action) |
| Hallways and corridors are not used as storage areas. |  |
| Hazardous chemicals | Action if required (✓ if no action) |
| Hazardous chemicals including gas cylinders are not stored in hallways or corridors. |  |
| Electrical | Action if required (✓ if no action) |
| All areas have Residual Current Device (RCD) protection. |  |
| Electrical cables/cords are kept clear of walkways etc. |  |
| GPOs and data points are undamaged. |  |
| General | Action if required (✓ if no action) |
| Other hazards such as sharps, glare, noise, fumes or vermin have been identified? |  |
| All gas pipes are clearly labelled. |  |
| Glass doors have a push/pull plate for safe operation.  (That is, no need to push on glass to open.) |  |
| Safety glass is fitted to glass panel doors. |  |
| Wall mounted coat hooks or other protrusions are not hazardous. |  |
| Other Issues | Action if required |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |