# Classrooms

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

The checklist provides guidance only, it is not intended as a definitive list for the identification of all hazards. 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)** |
| Safety rules and evacuation routes are prominently displayed. |  |
| The area has an audible evacuation alarm.  |  |
| Doorways, walkways and evacuation exits are kept clear and at least 600mm wide.  |  |
| External exit doors can be opened from the inside without a key and emergency fire exits are signed. Fire doors are not obstructed. |  |
| Fire control equipment is easily accessible, unobstructed, signed, regularly tested and of the appropriate type.  |  |
| **Management procedures**  | **Action if required (✓ if no action)** |
| Safe operating procedures are displayed with all potentially hazardous equipment.  |  |
| Required personal protective equipment is available and in good condition. |  |
| Evacuation plans are clearly displayed and emergency exits are signed. |  |
| **Rooms**  | **Action if required (✓ if no action)** |
| The room is clean and tidy. |  |
| There is sufficient space for each person to work safely. |  |
| Floor surfaces are maintained in a safe condition and they are suitable for the type of activities being conducted. |  |
| Walls and ceilings are safe and in good condition. |  |
| Hanging displays do not pose tangling risks and are managed according to work at heights guidelines. |  |
| 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 in working order. |  |
| There is adequate ventilation. |  |
| The lighting is adequate to work safely in.  |  |
| **Furniture, fixtures and fittings**  | **Action if required (✓ if no action)** |
| All furniture is safe and in good condition. |  |
| Light fittings/fixtures and ceiling fans are in good condition and working order.  |  |
| **Storage**  | **Action if required (✓ if no action)** |
| Required resources and equipment are stored safely. |  |
| Free standing shelves/cupboards are secured to ensure stability. |  |
| Storage methods are used that will eliminate or minimise accidents. (heavy objects stored between mid-thigh and shoulder height) |  |
| **Hazardous chemicals**  | **Action if required (✓ if no action)** |
| Current (within five years) safety data sheets are readily available for hazardous chemicals. |  |
| Hazardous chemicals are stored and labelled appropriately. Food and drink containers are NOT used for storing chemicals. |  |
| Chemicals (including cleaning chemicals) are not stored in classrooms unless locked up. Chemicals stored in workshops are stored in dedicated storage cupboards. |  |
| **Electrical**  | **Action if required (✓ if no action)** |
| Electrical equipment is in good condition and is tested and tagged as required. |  |
| All new power boards purchased will have an overload switch.  |  |
| All areas have Residual Current Device (RCD) protection.  |  |
| All GPOs and data points are in good condition and operate safely. |  |
| **General**  | **Action if required (✓ if no action)** |
| Other hazards such as sharps, glare, fumes or vermin have been identified. |  |
| Noise is not a hazard.  |  |
| Animal cages are clean and in good condition. |  |
| Sink areas are clean and in good working order (ie no leaks) where required. |  |
| **Use the following space to record additional issues or hazards** | **Action if required** |
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