

## Classroom Safety Inspection Checklist

	Acceptable		Immediate action taken	Further action required	Date to be completed
	Y	N			
<b>Classroom environment</b>					
Access areas in the classroom are clear of bags and obstructions					
Floor surfaces are even, free of holes, cracks, fraying or uplifted edges					
Electrical cables/cords are kept clear of walkways or secured					
Furniture is well maintained and in good/safe condition					
Adequate ventilation in all areas					
All work spaces are clear, tidy and free of obstruction and waste					
All displays, hanging or posted, are without risk					
Appropriate aids available for work being carried out eg steps/ladders, trolleys					
<b>Storage</b>					
Classrooms and storerooms are tidy and free from obstruction					
Stored materials are secured appropriately					
Storage areas are accessible and shelving stable					
Items stored appropriately and in line with manual handling guidelines ( <a href="#">OHS Bulletin, February 2004</a> )					
All substances are labelled and stored appropriately					
Scissors and other sharp objects are stored safely					
<b>Electrical</b>					
All power boards have an overload switch					
All electrical plugs and cables are visually checked before use to ensure safe working order					
All electrical plugs and cables are free of possible contact with water or other conductors					
Double adaptors are not used in conjunction with other double adaptors or extension leads					
No leads placed where subject to damage eg heat or cutting					
Computer cables are organised tidily					
<b>Emergencies ('serious incident' management)</b>					
Emergency plans are displayed					
Alarm is audible in the classroom					
<b>Other</b>					