

# External Grounds and Sporting Field Inspection Checklist

## Section 1 – Inspection Checklist

Tailor 'Section 1' to the inspection requirements of your workplace and use it to conduct quarterly inspections.

Date:	15-5-23
Workplace:	RED HILL CONSOLIDATED SCHOOL
Area being inspected:	
Name of person conducting inspection:	GAVIN FALLON

Ref No.	Inspection Item			
<b>1. General workplace grounds</b>				
1.1.	Building entrances and doorways are free from obstructions	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.2.	Grounds are free from rubbish and debris	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.3.	Trees and shrubs are free of dead or overhanging branches	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
1.4.	Grass has been mowed	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.5.	Fences are in good condition (e.g. no holes)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.6.	Gates are in good condition and are able to be secured	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.7.	Ground surfaces are even in good condition with no cracks, dips, or holes	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
1.8.	Changes in surface level have been highlighted (e.g. with yellow paint)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.9.	Drains are covered with grates	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.10.	Drains are free from debris	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>2. Outdoor lighting</b>				
2.1.	Outdoor lighting is in good working order	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>3. Sports oval</b>				
3.1.	Oval surface is level and in a good condition	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.2.	Fixed goal posts are secure and free from corrosion, damage, or rust	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A

# External Grounds and Sporting Field Inspection Checklist

Ref No.	Inspection Item	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
3.3.	Oval has no protruding objects on surface	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>4. General workplace signage</b>				
4.1.	Workplace entrance is clearly marked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4.2.	'No Smoking' signage is clearly displayed at all entrances to the workplace	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.3.	Signage at the front gate instructing all visitors to report to the general office is clearly displayed and legible at front gate to school	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.4.	Signage at the general office to notify all persons undertaking work to undergo an induction is clearly displayed and legible	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.5.	Asbestos Containing Materials (ACM) label is clearly displayed and legible on all buildings where ACM has been identified	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.6.	HAZCHEM Signage is located at the main entrance to the property (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>5. Traffic</b>				
5.1.	Road surfaces are even and in good condition (e.g. no pot holes or dips)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.2.	Barriers to protect pedestrian walkways/pathways are in good condition and are free from rust and corrosion	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.3.	Designated parking areas are clearly marked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.4.	Designated disabled parking areas are clearly marked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.5.	'No Parking' areas are clearly marked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.6.	Emergency service access and parking areas are clearly marked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
5.7.	Road directional signage is clearly marked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
5.8.	Speed signage is displayed and legible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
5.9.	Pedestrian crossings are clearly marked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>6. Outdoor shed/storage area</b>				
6.1.	Work benches are clean and free from debris	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.2.	Storage racks are in good condition (e.g. no bowed shelves)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.3.	Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.4.	Items are stored so that they are not at risk of falling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

# External Grounds and Sporting Field Inspection Checklist

Ref No.	Inspection Item			
6.5.	Entrance, doorways and floors are kept free from obstructions (e.g. boxes)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
6.6.	Floors are clean (e.g. free from rubbish) and not slippery	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
6.7.	Doors locks are able to be easily opened	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.8.	Safe Work Procedures are displayed next to items of static/ fixed plant	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
6.9.	Electrically powered plant and equipment has been tested and tagged and are within date	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.10.	Power cords are in good condition	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.11.	Guarding in place on all items of machinery	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
6.12.	Chemicals are not stored in food or beverage containers	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
6.13.	Chemicals are correctly labelled with the label clearly legible and intact	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.14.	Hazardous substances stored in a lock cupboard	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.15.	Dangerous goods are segregated in storage per the <a href="#">Segregation of Dangerous Goods Chart</a>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>7. Water tanks</b>				
7.1.	Water tanks are in good condition and are free from visible damage or leaks	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7.2.	Access points to the tank are secured	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

# External Grounds and Sporting Field Inspection Checklist

## Section 2 – Action Plan

'Section 2' should be used to action any hazards identified in 'Section 1'.

Ref No.	Corrective Action	Person Responsible	Date Completed

# External Grounds and Sporting Field Inspection Checklist

## Section 1 – Inspection Checklist

Tailor 'Section 1' to the inspection requirements of your workplace and use it to conduct quarterly inspections.

Date:	20-3-23
Workplace:	RED HILL CONSOLIDATED SCHOOL
Area being inspected:	
Name of person conducting inspection:	GAVIN FALLON

Ref No.	Inspection Item			
<b>1. General workplace grounds</b>				
1.1.	Building entrances and doorways are free from obstructions	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.2.	Grounds are free from rubbish and debris	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.3.	Trees and shrubs are free of dead or overhanging branches	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
1.4.	Grass has been mowed	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.5.	Fences are in good condition (e.g. no holes)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.6.	Gates are in good condition and are able to be secured	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.7.	Ground surfaces are even in good condition with no cracks, dips, or holes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
1.8.	Changes in surface level have been highlighted (e.g. with yellow paint)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
1.9.	Drains are covered with grates	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.10.	Drains are free from debris	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>2. Outdoor lighting</b>				
2.1.	Outdoor lighting is in good working order	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>3. Sports oval</b>				
3.1.	Oval surface is level and in a good condition	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.2.	Fixed goal posts are secure and free from corrosion, damage, or rust	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

# External Grounds and Sporting Field Inspection Checklist

Ref No.	Inspection Item	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
3.3.	Oval has no protruding objects on surface	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>4. General workplace signage</b>				
4.1.	Workplace entrance is clearly marked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4.2.	'No Smoking' signage is clearly displayed at all entrances to the workplace	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.3.	Signage at the front gate instructing all visitors to report to the general office is clearly displayed and legible at front gate to school	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.4.	Signage at the general office to notify all persons undertaking work to undergo an induction is clearly displayed and legible	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.5.	Asbestos Containing Materials (ACM) label is clearly displayed and legible on all buildings where ACM has been identified	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.6.	HAZCHEM Signage is located at the main entrance to the property (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>5. Traffic</b>				
5.1.	Road surfaces are even and in good condition (e.g. no pot holes or dips)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.2.	Barriers to protect pedestrian walkways/pathways are in good condition and are free from rust and corrosion	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.3.	Designated parking areas are clearly marked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.4.	Designated disabled parking areas are clearly marked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.5.	'No Parking' areas are clearly marked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.6.	Emergency service access and parking areas are clearly marked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
5.7.	Road directional signage is clearly marked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.8.	Speed signage is displayed and legible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
5.9.	Pedestrian crossings are clearly marked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>6. Outdoor shed/storage area</b>				
6.1.	Work benches are clean and free from debris	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.2.	Storage racks are in good condition (e.g. no bowed shelves)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.3.	Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.4.	Items are stored so that they are not at risk of falling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

# External Grounds and Sporting Field Inspection Checklist

Ref No.	Inspection Item			
6.5.	Entrance, doorways and floors are kept free from obstructions (e.g. boxes)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.6.	Floors are clean (e.g. free from rubbish) and not slippery	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.7.	Doors locks are able to be easily opened	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.8.	Safe Work Procedures are displayed next to items of static/ fixed plant	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
6.9.	Electrically powered plant and equipment has been tested and tagged and are within date	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.10.	Power cords are in good condition	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.11.	Guarding in place on all items of machinery	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
6.12.	Chemicals are not stored in food or beverage containers	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.13.	Chemicals are correctly labelled with the label clearly legible and intact	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.14.	Hazardous substances stored in a lock cupboard	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.15.	Dangerous goods are segregated in storage per the <a href="#">Segregation of Dangerous Goods Chart</a>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>7. Water tanks</b>				
7.1.	Water tanks are in good condition and are free from visible damage or leaks	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7.2.	Access points to the tank are secured	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

# External Grounds and Sporting Field Inspection Checklist

## Section 2 – Action Plan

'Section 2' should be used to action any hazards identified in 'Section 1'.

Ref No.	Corrective Action	Person Responsible	Date Completed
	LOWER SANDY/S		
	CLOSED.		

# Classroom Inspection Checklist

## Section 1 – Inspection Checklist

'Section 1' of the checklist can be tailored to suit the requirements of the workplace and can be used to conduct quarterly inspections of general areas e.g. classroom, office area, kitchen and canteen etc.

Date:	20-3-23
Workplace:	RED HILL CONSOLIDATED SCHOOL
Area being inspected:	Communal areas - Library etc
Name of person conducting inspection:	GAVIN FALLON

Ref No.	Inspection Item			
<b>1. General</b>				
1.1.	Entrance, doorways and floors are kept free from obstructions (e.g. boxes)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.2.	Floors are in good condition with no cracks, dips, holes, tears or rips	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.3.	Floors are clean (e.g. free from rubbish) and not slippery	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.4.	Computer and other electrical leads and cables are kept clear of pathways and walkways	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.5.	Doors open and close/slide freely	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.6.	Doors locks are able to be easily opened	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.7.	Ceiling tiles are in place and not damaged	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>2. Lighting</b>				
2.1.	Lighting is in good working order (e.g. not flickering or blown bulbs)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.2.	Light covers are in place and not damaged	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.3.	Blinds and curtains can be drawn to reduce glare	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>3. Stairs and landings</b>				
3.1.	Stairs and steps are free from obstructions	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.2.	Anti-slip resistant strips on step edges are in good condition	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.3.	Handrails installed are in good condition (e.g. no peeling paint, rust or corrosion)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>4. Kitchen and lunch rooms</b>				

# Classroom Inspection Checklist

Ref No.	Inspection Item	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4.1.	Knives and sharp items are stored in a secure location	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4.2.	Sinks are clean and free from debris	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4.3.	Work benches are clean	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.4.	Appliances are clean (e.g. fridge, microwave, oven, sandwich press), if applicable.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.5.	Clean tea towels/paper towel are available	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.6.	Oven mitts or gloves are available and in good condition for handling hot items	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>5. Chemical management</b>				
5.1.	Hazardous substances are stored in a locked cupboard	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.2.	Chemicals are not stored in food or beverage containers	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
5.3.	Chemicals are correctly labelled with the label clearly legible and intact	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>6. Storage</b>				
6.1.	Items are stored so that they are not at risk of falling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.2.	Storage racks are in good condition (e.g. no bowed shelves)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.3.	Space below desks are free from obstructions (e.g. no boxes stored underneath)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
6.4.	Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.5.	Step ladder is available and in good condition	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.6.	Trolleys are available and in good condition to transport items	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>7. Workstations and furniture</b>				
7.1.	Furniture is in good condition (e.g. no damage)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>8. Electrical equipment</b>				
8.1.	Extension leads are in good condition (e.g. no cracks, damage or loose plug)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.2.	Electrical switchboard is locked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.3.	Power boards are not connected in a "piggy back" manner	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.4.	Electrical points are in good condition	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.5.	Media outlets for data projectors are fixed and accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

# Classroom Inspection Checklist

Ref No.	Inspection Item			
8.6.	Data projector screen is secured with remote available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
8.7.	Speaker equipment is secured with the cabling in good condition	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.8.	Light switches are in good working order and not damaged	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.9.	Damaged or faulty items of equipment have been electrically isolated and tagged out	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>9. First aid and emergency management</b>				
9.1.	First aid kit/cabinet is available and accessible	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9.2.	A fire extinguisher is available, accessible and has been tested in the last 12 months (check tag)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9.3.	An Emergency Evacuation Plan is displayed and clearly Legible	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9.4.	Emergency exit door(s) are clearly signposted, illuminated and unobstructed	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

# Classroom Inspection Checklist

## Section 2 – Action Plan

**'Section 2' should be used to action any hazards identified in 'Section 1'.**

Ref No.	Corrective Action	Person Responsible	Date Completed

# Classroom Inspection Checklist

## Section 1 – Inspection Checklist

'Section 1' of the checklist can be tailored to suit the requirements of the workplace and can be used to conduct quarterly inspections of general areas e.g. classroom, office area, kitchen and canteen etc.

Date:	15-5-23
Workplace:	RED HILL CONSOLIDATED SCHOOL
Area being inspected:	AS ABOVE
Name of person conducting inspection:	GAVIN FALLON

Ref No.	Inspection Item			
<b>1. General</b>				
1.1.	Entrance, doorways and floors are kept free from obstructions (e.g. boxes)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.2.	Floors are in good condition with no cracks, dips, holes, tears or rips	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.3.	Floors are clean (e.g. free from rubbish) and not slippery	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.4.	Computer and other electrical leads and cables are kept clear of pathways and walkways	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.5.	Doors open and close/slide freely	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.6.	Doors locks are able to be easily opened	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.7.	Ceiling tiles are in place and not damaged	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>2. Lighting</b>				
2.1.	Lighting is in good working order (e.g. not flickering or blown bulbs)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.2.	Light covers are in place and not damaged	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.3.	Blinds and curtains can be drawn to reduce glare	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>3. Stairs and landings</b>				
3.1.	Stairs and steps are free from obstructions	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.2.	Anti-slip resistant strips on step edges are in good condition	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.3.	Handrails installed are in good condition (e.g. no peeling paint, rust or corrosion)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>4. Kitchen and lunch rooms</b>				

# Classroom Inspection Checklist

Ref No.	Inspection Item			
4.1.	Knives and sharp items are stored in a secure location	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4.2.	Sinks are clean and free from debris	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.3.	Work benches are clean	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.4.	Appliances are clean (e.g. fridge, microwave, oven, sandwich press), if applicable.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.5.	Clean tea towels/paper towel are available	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.6.	Oven mitts or gloves are available and in good condition for handling hot items	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>5. Chemical management</b>				
5.1.	Hazardous substances are stored in a locked cupboard	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.2.	Chemicals are not stored in food or beverage containers	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.3.	Chemicals are correctly labelled with the label clearly legible and intact	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>6. Storage</b>				
6.1.	Items are stored so that they are not at risk of falling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.2.	Storage racks are in good condition (e.g. no bowed shelves)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.3.	Space below desks are free from obstructions (e.g. no boxes stored underneath)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.4.	Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.5.	Step ladder is available and in good condition	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.6.	Trolleys are available and in good condition to transport items	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>7. Workstations and furniture</b>				
7.1.	Furniture is in good condition (e.g. no damage)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>8. Electrical equipment</b>				
8.1.	Extension leads are in good condition (e.g. no cracks, damage or loose plug)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.2.	Electrical switchboard is locked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.3.	Power boards are not connected in a "piggy back" manner	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.4.	Electrical points are in good condition	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.5.	Media outlets for data projectors are fixed and accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

# Classroom Inspection Checklist

Ref No.	Inspection Item			
8.6.	Data projector screen is secured with remote available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
8.7.	Speaker equipment is secured with the cabling in good condition	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.8.	Light switches are in good working order and not damaged	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.9.	Damaged or faulty items of equipment have been electrically isolated and tagged out	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>9. First aid and emergency management</b>				
9.1.	First aid kit/cabinet is available and accessible	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9.2.	A fire extinguisher is available, accessible and has been tested in the last 12 months (check tag)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9.3.	An Emergency Evacuation Plan is displayed and clearly Legible	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9.4.	Emergency exit door(s) are clearly signposted, illuminated and unobstructed	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

# Classroom Inspection Checklist

## Section 2 – Action Plan

'Section 2' should be used to action any hazards identified in 'Section 1'.

Ref No.	Corrective Action	Person Responsible	Date Completed