

## Risk Management Checklist for School Gyms

Date \_\_\_\_\_ Reviewer \_\_\_\_\_

Physical Facilities	Yes	No	Comment
<p>All athletic equipment is maintained in good condition.</p> <ul style="list-style-type: none"> <li>✓ Tumbling mats are free of tears.</li> <li>✓ Gymnastic equipment is properly anchored and set-up.</li> <li>✓ Seating facilities like bleachers are free of splinters and rough corners, and are properly braced and secured.</li> <li>✓ Floors are clean, smooth and free of debris.</li> <li>✓ Trampolines are excluded from the school.</li> <li>✓ Walls behind basketball backboards are padded.</li> <li>✓ Equipment is properly stored.</li> </ul>			
The gym is free of any slip, trip, or fall hazards.			
Fire alarms, sprinklers, and extinguishers are inspected annually and are in proper working condition.			
Exits are free of obstructions, properly marked, and correctly illuminated. Emergency lighting is operational. Exit doors swing in the direction of egress.			
Heating, ventilation, and air conditioning provide proper air changes and temperature control during gym use.			
Lighting is adequate for gym use. Lamps are protected/screened from damage, lamps are working and fixtures are in place.			
First aid supplies are readily available.			

<b>Physical Facilities</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Supervision</b>			
A supervisory school employee is always present when the gym or weight room is in use.			
Gym attendants enforce school policies regarding safe use of the gym.			
<b>Facility Control</b>			
Only authorized persons use the gym.			
Smoking, drinking, or eating is not allowed in the gym, showers, or exercise rooms.			
The access to and number of keys is controlled.			
Showers and lights are turned off; doors and windows are closed and locked before leaving the building.			
Duplication of keys is strictly prohibited.			
<b>Special Use Insurance</b>			
For non-school sponsored events, outside individuals or groups provide an "Application for Special Events Coverage" and "Facility Use Agreement" form, with fees, to Diocese of Arlington Risk Management Department.			

*(From a checklist by Christian Brothers Risk Management Services, their "Issue-Gram," Vol. 10, No. 2, Fall 2002.)*