



# Classroom Safety Checklist

## *Classroom safety*

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|---|--|
| <b>Is the area at the front of the classroom safe?</b>              | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Is there anything on the ground which could trip someone up?</b> | <input type="checkbox"/> YES <input type="checkbox"/> NO |

Are there any of these items on the floor that someone could trip over?

- Bags
- Rocks
- Plant pots
- Furniture
- Lunch boxes
- Clothing
- Hats

## *Look around*

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- |   |  |
|---|--|
| <b>Are the windows at a safe level?</b>                                   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Are the windows broken in any way?</b>                                 | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Are the port racks safe?</b>   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Is anything sticking out of the bag racks?</b>                         | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Are there splinters, chips or nails sticking out of the bag racks?</b> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Is there any uneven ground outside the classroom?</b>                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Is there a water hazard eg. puddles outside the classroom?</b>         | <input type="checkbox"/> YES <input type="checkbox"/> NO |



### *Classroom door*

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<b>Is the door/s to the classroom safe?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Is there any glass in the door?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Are there splinters or nails sticking out?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Is the handle safe?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Is there a hook to keep the door open?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Does the door open outwards &amp; could hit a passerby?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Can the door be locked securely?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Can the teacher lock the door (in a lockdown)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Does someone else have the key to your classroom?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

### *Furniture*

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<b>Do children lean back on school chairs in your classroom?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Do people use furniture to climb on in your classroom?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Are the desks in your classroom in good order?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Are the cupboards /filing cabinets /shelves /pin boards/ whiteboards safe in your classroom?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Are the projectors/computers/computer trolleys safe in your classroom?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

### *Windows*

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<b>Are the windows in your classroom unsafe in anyway?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Do the classroom windows have bars on them?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Can you climb out of your classroom windows?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO



Could you fall out of your classroom window?

YES  NO

### *Electronics/Appliances*

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Does your classroom have any electrical appliances?

YES  NO

What appliances are there?

Are the appliances used every day?

YES  NO

Have you ever seen a spark or felt a tingle from an appliance in your classroom ?

YES  NO

What is the safe and sensible thing to do if you saw a spark or felt a tingle?

### *Fans/Air conditioners/Heaters*

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Do you have fans in your classroom?

YES  NO

Are they ceiling fans?

YES  NO

Are they wall mounted fans?

YES  NO

Do you have a heater in your classroom?

YES  NO

Circle which type of heater it is:

Bar heater

Hot air conditioning

Kidsafe Qld Inc

50 Bramston Tce

Herston Qld 4029

Email [info@safetyinschoolsweek.com.au](mailto:info@safetyinschoolsweek.com.au) Phone 3854 1829



Fan heater

Gas heater

What is the main danger with heaters in your classroom?

How can you make a heater safer?

### *Sharps*

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**Do you have any sharps in you classroom?**

YES  NO

What are the sharps in your classroom?

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How can you keep sharps safe?

**Can you get rid of any sharps in the classroom?**

YES  NO

What would you do with them?

### *Flooring*

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What sort of floor covering is in your classroom? (Circle)



Carpet

Tiles

Wooden floor  
boards

other

**Is the flooring non-slip?**

YES  NO

**Are there any tripping hazards on the floor?**

YES  NO

How can you improve the safety of your classroom floor?

### *Entrapment/Strangulation*

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**Does your classroom have any cords or ropes hanging down?**

YES  NO

**Are they at head height?**

YES  NO

**Is there any danger of anyone becoming trapped in a cord or rope?**

YES  NO

### *Poisons*

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What is a poison?

**Are there any poisons in your classroom?**

YES  NO

What are the poisons used for?

What are the poisons?

**Can the poisons be stored somewhere else?**

YES  NO



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**Do you know the first aid for poisoning?**

YES  NO

Do you know the phone number of the poisons information centre?

YES  NO