## Classroom Safety Checklist

Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_ Room #:\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_

Assessment Conducted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:**

1. Check YES or NO for each of the following items. Skip any that do not apply.
2. Go back and circle each NO; these are the items that you have identified as dangerous to you and your class.
3. For each NO, suggest a way to remove the danger (use the comments space).

**YES/NO**

|  |  |
| --- | --- |
|  | Are desks and tables located where they cannot slide and block exits? |
|  | Are tall file cabinets securely attached to the wall or out of the way from toppling on anyone? Are the heavy items on top of the file cabinets restrained? |
|  | Do file cabinet doors have latches? Are the drawers securely closed? |
|  | Are computers out of the way if a monitor falls over? |
|  | Are storage spaces secured to the wall or attached to each other? |
|  | Are display cases protected against overturning or sliding off tables? |
|  | For freestanding equipment on wheels, are they all secured against overturning or sliding (ex. TV straps)? |
|  | Is freestanding equipment protected against rolling or falling over? |
|  | Are all heavy, sharp, or breakable wall decorations securely mounted, with closed eye hooks, for example? |
|  | Do books or materials stored on shelves have adequate restraints to keep them from falling off the shelves? Are heavy items on lower shelves? |
|  | Are fire extinguishers securely mounted and easy to access? |
|  | Are all your outlets covered so that internal wires are not visible? |
|  | Are wires or other tripping hazards out of the way of walkways? |

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you see any other hazards not included on this list, please specify them here:**

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