**GUIDELINE FOR CLASSROOM AUDITS**

The classroom environment can change according to how the teacher adapts to the strengths and needs of the students. The audit process is therefore ongoing and should be seen as a shared responsibility between the principal and the teacher. Below is an itemized checklist as a consideration to support maintaining a safe classroom environment.

All spaces are considered classrooms. Complete the audit on the regular classroom first, then other locations. This is a guide only; it is not an exhaustive list.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item/Location** | **Look for** | **Yes** | **No** |
| *(Suggested examples)* |
| **Regular Classroom** |  |  |  |
|  Audiovisual Equipment | Securely fixed with proper fittings |  |  |
|  Combustible Materials | No more than 20% of walls and doors covered with artwork, posters, paper, etc. |  |  |
|  Electrical Equipment | Extension cords, etc., safely stored |  |  |
|  Electrical Outlets | Cover plates and switches secured and undamaged |  |  |
|  Emergency Procedures | Posted, clear, staff trained |  |  |
|  Exit Door Path | Is it a clear path through furniture? |  |  |
|  Exits and Signs | Visible, illuminated (where required) |  |  |
|  Floor Tiles and Carpeting | Securely fastened to reduce trip hazard |  |  |
|  Floors | Clean, dry, uncluttered, non-skid |  |  |
|  Furniture | In good condition – no broken pieces |  |  |
|  Hazard Warning Signs | Posted, visible where necessary |  |  |
|  Items with Lids | Lids secured (e.g., pianos, toy boxes) |  |  |
|  Level of Supervision | As required and appropriate |  |  |
|  Level of Supervision  during recess/breaks | As required and appropriate |  |  |
|  Safety Rules | Posted, clear, and understood |  |  |
|  Sharp or Pointed Objects | Replaced with plastic items or secured properly (Scissors, compasses, rulers with metal edge, etc.) |  |  |
|  Shelving | Are the units firmly and safely affixed? |  |  |
|  Teacher’s Desk | No dangerous items. All sharp objects secured |  |  |
|  Top of Wall Storage | Limited to light-weight objects |  |  |
|  Waste Container | In good, safe condition |  |  |
|  Windows | Open easily and according to design |  |  |
|  |  |  |  |
| **Portable Classroom** |
|  Exterior Siding, Soffits, etc. | In good condition – no pieces hanging off |  |  |
|  Hand Railings | Installed and in good repair |  |  |
|  Intercom | Communication with main building in good operating condition |  |  |
|  Snow and Ice | Removed and cleared from pathways and stairs |  |  |
|  Steps and Porch | In good repair and not slippery |  |  |
|  |  |  |  |
|  |  |  |  |
| **Science Room** |
|  Chemical Containers | All lids closed and secured |  |  |
|  Chemicals | Clearly labeled |  |  |
|  Eyewash Stations | Available and functioning |  |  |
|  Fire Extinguisher | Available and functioning |  |  |
|  Flammable Materials | Secured in approved storage cabinets |  |  |
|  Gas Cylinders | Secured to prevent falling |  |  |
|  Protective Equipment | Available and used (e.g., goggles, aprons, gloves) |  |  |
|  Scalpels | Safely stored and use monitored closely |  |  |
|  |  |  |  |
|  |  |  |  |
| **Technology Centre** |
|  Climbing Devices | Operational and safely secured |  |  |
|  Exhaust Systems | Fully operational |  |  |
|  Eyewash Facilities | Available and working properly |  |  |
|  Flammable Materials | Secured in approved storage cabinets |  |  |
|  Floors | Clean, uncluttered, and free of slip hazards |  |  |
|  Power Tools | Secured, safely stored and have approved guards |  |  |
|  Protective Equipment | Available and properly used |  |  |
|  Sharp Objects | Properly secured and their use monitored |  |  |
|  Solvents | Properly secured and their use monitored |  |  |
|  Tool Storage | Objects safely organized with heaviest objects located on bottom of shelving |  |  |
|  |  |  |  |
|  |  |  |  |
| **Visual Arts Centres** |
|  Acid Spill Kits | Available and used properly |  |  |
|  Oily and Solvent Rags  | Metal safety cans provided and used |  |  |
|  Same as Technology | Review applicable items above |  |  |
|  Scissors/Xacto Knives | Safely stored and use monitored |  |  |
|  |  |  |  |
|  |  |  |  |
| **Design and Technology Spaces** |
|  Appliances | Secured in good working order and used properly |  |  |
|  Fire Extinguisher | Available and secured |  |  |
|  Food Surfaces | Properly maintained and disinfected |  |  |
|  Sharp Objects | Are secured and used in a safe manner |  |  |
|  |  |  |  |
|  |  |  |  |
| **Physical Education Rooms** |
|  Fixed Equipment  | Ropes, climbing racks, etc., secured and inspected regularly |  |  |
|  Floor Sockets | Are secure and flush with floor |  |  |
|  Skipping Ropes, Frisbees | Properly stored |  |  |
|  Sporting Equipment | Safely secured and maintained |  |  |
|  Storage Area for Posts, etc. | Are suitably and safely stored |  |  |
|  Storage Areas | Properly maintained and safe |  |  |
|  |  |  |  |
| **Library and Computer Rooms** |
|  Bookshelves | Properly secured to floor and/or walls |  |  |
|  Bookshelves | Have clear paths for exits |  |  |
|  Computer Cables | Secured to prevent injury |  |  |
|  Computer Monitors | Secured to prevent injury |  |  |
|  Power Bars | Secured to prevent injury |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Auditoriums and Cafetoriums** |
|  Fixed Seats | In good condition and safe |  |  |
|  Steps in Auditorium | In good condition – no hazards |  |  |
|  Tables and Chairs | Arranged to provide clear aisles for emergency |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Other Classrooms |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |