**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.

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| **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 |  |  |
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| **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 |  |  |
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| **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 |  |  |
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| **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 |  |  |
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| **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 |  |  |
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| **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 |  |  |
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| **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 |  |  |
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| **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 |  |  |
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| **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 |  |  |
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| Other Classrooms | | | |
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