

The following survey was developed by Tom Bowler and he has given Teacher Candidates from Eastern Connecticut State University permission to use this survey as a teaching tool to assess their teaching environments.

### RISK MANAGEMENT SURVEY

Using the below checklist, you need to determine if your teaching environment is generally safe. All items may not apply to your situation obviously. If so, please check off “N/A” for “not applicable”. You will need a measuring tape for items requiring compliance with a distance. The survey should not take a great deal of your time. If you check any “No” responses, you will need to investigate the risk to your students. Generally speaking, a Class “A” risk is potentially life threatening or could cause dismemberment. Class “B” risks are temporarily disabling [e. g. a fractured arm]. Class “C” risks are infractions which may cause very minor injuries [e. g. a bolt extending in the bleachers to cause a minor scratch]. Obviously, all classes of risks should be dealt with immediately. By prioritizing the most dangerous risks, the physical educator will have a way to deal with the most hazardous situations first.

Item	Yes	No	N/A
<b>INDOOR VENUE[S]</b> If more than 1 gym is present, repeat survey.			
1. Basketball end line is 10 ft. from the wall. [10 ft. is recommended from walls]. Distances < 10 ft. padding should be used. Sawyer, T. H. (Ed.). (2009). <i>Facilities planning for health, physical activity, recreation, and sport</i> . (12 <sup>th</sup> ed.). Champaign, Illinois: Sagamore Publishing. See, p. 21.		X	
2. Basketball sidelines are 6 ft. from walls and any obstructions. (6 ft. is recommended from obstructions) [See, Sawyer, T. H. complete citation above, See, p. 21]		X	
3. Electrical switches are recessed or swipe type in gym	X		
4. Electrical outlets are GFCI where dampness/wetness is an issue			X
5. Electrical outlets have safety caps in pre-school and primary elementary areas	X		
6. Flooring is free from defects	X		
7. Floor is free from gum and paper	X		
8. Gymnasium is free from warping floor	X		

9. Gymnasium is free from glass windows	X		
10. Gymnasium doors are free from glass windows	X		
11. If glass is used, it is only safety glass/ plexiglas			X
12. Padding is located behind <i>all baskets</i> in the gymnasium	X		
13. Bumper padding is used on all backboards		X	
14. Bleachers have side rails for spectators			X
15. Water fountains are recessed into the walls	X		
16. Gym floor is free from water	X		
17. Gymnasium overhead lights have protective shields	X		
18. All overhead lights are operational	X		
19. Spotlights have safety chains			X
20. Spotlights have C-clamps attaching them to ceiling structure			X
21. Commercial marking tape is used where needed			X
22. Gymnasium floor is free from duct tape		X	
23. Wall paint is in excellent condition, no peeling paint	X		
24. Ceiling paint is in excellent condition, no peeling paint	X		
25. Buffer zone area is free from obstacles [i. e. stored supplies, mops, brooms, chairs, desks, freezers, refrigerators etc.]	X		
26. Fire extinguishers are present	X		
27. Fire extinguishers have current inspection notices dated and are in effect	X		
28. Fire alarms are operational	X		
29. Fire alarms have auditory & visual signals	X		
30. Fire drill for students was performed within the month	X		
31. Exit signs are all lit and operational	X		
32. Signage exists regarding the capacity for the gymnasium		X	
33. Signage exists in the form of rules for physical education	X		
34. Storage closet[s] large enough for all the supplies/equipment	X		
35. The storage area is located conveniently off the gym floor	X		
36. The storage closet[s] can be locked	X		
37. There are a variety of supplies [i.e. balls, ropes, cones etc.]	X		
38. There is a variety of equipment [i.e. beams, mats etc.]	X		
39. There is minimal "homemade" supplies	X		
40. There is minimal "homemade" equipment	X		
41. All supplies are in good condition [generally]	X		
42. All equipment is in good condition [generally]	X		
43. The locker rooms are located directly off the gymnasium			X
44. The restrooms are located directly off the gymnasium			X
45. The locker rooms and gymnasium are located on one level			X
46. The restrooms and gymnasium are located on one level	X		
47. Supervision can easily be conducted within this facility layout	X		
48. There is an intercom phone system to call the office	X		
49. Two-way radios exist for the teacher when outdoors	X		
50. Two-way radios are charged and always available	X		
51. Two-way radios are utilized for every class outdoors	X		
52. Keys for the gym are secure with the teacher or main office	X		

53. The gym can be locked to students, when you are not there	X		
54. Gymnasium is dry moped every day		X	
55. Gymnasium is free from protruding bolts	X		
57. Gymnasium is free from protruding screws	X		
58. "911" Postings exist within the gymnasium/all purpose room		X	
59. There is a physical education office	X		
60. The physical education office can be locked	X		
61. The physical educator has a place to change his/her clothes	X		
<b>OUTDOOR VENUE[S]</b>			
62. The outdoor venue has a variety of surfaces, [e. g. blacktop, grass]			
63. The outdoor areas are fenced in if near vehicular traffic			
64. Outdoor fencing has a cap or guard over the top rail if it is a softball/baseball venue			
65. The fence is in good condition without rust, projecting tines, and no holes within fencing			
66. Fields are free of potholes and depressions			
67. Fields are free of broken glass, branches, and animal feces			
68. Fields are free of bottles, cans, and trash paper			
69. Fields are posted with "No Smoking" signs			
70. Fields are posted with signs for the fields, courts and/or playground equipment			
71. Fields are located without obstructions close to the playing areas [e. g. picnic tables, benches, trees, galvanized poles]			
72. Ball fields have at least 8 ft. high fencing			
73. Outdoor bleachers exist with infill between the treads and risers			
74. Outdoor bleachers exist with side rails and back rails to prevent spectators from falling through the spaces			
75. Playing areas are free of dumpsters			
76. Students get access to playing areas without crossing streets and driveways			
77. Playing areas are free from rocks			
78. Blacktop spaces are free from depressions and cracks			
79. Trees are well maintained [no dead limbs etc.]			
80. Trees are pruned to at least 7 ft. high above playground equipment			
<b>PLAYGROUND EQUIPMENT [if applicable]</b>			
81. Playground equipment is located away from ball fields			
82. Playground equipment has surfacing material to cushion falls			
83. Cushioning loose-fill material is at least 9" compressed			
84. Playground equipment has signage for age-appropriateness			
85. Playground equipment is monitored/supervised when school			

is in session			
86. Playground equipment is free from rusting			
87. Playground equipment is free from protruding bolts, nails etc.			
88. Playground equipment has regular inspections for safety			
89. Playground equipment is free from exposed concrete footers			
90. Playground equipment is free from exposed geotextile fabric [i.e. weed barrier]			
91. Playground equipment is free from stress areas under the slides and swings and other high traffic areas			
92. Paper trails are kept on playground equipment injuries			
93. Someone checks on the playground on a daily basis for safety			
<b>FITNESS/HEALTH ROOM [if applicable]</b>			
94. Fitness/health room is kept locked, when not in use			
95. Supervision is always provided			
96. Fitness room is located in vicinity of gymnasium			
97. Variety of equipment is in evidence			
100. Someone/agency is responsible for monitoring maintenance of facility and equipment			
101. Instruction is given on how to use the various fitness equipment pieces located within the room			
102. If music is played, it is at a pleasing level to the ear			
103. Room is free from humidity			
104. Room is bright and airy			
105. There is sufficient room for equipment and machines [ADA requirements of passage way is met [i. e. width of 36 in. for doors etc.; 60 in. for hallways]. Clear floor space is met. [i. e. 30 in. x 48 in. for ea. equipment piece, per ADA]. See, ACSM, 2007, p. 33.			
106. Standard labeling exists according to the American Society for Testing & Materials, standard, F 1749-09			
107. Treadmills have a clearance of at least 19.7 inches on each side and at least 39 inches to the rear of the treadmill for a <i>minimum</i> measurement [American Society for Testing and Materials, F 2115-09, Section 6.5.6 ]			
108. The school district has purchased new fitness equipment v. used equipment			
109. Only commercial grade fitness equipment is used			
110. Flooring is free from trip hazards			

*Checklist Developed By: Tom Bowler, Consultant, Manchester, CT. & Merritt Island, FL.*

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