

# Art Room Inspection Checklist

Date	28/8/2024
School/area	TEMPLETON PRIMARY SCHOOL
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Assisted by	

Tailor **Section 1** to your school environment (i.e., remove irrelevant items) and use it to conduct quarterly inspections with assistance from the school health and safety representative (where elected) and appropriate staff. **Section 2** must be used to detail any hazards identified in Section 1.

- Complete quarterly art room safety inspection
- Photos may be taken to document and monitor hazards.
- If 'No' is recorded, document all identified hazards in Section 2, the Reporting Plan section of this form.
- Reporting Plan items must then be discussed, entered as a hazard and managed in eduSafe Plus. Refer to eduSafe Plus [how to guide](#) for entering workplace hazards.
- More information can be found [Visual and Performing Arts Policy](#)

## Section 1 – Inspection Checklist

Ref No.	Inspection Item	Yes	No	N/A
<b>1. Preventing slips, trips and falls</b>				
1.1	Entrance, doorways, and floors are kept free from obstructions (e.g., boxes).	✓		
1.2	Floors are in good condition with no cracks, dips, holes, tears, or rips.	✓		
1.3	Floors are clean (e.g., free from rubbish) and not slippery.	✓		
1.4	Electrical leads and cables are kept clear of pathways and walkways.	✓		
1.5	Electrical cords are kept away from traffic areas to prevent trip hazards.	✓		
1.6	Equipment available to clean spills quickly.	✓		
1.7	Furniture is in good condition (e.g., no damage, seating is securely fixed to chair legs/bases).	✓		
<b>2. Manual handling and storage</b>				
2.1	Items are stored so that they are not at risk of falling.	✓		

Ref No.	Inspection Item	Yes	No	N/A
2.2	Storage racks are in good condition (e.g., no bowed shelves).	✓		
2.3	Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height).	✓		
2.4	Step ladder is available and in good condition.	✓		
2.5	Step ladder Safe Work Procedure (SWP) is displayed next to step ladder storage area.	✓		
2.6	Trolleys are available and in good condition to transport items.	✓		
2.7	S.M.A.R.T. lifting poster is displayed in relevant areas.	✓		
<b>3. Good housekeeping</b>				
3.1	Knives and sharp items are stored in a secure location.	✓		
3.2	Work benches are clean and free from debris.	✓		
3.3	Sinks are clear of debris and rubbish.	✓		
3.4	Appropriate waste containers are readily available and appropriately labelled, e.g., chemical waste, general waste, recyclable waste, etc.	✓		
3.5	Brushes and rollers are clean.	✓		
3.6	Etching press is clean (e.g., no ink residue).	✓		
3.7	Printing press is clean.	✓		
3.8	Equipment available to damp clean and damp mop areas used for ceramics and pottery.	✓		
<b>4. Electrical and plant safety</b>				
4.1	Extension leads are in good condition (e.g., no cracks, damage, or loose plug).	✓		
4.2	Power boards with safety switches are used and are not connected in a "piggyback" manner.	✓		
4.3	Electrical points are in good condition.	✓		
4.4	Light switches are in good working order and not damaged.	✓		
4.5	Electrically powered equipment has been tested and tagged (unless new) and are within date (ensure tag is intact).	✓		
4.6	Damaged or faulty items of equipment has 'Out of Service' and/or 'Danger do not operate' tags attached.	✓		



Ref No.	Inspection Item	Yes	No	N/A
4.7	Guillotine guard is fixed.	✓		
4.8	Kiln is in good working order (e.g., door securely closes).	✓		
4.9	Safe Work Procedures are displayed next to items of static plant (e.g., kiln).	✓		
<b>5. Lighting</b>				
5.1	There is adequate lighting to work safely.	✓		
5.2	Lighting is in good working order (e.g., not flickering or blown bulbs).	✓		
5.3	Light covers are in place and not damaged.	✓		
5.4	Safe lights in a dark room are working.	✓		
5.5	Blinds and curtains can be drawn to reduce glare.	✓		
5.6	Blind cords are secured with fixed chain/cord safety hooks.	✓		
<b>6. Preparing for emergencies</b>				
6.0	Door locks can be easily opened.	✓		
6.1	Doors open and close/slide freely.	✓		
6.2	If appropriate a fire blanket is available, accessible and has been inspected in the last six months (check tag).	✓		
6.3	Fire extinguishers are conveniently located, secure and clearly signposted.	✓		
6.4	Fire extinguishers have been tested in the last six months (check tag).	✓		
6.5	If appropriate First aid kit/cabinet is available, accessible and contents items as per the <a href="#">First Aid Kit Checklist</a> .	✓		
6.6	Emergency Evacuation Plans are on displayed and clearly legible	✓		
6.7	Emergency exit door(s) are clearly signposted, illuminated, and unobstructed.	✓		
6.8	Chemical spill kits are available.	✓		
<b>7. Chemical management</b>				
7.1	Hazardous substances are stored in appropriate location (refer to items SDS for guidance).	✓		

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7.2	Chemicals are stored in appropriately labelled containers e.g., that were not previously food or beverage containers.	✓		
7.3	Chemicals are correctly labelled with the label clearly legible and intact.	✓		
7.4	Safety Data Sheets (SDSs) are available to view.	✓		
7.5	Dangerous goods are segregated in storage per <a href="#">Chemical Storage Guidance</a> .	✓		
7.6	A hazardous and dangerous goods register is maintained and readily available.	✓		
<b>8. Personal Protective Equipment (PPE)</b>				
8.1	PPE is available, clean and in good condition.	✓		
8.2	PPE storage facilities are accessible and clean.	✓		
8.3	PPE storage facilities are clearly and legibly signposted.	✓		
8.4	Hearing protection is being used as instructed or when noise is at a level that voices have to be raised at a distance of 1 metre.	✓		
<b>9. Ventilation</b>				
9.1	Windows can be easily opened and closed; locks are in good working order.	✓		
9.2	Local ventilation extraction systems (e.g., in darkroom) have been tested within the past 12 months (check label).	✓		
9.3	Active ventilation/extraction plant such as fans or extraction equipment (if present) work, are clean and in good condition.	✓		
9.4	Ceiling tiles are in place and not damaged, there is no sign of dampness (e.g., mould).	✓		
9.5	Air purifiers (if in use) are maintained as per <a href="#">Operation and placement of air purifiers in schools</a> .	✓		
9.6	Rooms are a comfortable temperature.	✓		

## Section 2 – Reporting Plan

Provide further information on the identified hazards above, including its location and current condition. Escalate any hazards that pose an immediate danger with the principal. All identified hazards must be discussed with the principal, assigned a responsible person, and entered into EduSafe Plus to be managed.

Ref No.	Further detail and suggested solutions for discussion	Date discussed with principal or delegate and HSR	Entered into EduSafe Plus