

Building Exterior, Grounds and Sporting Field Inspection Checklist

Date	28/8/2024
School/Area	TEMPLETON PRIMARY SCHOOL
Conducted by	lan H'Kinley
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 workplace safety inspections for all relevant areas using the workplace inspection checklists.
- 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.

Section 1 – Inspection Checklist

Ref No.	Inspection Item	Yes	No	N/A
1.	Preventing slips trips and falls			
1.1	Building entrances and doorways are free from obstructions.	✓		
1.2	Ground surfaces are even in good condition with no cracks, dips, or holes.		⊗	
1.3	Changes in surface level have been highlighted (e.g., with yellow paint).	✓		
1.4	Kerbs and gutters are not cracked or crumbling, are in good condition and free from debris.	✓		
1.5	Drains are clear and covered with grates.	✓		
1.6	Drains and gutters are free from debris, leaves, and rubbish.	✓		

Ref No.	Inspection Item	Yes	No	N/A
2. External ramps, landings, and stairs				
2.1	Stairs, ramps, and landings are clean and free from obstructions and have a non-slip surface.	✓		
2.2	Stairs and ramps have slip resistant strips (or other grip coatings) and are in good condition.	✗	✗	
2.3	All ramps have a smooth transition at the top and bottom.	✓		
2.4	Handrails (if present) are firmly secured.	✓		
2.5	Building materials are in good condition e.g., no visible bending, settling, sinking, or cracking of structures.	✓		
2.6	All Tactile Ground Surface Indicators (TGSIs) are in good condition e.g., not cracked, lifted or slippery.	✓		
2.7	Kerbs and gutters that have an incline to provide accessibility are not cracked or crumbling, are in good condition and free from debris.	✓		
3. External building structures				
3.1	External walls are in good condition (e.g., no peeling paint or cracks in brick mortar).	✓		
3.2	Eaves are in good condition (e.g., no broken panels).	✓		
3.3	Guttering and downpipes are in place with no cracks, holes, or rust damage	✓		
3.4	Ensure guttering is cleared of debris and foliage by person qualified to work at heights above 2 metres.	✓		
3.5	Retaining walls are in good condition (e.g., no cracks or evidence of movement or water damage).	✗		
3.6	Windows are painted and in good condition (e.g., no cracked or broken panes, window frames are not rotting, or water damaged).	✓		
4. Preparing for emergencies				
4.1	Assembly points are designated, signposted, and have appropriate access to emergency equipment	✓		
4.2	Emergency vehicles have access to grounds and facilities.	✓		
4.3	Grounds are free of materials that may be easily ignited including branches overhanging buildings, debris, and rubbish around and under buildings including gutters and dry grass and vegetation.	✓		

Ref No.	Inspection Item	Yes	No	N/A
5. Gardens and grounds				
5.1	Trees and shrubs look healthy and are free of dead or overhanging branches.	✓		
5.2	Grass has been mowed recently and is in a well-maintained condition.	✓		
5.3	Fences are in good condition (e.g., no damage to posts, post footings or holes present).	✓		
5.4	Gates are in good condition and can be secured.	✓		
6. Outdoor lighting				
6.1	Outdoor lighting is in good working order.	✓		
7. Rebound walls				
7.1	Wall and footings are in good condition, free from damage, cracks, rust, and corrosion.	✓		
7.2	Re-bound walls are free from fixed items (no basketball / netball rings etc.).	✓		
8. Sports oval				
8.1	Oval surface is level and free from holes and divots.	✓		
8.2	Fixed goal posts are secure and free from corrosion, damage, or rust.	✓		
8.3	Oval is free from protruding objects on surface.	✓		
9. General workplace signage				
*All asbestos related signage should be inspected as per in the asbestos management plan in the Asset Information Management System (AIMS)				
9.1	School entrance/exits are clearly marked.	✓		
9.2	'No Smoking' signage is clearly displayed at all entrances to the school.	✓		
9.3	Signage at the front gate to school instructing all visitors to report to the general office is clearly displayed and legible.	✓		
9.4	Signage at the general office to notify all persons undertaking work to undergo an induction is clearly displayed and legible.	✓		

Ref No.	Inspection Item	Yes	No	N/A
9.5	The safety marking signage "WARNING: SWINGING ON THE BACKBOARD MAY CAUSE SERIOUS INJURY OR DEATH" is in place, legible and in good condition.	✓		
9.7	HAZCHEM Signage is located at the main entrance to the property (if applicable).	✓		
9.8	Confined Space Signage is located next to entry ports to septic systems and water tanks.	✓		
10. Traffic management				
10.1	Road surfaces are even and in good condition (e.g., no potholes or dips).	✓		
10.2	Barriers to protect pedestrian walkways/pathways are in good condition and are free from rust and corrosion.	✓		
10.3	Designated parking areas are clearly marked.	✓		
10.4	Designated disabled parking areas are clearly marked.	✓		
10.5	'No Parking' areas are clearly marked.	✓		
10.6	Emergency service access and parking areas are clearly marked.	✓		
10.7	Road directional signage is clearly marked.	✓		
10.8	Speed limit signage is displayed and legible.	✓		
10.9	Pedestrian crossings are clearly marked.	✓		
11. Water tanks				
11.1	Water tanks are in good condition and are free from visible damage or leaks.	✓		
11.2	Access points to the tank are secured to prevent vandalism and unauthorised access.	✓		
11.3	Water tanks' entry ports are able to be secured.	✓		
11.4	Water tank inlets are insect-proofed and leaf filters are provided.	✓		
11.5	Ensure water tank gutters are free of leaf material and other debris. Engage person qualified to work at heights above 2 metres if required.	✓		
11.6	There is no overhanging vegetation over the water tank roof.	✓		

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
1.2	Monitor the cracks in path @ southern boundary behind classrooms.		
3.6	Four exposed beds due to split sleeper seats in courtyard area beside friendship seat.		
1.2	Loose pavers on wide steps outside Gr. 1 rooms.		
2.2	Staircase outside Rm 1 W is being replaced.		

