



**HORIZON SCHOOL DIVISION**  
**Classroom Inspection Report**

School:	Date:	Date Reviewed by Committee
Room:	Checked By:	

**SECTION A – SLIPS, TRIPS & FALLS**

Identify items in the classroom that are likely to causes an individual to trip. Consider extension cords in aisles, curling rugs, damaged flooring.

Identify conditions or recurring circumstances that cause floors to become slippery.

Identify items that are stored up high that would difficult to retrieve. Is a step ladder available for such items?

**SECTION B – FALLING OBJECTS**

Are objects stored in a reasonable and safe manner? Consider that items > 25 lbs should not be stored above shoulder height. Objects should not be stacked in an unstable manner, particularly above shoulder height.

Is there damage to the ceiling or furniture that could cause items to fall? Please identify.

**SECTION C - ELECTRICAL**

Note any damaged or faulty electrical infrastructure. (Consider faulty lights, switches, plugs, broken or missing cover plates etc.)

Do any power cords or extension cords become warm while in use? Please identify.

Are power cords / extension cords in good repair? (Consider missing / loose prongs, broken housing etc.)

<b>SECTION D – FIRE PREVENTION</b>
Please acknowledge any violations of the following conditions.
<ul style="list-style-type: none"> <li>• Space heaters, microwaves, hot plates, electric kettles, and coffee pots etc. are clear of flammable or combustible materials.</li> </ul>
<ul style="list-style-type: none"> <li>• Equipment is shut off at the end of the day and when not supervised.</li> </ul>
<ul style="list-style-type: none"> <li>• Space heaters are operated with a clear area of at least 18 inch radius from the heater and use no less than 14 gauge extension cords.</li> </ul>
<ul style="list-style-type: none"> <li>• Exits are free from obstruction.</li> </ul>
<ul style="list-style-type: none"> <li>• You know where the nearest fire alarm is located.</li> </ul>
<ul style="list-style-type: none"> <li>• You are aware of the nearest fire extinguisher.</li> </ul>
<b>SECTION E – COVID-19</b>
Please acknowledge any violations of the following conditions:
<ul style="list-style-type: none"> <li>• Students (Grades 4-12) and staff have masks that cover the nose and mouth.</li> </ul>
<ul style="list-style-type: none"> <li>• Shared equipment is sanitized between users.</li> </ul>
<ul style="list-style-type: none"> <li>• Sufficient hand sanitizer and cleaning product is available.</li> </ul>
<ul style="list-style-type: none"> <li>• All cleaning products are properly labelled with an appropriate MSDS label.</li> </ul>
<ul style="list-style-type: none"> <li>• Sanitizer pumps and spray bottles are working properly.</li> </ul>
<ul style="list-style-type: none"> <li>• All individuals are sanitizing hands upon entry of the building and classrooms</li> </ul>
<ul style="list-style-type: none"> <li>• Sick individuals are not attending school</li> </ul>
<b>SECTION F - OTHER</b>
Please list any other items in your classroom that are a concern to health & safety. (please list)