

Self-Inspection Safety Checklist
for Schools and Educational Facilities



Listening. Learning. Leading.®

Table of Contents

Risk Management Program.....	3
Buildings and Grounds.....	5
Fire Protection and Prevention	8
Steps and Stairways.....	9
Kitchen and Food Service	10
Electrical/Power Services.....	13
Heating, Cooling and Water Heaters ...	15
Maintenance and Equipment.....	16
Storage and Handling of Chemicals.....	17
Exits	18
Cold-Weather Concerns.....	19
Security	20
Field and Stadium Facilities	22
Swimming Pools	23
Teacher/Volunteer Procedures	24
Playgrounds	25
Operation of Motor Vehicles	26
Staff Recruitment and Training	28
Specialty Areas	29
Manual Material Handling — Reducing Repetitive Motion Exposures	32
Workstation Assessments and Ergonomics	33
First Aid	34
Internet Resources	35

A few periodic precautions can prevent tragedy.

Many of the accidents and injuries that occur at schools and colleges can be avoided with a few simple precautions. This Self-Inspection Safety Checklist is designed to help you prevent or reduce damage to your property; injuries to students, employees and visitors and enhance the safety of your transportation program.

We suggest you use this booklet to conduct periodic safety and health inspections. This checklist is organized to help you address main areas of concern typically encountered within academic environments — buildings, grounds, classrooms, athletic activities, food service and operation of motor vehicles.

An important, but often neglected, part of any self-inspection program is to make sure there is consistent improvement in areas that need attention. In combination with using this checklist, we suggest you keep a record of inspection dates, corrective actions implemented and timetables for making improvements.

Schools often form “safety committees” to help monitor accident and injury exposures, discuss claim activity and recommend corrective actions. Progress reports, presented periodically by the safety committee to school administrators and staff, can go a long way toward helping others better understand and support safety policies and procedures. It is important to keep others in the information loop.

This checklist is not a certified manual that guarantees full compliance with federal, state or local regulations. We suggest you use it as one element of your total risk management program to help make your educational facility a safer, more secure environment for students, employees and guests.



Risk Management Program:

Do you have a formal accident prevention/ safety program for students and staff?

Does your formal program include policies about:

- Conducting fire and severe weather drills?
- Dealing with security issues, such as bomb threats, intruders, restricted access to buildings and lockdowns?
- Zero tolerance about threats — written, Internet and verbal?
- Zero tolerance about weapons and illegal drugs on school property?
- Student conduct policies, including bullying, fighting and other disruptive situations?
- Notification of authorities, parents, students and staff about security-related events?
- Child and youth sexual abuse?
- Sexual harassment and discrimination?
- Procedures in place for dealing with the media after a safety/security incident occurs?
- Acceptable and unacceptable use of the Internet on school computers?
- Students using cell phones during school hours?
- Students operating motor vehicles on school property?
- Students taking cars off campus during lunch periods?
- Monitoring of building entrances, hallways and classrooms before and during school hours?

Do employee job descriptions and performance reviews include reference to compliance with safety policies and preventive actions taken to reduce accidents, injuries and illnesses?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Do you have a formal accident prevention/ safety program for students and staff?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does your formal program include policies about:				_____
• Conducting fire and severe weather drills?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Dealing with security issues, such as bomb threats, intruders, restricted access to buildings and lockdowns?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Zero tolerance about threats — written, Internet and verbal?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Zero tolerance about weapons and illegal drugs on school property?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Student conduct policies, including bullying, fighting and other disruptive situations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Notification of authorities, parents, students and staff about security-related events?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Child and youth sexual abuse?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Sexual harassment and discrimination?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Procedures in place for dealing with the media after a safety/security incident occurs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Acceptable and unacceptable use of the Internet on school computers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Students using cell phones during school hours?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Students operating motor vehicles on school property?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Students taking cars off campus during lunch periods?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Monitoring of building entrances, hallways and classrooms before and during school hours?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do employee job descriptions and performance reviews include reference to compliance with safety policies and preventive actions taken to reduce accidents, injuries and illnesses?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Safety Tip

Mark areas that "Need Attention" throughout this checklist and establish a program to upgrade these concerns.



Risk Management Program:

Notification, Distribution and Discussion of Safety/Student Conduct Policy:

Is the formal safety policy for staff reviewed with all employees prior to each school year and with new employees hired after the start of the school year?

Are student safety and conduct policies provided to and reviewed each year with all students and parents/guardians as part of the school year orientation process?

Are school safety and student conduct policies posted on your website?

Have you established programs and procedures to comply with applicable local, state and federal safety standards? (Some examples are bloodborne pathogens, chemical safety, personal protective equipment and lockout/tagout.)

Do you have a designated safety coordinator?

Do you have a designated safety committee, how often does it meet and does the committee provide progress reports to school administration?

Do you offer employee training on safety and health topics? If so, are records kept about dates, attendance and topics covered?

Do you conduct safety and health self-inspections, and are records kept about these?

Have you established procedures for reporting and investigating accidents or injuries involving staff, students and guests?

Are employee work-related incidents and near misses investigated and analyzed to identify potential unsafe work practices or conditions?

Do you have a workers' compensation return-to-work program?

Satisfactory Needs Not
Attention Applicable

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Risk Management Tip

The basic steps to risk management are to identify the hazard, research possible solutions and implement the best result.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Buildings and Grounds:

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are parking lot traffic signs in good condition (especially stop signs) and easily viewed by motorists?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are parking lots marked to show entrances and exits, one-way traffic flow and designated parking spaces?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do parking lots and sidewalks have adequate lighting?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If chain barriers are used across driveway entrances, are the barriers equipped with markings and reflectors to help make them more visible during the day and at night?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do parking lots and driveways have any damaged surfaces, such as potholes or broken pieces that create trip-and-fall hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do sidewalks have cracks, raised edges or holes that create trip-and-fall hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are sidewalks kept cleared of loose gravel, growing vegetation and water hoses that might cause people to trip and fall?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there designated areas for dropping off and picking up students, and are these locations monitored during arrival and departure times?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are parking spaces, sidewalk ramps and building entrances compliant with the Americans with Disabilities Act?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are stairways provided with securely anchored handrails?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do stairway steps have uniformly spaced treads and risers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are roofs annually inspected and repairs promptly performed to help prevent wind and water damage?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are gutters and downspouts properly maintained to prevent clogs, and are downspouts positioned to direct water flow away from walking surfaces?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Safety Tip

It's recommended that monthly surveys be conducted of your buildings and grounds to inspect for safety concerns.



Buildings and Grounds:

Are trash receptacles distributed around school grounds, provided in classrooms and routinely emptied?

Are good housekeeping practices maintained in storage and maintenance room areas? (Poor housekeeping habits increase the chance of fire and personal injury.)

Are break-resistant plastic panels or safety glass used for "glass areas" on trophy or display cabinets?

Are rugs, carpets, tiles and synthetic floors periodically checked for tears, rips or chips that could cause tripping hazards?

Are "Caution Wet Floor" signs used when cleaning up spills or maintaining floor surfaces?

Do you use nonskid wax on floors?

Are all exterior basement window wells covered with a substantial cover or grate to support at least 500 pounds?

Are storage rooms, especially those used to store cleaning and maintenance chemicals, kept locked to restrict unauthorized entry?

Are elevators routinely inspected and certificates posted per state requirements?

Do you maintain a written, photographic or video inventory of building contents and valuables? (If available, the inventory should include brand names, model numbers, serial numbers, purchase dates and costs.)

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are trash receptacles distributed around school grounds, provided in classrooms and routinely emptied?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are good housekeeping practices maintained in storage and maintenance room areas? (Poor housekeeping habits increase the chance of fire and personal injury.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are break-resistant plastic panels or safety glass used for "glass areas" on trophy or display cabinets?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are rugs, carpets, tiles and synthetic floors periodically checked for tears, rips or chips that could cause tripping hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are "Caution Wet Floor" signs used when cleaning up spills or maintaining floor surfaces?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you use nonskid wax on floors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all exterior basement window wells covered with a substantial cover or grate to support at least 500 pounds?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are storage rooms, especially those used to store cleaning and maintenance chemicals, kept locked to restrict unauthorized entry?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are elevators routinely inspected and certificates posted per state requirements?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you maintain a written, photographic or video inventory of building contents and valuables? (If available, the inventory should include brand names, model numbers, serial numbers, purchase dates and costs.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Safety Tip

Low-hanging light bulbs in storage areas are an injury and fire hazard and should be protected with wire basket guards.



Fire Protection and Prevention:

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Do you have a fire protection plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you have a fire alarm system, and is it tested at least annually?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are fire extinguishers checked and tagged annually by a qualified service vendor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all fire extinguishers visually checked at least monthly to see if they are in place and properly charged?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all fire extinguishers properly mounted on walls in conspicuous locations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are fire extinguishers placed so the maximum travel distance does not exceed 50 feet?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are employees periodically instructed in the proper use of extinguishers and fire protection procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you have smoke detectors in school facilities, and if so, are they hardwired into the electrical system and equipped with battery backup?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you have carbon monoxide detectors in school facilities, and if so, are they hardwired into the electrical system and equipped with battery backup?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is good housekeeping maintained in furnace, boiler and storage rooms?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If you have a sprinkler system, is it inspected and tested at least annually by a qualified service vendor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are fire doors in good condition, unobstructed and able to close completely?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are wedges or doorstops used to keep fire doors open? (These items will prevent fire doors from closing properly in the event of a fire.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are surge protectors used to protect valuable electronic equipment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are fire drills conducted in accordance with local codes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all exits properly marked in accordance with local codes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Safety Tip
All fire extinguishers, including your kitchen Type K, should be checked weekly for tampering and removal.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Are slip-resistant floor mats provided at the dishwasher operator's station?

Are overhead fluorescent and incandescent lights used in food preparation areas provided with protective covers? (These covers help reduce the possibility of glass particles contaminating food in the event a light bulb/tube breaks.)

Is the kitchen's fire extinguisher mounted on a wall near an outside exit?

Is a Type K fire extinguisher available for use in the kitchen?

Do you require employees working in the kitchen to wear slip-resistant shoes?

Is a properly stocked first-aid kit kept in the kitchen?

Is a flashlight kept readily available in the kitchen?

Are procedures established to help reduce exposures to students who have allergic reactions to certain foods, such as peanuts?

Are low-profile trash dumpsters used to help limit the amount of manual lifting required to empty trash containers into dumpsters?

Are knives, cutting blades and other tools washed separately from other utensils?

Do you require dietary staff to use aseptic hand-washing procedures in accordance with the Centers for Disease Control and Prevention (CDC) guidelines?

Is there a procedure to ensure hands do not come in direct contact with exposed, ready-to-eat foods (i.e., wearing single-use gloves and use of deli tissues, spatulas or tongs)?

Satisfactory Needs Attention Not Applicable Action To Be Taken



Electrical/Power Services:

Are electrical enclosures, such as switches, receptacles and junction boxes, provided with tight-fitting covers or faceplates?

Are electrical outlets located near water (especially sinks) equipped with Ground Fault Circuit Interrupter (GFCI) receptacles?

Are extension cords used in place of permanent wiring to provide outlets? (Extension cords should not be used to run wiring through hidden spaces, ceiling openings and door/window openings.)

Do extension cords have grounding conductor plugs?

Are power cords for appliances and extension cords maintained in good physical condition? (Repair or replace cords that are frayed, cracked, dried out, spliced or missing grounding conductors.)

Are any extension cords or power strips overloaded beyond their rated capacity?

Are refrigerators, freezers, air conditioners and electrical drinking fountains grounded?

Is there a lockout/tagout program in place for employees to follow when servicing electrical equipment?

Is at least a 3-foot clearance maintained in front of all electrical panels?

Are doors on circuit breaker and fuse box panels kept closed?

If a circuit breaker was removed from an energized circuit breaker panel, is a "blank" used to cover the space where the breaker is missing?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are electrical enclosures, such as switches, receptacles and junction boxes, provided with tight-fitting covers or faceplates?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are electrical outlets located near water (especially sinks) equipped with Ground Fault Circuit Interrupter (GFCI) receptacles?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are extension cords used in place of permanent wiring to provide outlets? (Extension cords should not be used to run wiring through hidden spaces, ceiling openings and door/window openings.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do extension cords have grounding conductor plugs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are power cords for appliances and extension cords maintained in good physical condition? (Repair or replace cords that are frayed, cracked, dried out, spliced or missing grounding conductors.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are any extension cords or power strips overloaded beyond their rated capacity?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are refrigerators, freezers, air conditioners and electrical drinking fountains grounded?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there a lockout/tagout program in place for employees to follow when servicing electrical equipment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is at least a 3-foot clearance maintained in front of all electrical panels?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are doors on circuit breaker and fuse box panels kept closed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If a circuit breaker was removed from an energized circuit breaker panel, is a "blank" used to cover the space where the breaker is missing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Safety Tip

Limit access to authorized operations and maintenance personnel.



Heating, Cooling and Water Heaters:

Is the furnace/boiler room used for storing combustible materials?

Is the furnace/boiler room used to store gasoline, gasoline-powered equipment or other flammable liquids?

Are heating and ventilation ducts cleaned periodically?

Are heating and air-conditioning systems inspected periodically by a qualified contractor to help detect faulty equipment and mold issues and to clean/replace filters?

Are boilers and hot water heaters equipped with pressure relief valves that match pressure vessel specifications?

Are gas-fired boilers, furnaces and water heaters inspected periodically to make sure flues and chimneys provide proper ventilation for exhaust gases?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is the furnace/boiler room used for storing combustible materials?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the furnace/boiler room used to store gasoline, gasoline-powered equipment or other flammable liquids?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are heating and ventilation ducts cleaned periodically?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are heating and air-conditioning systems inspected periodically by a qualified contractor to help detect faulty equipment and mold issues and to clean/replace filters?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are boilers and hot water heaters equipped with pressure relief valves that match pressure vessel specifications?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are gas-fired boilers, furnaces and water heaters inspected periodically to make sure flues and chimneys provide proper ventilation for exhaust gases?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Safety Tip

A qualified professional should inspect all heating and air-conditioning systems annually.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Maintenance and Equipment:

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are ladders routinely inspected and in good condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If a ladder is used to gain access to a roof or upper platform, does it extend at least 3 feet above the landing surface?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are ladders equipped with nonslip safety feet?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are ladders stored inside or protected from the elements?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are power tools and hand tools kept in good condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are portable tools either double insulated or provided with appropriate grounding?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are belts, pulleys and other moving parts on power tools, furnaces/boilers/air conditioners and other equipment guarded?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are saws used for cutting metal and wood provided with blade guards and other appropriate safety devices?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are bench and pedestal grinders provided with properly adjusted tongue guards, tool rests and spark arrestors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are American National Standards Institute (ANSI)-approved safety glasses/face shields and hearing protection provided for employees and volunteers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do lawn mowers and other gasoline-operated equipment have protective guards in place?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are chain saw operators required to wear hard hats, eye/face protection, hearing protection and leg chaps?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are sturdy work or safety shoes required to be worn by maintenance employees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If portable air circulating fans are used in classrooms and hallways, are guard openings narrow enough to prohibit students from coming in contact with moving blades?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____



For more information, ask for Church Mutual's booklet *Safety Begins With People*.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Storage and Handling of Chemicals:

Are all rags and paper towels containing flammable or combustible liquids disposed of in noncombustible, self-closing containers and removed from the building at the end of each school day?

Are pesticides and herbicides applied by people who are properly trained?

Is Personal Protective Equipment (PPE) provided and required to be worn by individuals who handle and apply chemicals (eye, hand and respiratory protection)?

Are storage rooms used to store cleaning and maintenance chemicals kept locked to restrict unauthorized entry?

Is there a separate shed to store paint, gasoline and other flammables?

Is the storage of flammable and combustible materials in accordance with National Fire Protection Association (NFPA) standards or local codes? (Check with your local fire department.)

Are above-ground fuel tanks protected against accidental contact by motorized vehicles?

Is hazardous waste, including oils, paints, stains and solvents, disposed of in accordance with local codes?

In areas where corrosive liquids or materials are handled, are means provided for quick drenching or flushing of eyes and body?

Are Material Safety Data Sheets (MSDS) available for viewing by employees and, if needed, by medical providers in case of a chemical exposure?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are all rags and paper towels containing flammable or combustible liquids disposed of in noncombustible, self-closing containers and removed from the building at the end of each school day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are pesticides and herbicides applied by people who are properly trained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is Personal Protective Equipment (PPE) provided and required to be worn by individuals who handle and apply chemicals (eye, hand and respiratory protection)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are storage rooms used to store cleaning and maintenance chemicals kept locked to restrict unauthorized entry?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there a separate shed to store paint, gasoline and other flammables?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the storage of flammable and combustible materials in accordance with National Fire Protection Association (NFPA) standards or local codes? (Check with your local fire department.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are above-ground fuel tanks protected against accidental contact by motorized vehicles?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is hazardous waste, including oils, paints, stains and solvents, disposed of in accordance with local codes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
In areas where corrosive liquids or materials are handled, are means provided for quick drenching or flushing of eyes and body?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are Material Safety Data Sheets (MSDS) available for viewing by employees and, if needed, by medical providers in case of a chemical exposure?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Safety Tip
 Rags and paper towels containing flammable or combustible liquids should be separated from other trash.

Completed by: _____ Date: _____
 Completed by: _____ Date: _____
 Completed by: _____ Date: _____



Cold-Weather Concerns:

Do you keep snow and ice removal logs to record actions taken (dates and times) to maintain parking lots, sidewalks and building entrances? (This information can be used in court cases to show reasonable and prudent care taken by the school.)

Are procedures established to have maintenance staff or a contractor clear snow and ice within sufficient time before staff and students arrive and depart for the school day?

Are ice melt spreaders used for dealing with icy conditions?

Are moisture absorbing floor "walk-off" mats used at all doorway entrances to help capture snow, ice, water and dirt that is tracked into buildings?

Do mats extend at least three paces into the building?

Are "walk-off" mats inspected and cleaned frequently?

Do you have a plan for removing heavy snow or ice loads from roofs to help prevent collapse?

Do downspouts direct water away from sidewalks to help prevent it from collecting on walking surfaces and creating slip-and-fall hazards?

Satisfactory Needs Not Action To Be Taken
Attention Applicable

Completed by: _____ Date: _____
Completed by: _____ Date: _____
Completed by: _____ Date: _____





Teacher/Volunteer Procedures:

Do you have a written standard for adult/student relationships that establishes parameters of conduct and contact during and after normal school hours?

Does this written standard include parameters for online conduct and contact with students, including e-mail and social networking sites?

Are classroom doors provided with windows that offer unobstructed views into classrooms?

Are procedures in place that outline acceptable disciplinary procedures?

Are parents/guardians informed about activities their children will be involved in, and are permission forms required to be signed and dated?

Does the school nurse provide oversight of medications administered to students during the day, and are written records kept?

Are security procedures established to only allow students to be picked up or taken out of school by "approved" family members? (Child custody issues are a concern with minors.)

Special Needs Students:

Are mechanical aids, such as overhead lifts, transfer boards or transfer belts, available and required to be used when moving students from wheelchairs to other stations?

Does each special needs student have a current Individualized Education Program/Plan (IEP), and is the program/plan being followed?

Are mechanical lifting devices readily available for employees to use to help transfer students within classroom activities (such as moving students from wheelchairs to changing tables, to floor mats and to desk arrangements)?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Do you have a written standard for adult/student relationships that establishes parameters of conduct and contact during and after normal school hours?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does this written standard include parameters for online conduct and contact with students, including e-mail and social networking sites?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are classroom doors provided with windows that offer unobstructed views into classrooms?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are procedures in place that outline acceptable disciplinary procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are parents/guardians informed about activities their children will be involved in, and are permission forms required to be signed and dated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does the school nurse provide oversight of medications administered to students during the day, and are written records kept?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are security procedures established to only allow students to be picked up or taken out of school by "approved" family members? (Child custody issues are a concern with minors.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Special Needs Students:				
Are mechanical aids, such as overhead lifts, transfer boards or transfer belts, available and required to be used when moving students from wheelchairs to other stations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does each special needs student have a current Individualized Education Program/Plan (IEP), and is the program/plan being followed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are mechanical lifting devices readily available for employees to use to help transfer students within classroom activities (such as moving students from wheelchairs to changing tables, to floor mats and to desk arrangements)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Security Tip

Install windows in classrooms and in doors to classrooms and youth activities areas to allow viewing access.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Playgrounds:

Are students supervised when using the playground before school, during school hours or after school?

Do all fall zones under and around playground equipment contain shock-absorbing material? (Refer to The Protection SeriesSM — *Safety At Your Playground* booklet published by Church Mutual. There are different depth requirements for loose fill material based on the height of the activity taking place on the equipment. Also, consult the *Public Playground Safety Handbook* published by the Consumer Product Safety Commission [CPSC].)

Does shock-absorbing surfacing material extend at least 6 feet in all directions around play equipment? (Surfacing material for belt and full-bucket swings should extend twice the height of the swing set in front of and in back of the swing.)

Are concrete footings installed deep enough and covered with shock-absorbing surfacing material to reduce trip-and-fall hazards in play areas?

Are "S" hooks completely closed to prevent chains and swing seats from coming unhooked or to prevent clothing from getting caught in open hooks?

Are "S" hooks and chains routinely inspected to look for wear and excessive corrosion?

Do openings in guardrails and ladder rungs create head entrapment exposures? (See CPSC — *Public Playground Safety Handbook*.)

Do elevated platforms have guardrails to help prevent falls? (Falls from elevations are the leading cause of injuries on playgrounds.)

Is equipment routinely inspected to look for sharp edges, splinters, protruding bolts, surfacing material, broken parts and displacement of surfacing material?

Are playground inspection records maintained?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are students supervised when using the playground before school, during school hours or after school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do all fall zones under and around playground equipment contain shock-absorbing material? (Refer to The Protection Series SM — <i>Safety At Your Playground</i> booklet published by Church Mutual. There are different depth requirements for loose fill material based on the height of the activity taking place on the equipment. Also, consult the <i>Public Playground Safety Handbook</i> published by the Consumer Product Safety Commission [CPSC].)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does shock-absorbing surfacing material extend at least 6 feet in all directions around play equipment? (Surfacing material for belt and full-bucket swings should extend twice the height of the swing set in front of and in back of the swing.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are concrete footings installed deep enough and covered with shock-absorbing surfacing material to reduce trip-and-fall hazards in play areas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are "S" hooks completely closed to prevent chains and swing seats from coming unhooked or to prevent clothing from getting caught in open hooks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are "S" hooks and chains routinely inspected to look for wear and excessive corrosion?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do openings in guardrails and ladder rungs create head entrapment exposures? (See CPSC — <i>Public Playground Safety Handbook</i> .)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do elevated platforms have guardrails to help prevent falls? (Falls from elevations are the leading cause of injuries on playgrounds.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is equipment routinely inspected to look for sharp edges, splinters, protruding bolts, surfacing material, broken parts and displacement of surfacing material?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are playground inspection records maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____



For more information, ask for Church Mutual's booklet *Safety At Your Playground*.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Do you have a written policy banning the use of cell phones and other mobile devices while operating motor vehicles for school-related business?

Are drivers and all passengers required to wear seat belts? (Some buses are excluded.)

Is there a security policy in place about leaving a vehicle unlocked or leaving keys in the vehicle when it is unattended?

Are drivers instructed to only allow authorized people to drive school-owned vehicles? (Establish restrictions about allowing family members, students or friends from driving school-owned vehicles except in an emergency.)

Do buses and vans comply with state requirements for lights, safety equipment and maximum number of passengers?

Nonowned Vehicles:

Do employees and volunteers who use their vehicles for school-related activities provide the school with proof of insurance with adequate liability limits?

Do you keep copies of proof of insurance certificates on file?

If the vehicle of an employee or volunteer does not appear to be safe or reliable for use in connection with school-related activities, are procedures in place to address this situation?

If a student needs to drive a vehicle between schools or to work during the school day, are procedures in place to obtain parent/guardian permission, to establish a driving route and to restrict transporting other students?

If employees or volunteers use their own vehicles, are they informed that their liability and physical damage coverage is primary and the school's nonowned automobile liability insurance is secondary?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Do you have a written policy banning the use of cell phones and other mobile devices while operating motor vehicles for school-related business?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are drivers and all passengers required to wear seat belts? (Some buses are excluded.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there a security policy in place about leaving a vehicle unlocked or leaving keys in the vehicle when it is unattended?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are drivers instructed to only allow authorized people to drive school-owned vehicles? (Establish restrictions about allowing family members, students or friends from driving school-owned vehicles except in an emergency.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do buses and vans comply with state requirements for lights, safety equipment and maximum number of passengers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Nonowned Vehicles:				
Do employees and volunteers who use their vehicles for school-related activities provide the school with proof of insurance with adequate liability limits?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you keep copies of proof of insurance certificates on file?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If the vehicle of an employee or volunteer does not appear to be safe or reliable for use in connection with school-related activities, are procedures in place to address this situation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If a student needs to drive a vehicle between schools or to work during the school day, are procedures in place to obtain parent/guardian permission, to establish a driving route and to restrict transporting other students?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If employees or volunteers use their own vehicles, are they informed that their liability and physical damage coverage is primary and the school's nonowned automobile liability insurance is secondary?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Safety Tip

Insist that the driver and all passengers, including children, wear seat belts.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____





Specialty Areas:

Gymnasiums and Shower Rooms:

Are nonslip floor treatments used in locker rooms and shower areas?

Are special carts or material handling aids used to handle gymnastic and wrestling mats?

Are wrestling and gymnastic mats cleaned on a regular basis and disinfected?

Are protective floor/wall mats provided for athletic events, including wrestling, gymnastics and basketball activities?

Are mats of sufficient thickness used underneath climbing ropes and gymnastic equipment?

Are participants equipped with proper protective equipment before they are allowed to take part in athletic events?

Is the use of weight room equipment restricted to individuals properly trained in its use?

Is adult supervision provided when weight rooms are in use?

Are shatter-resistant mirrors used in weight rooms?

Art Rooms:

Is the kiln protected by a high-temperature cut-off switch and properly vented to the outside?

Is clay purchased in wet block form instead of dry powder form to help eliminate exposure to silica dust?

If clay is mixed in a "pug mill," are moving parts guarded when the mill is operating?

Are students restricted from operating "pug mills"?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are nonslip floor treatments used in locker rooms and shower areas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are special carts or material handling aids used to handle gymnastic and wrestling mats?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are wrestling and gymnastic mats cleaned on a regular basis and disinfected?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are protective floor/wall mats provided for athletic events, including wrestling, gymnastics and basketball activities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are mats of sufficient thickness used underneath climbing ropes and gymnastic equipment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are participants equipped with proper protective equipment before they are allowed to take part in athletic events?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the use of weight room equipment restricted to individuals properly trained in its use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is adult supervision provided when weight rooms are in use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are shatter-resistant mirrors used in weight rooms?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the kiln protected by a high-temperature cut-off switch and properly vented to the outside?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is clay purchased in wet block form instead of dry powder form to help eliminate exposure to silica dust?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If clay is mixed in a "pug mill," are moving parts guarded when the mill is operating?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are students restricted from operating "pug mills"?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____



Internet Resources:

American Association of Occupational Health Nurses	www.aaohn.org
American Conference of Governmental Industrial Hygienists	www.acgih.org
American Industrial Hygiene Association	www.aiha.org
American National Standards Institute	www.ansi.org
American Red Cross	www.redcross.org
ASTM International	www.astm.org
American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.	www.ashrae.org
American Society of Safety Engineers	www.asse.org
Board of Certified Safety Professionals	www.bcsp.org
Bureau of Labor Statistics	www.bls.gov
Centers for Disease Control and Prevention	www.cdc.gov
CTDNews	www.ctdnews.com
Ergoweb	www.ergoweb.com
Federal Bureau of Investigation	www.fbi.gov
Federal Emergency Management Agency	www.fema.gov
Food Safety and Inspection Service (USDA)	www.fsis.usda.gov
Institute of Noise Control Engineering of the USA	www.inceusa.org
Insurance Committee for Arson Control	www.arsoncontrol.org
Insurance Institute for Highway Safety	www.hwysafety.org
Lightning Protection Institute	www.lightning.org
National Crime Prevention Council	www.ncpc.org
National Fire Protection Association	www.nfpa.org
National Highway Traffic Safety Administration	www.nhtsa.dot.gov
National Institutes of Health	www.nih.gov
National Program for Playground Safety	www.uni.edu/playground
National Safety Council	www.nsc.org
National School Safety Center	www.schoolsafety.us
National Weather Service	www.nws.noaa.gov
Nonprofit Risk Management Center	www.nonprofitrisk.org
Occupational Safety and Health Administration	www.osha.gov
Underwriters Laboratories Inc.	www.ul.com
United States Consumer Product Safety Commission	www.cpsc.gov
United States Department of Homeland Security	www.dhs.gov
United States Department of State (Travel Warnings)	www.travel.state.gov
United States Environmental Protection Agency	www.epa.gov
United States Fire Administration	www.usfa.fema.gov

Preventing Accidents and Tragedies, One Step at a Time.

This booklet covers several areas of concern and can at first seem very challenging. However, the sooner you start on a routine inspection program, the more likely your school facilities will become a safer, more secure environment in which to work and learn.

This checklist is based on safety studies and actual claims submitted to Church Mutual and can help you eliminate hazards that might lead to costly property losses, personal injuries and legal actions.

Please write or call Church Mutual or visit our website at www.churchmutual.com to see all of the free safety materials we offer. It's just another service you can expect from the company that specializes in protecting worship centers, schools, camps and other religious organizations—Church Mutual Insurance Company.



Listening. | Learning. | Leading®

3000 Schuster Lane | P.O. Box 357 | Merrill, WI 54452-0357 | (800) 554-2642 | www.churchmutual.com

Para obtener asistencia inicial en español puede telefonar al (800) 241-9848 o enviar un correo electrónico a la dirección espanol@churchmutual.com.

Listening. Learning. Leading. is a registered trademark of Church Mutual Insurance Company.
FM: S914 (1-2011) © 2011 Church Mutual Insurance Company