

Self-Inspection Safety Checklist
for Schools and Educational Facilities



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Risk Management Program:

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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.

- 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 cellphones 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 cellphones 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.



Operation of Motor Vehicles:

Driver Selection:

Are only qualified, properly licensed adults allowed to operate motor vehicles for school-related business?

Is a copy of each driver's license kept on file?

Is a minimum age of 21 required for all drivers who operate motor vehicles for school-related business? (Church Mutual recommends a minimum of 25 years of age or older.)

Do all individuals operating buses have valid commercial licenses or licenses endorsed to allow them to operate school buses?

Have motor vehicle records for all qualified drivers been checked for moving violations within the past three years?

Owned Vehicles:

Is the use of school-owned vehicles restricted to official business or activities?

Does a qualified mechanic routinely inspect vehicles to check lights, wipers, brakes, steering, tires, exhaust system, emergency equipment, seat belts and windshields?

Are written repair and maintenance records kept for each vehicle?

Do drivers perform pretrip and posttrip inspections, and is there a system in place to report conditions so that appropriate repairs can be made?

Are bus evacuation drills periodically conducted with drivers and students?

Are all bus drivers required to conduct an end-of-trip walk-through survey of his/her vehicle before leaving the vehicle to make sure children are not hiding or sleeping onboard?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are only qualified, properly licensed adults allowed to operate motor vehicles for school-related business?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is a copy of each driver's license kept on file?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is a minimum age of 21 required for all drivers who operate motor vehicles for school-related business? (Church Mutual recommends a minimum of 25 years of age or older.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do all individuals operating buses have valid commercial licenses or licenses endorsed to allow them to operate school buses?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Have motor vehicle records for all qualified drivers been checked for moving violations within the past three years?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the use of school-owned vehicles restricted to official business or activities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does a qualified mechanic routinely inspect vehicles to check lights, wipers, brakes, steering, tires, exhaust system, emergency equipment, seat belts and windshields?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are written repair and maintenance records kept for each vehicle?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do drivers perform pretrip and posttrip inspections, and is there a system in place to report conditions so that appropriate repairs can be made?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are bus evacuation drills periodically conducted with drivers and students?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all bus drivers required to conduct an end-of-trip walk-through survey of his/her vehicle before leaving the vehicle to make sure children are not hiding or sleeping onboard?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

For more information, ask for Church Mutual's booklet and video *The Road to Safer Transportation*.



Do you have a written policy banning the use of cellphones 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 cellphones 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"/>	_____
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: _____





Staff Recruitment and Training:

Screening Procedures:

Are all applicants for employment and volunteer positions required to complete an application?

Do you contact references and employers listed on applications and maintain files on the information that was obtained?

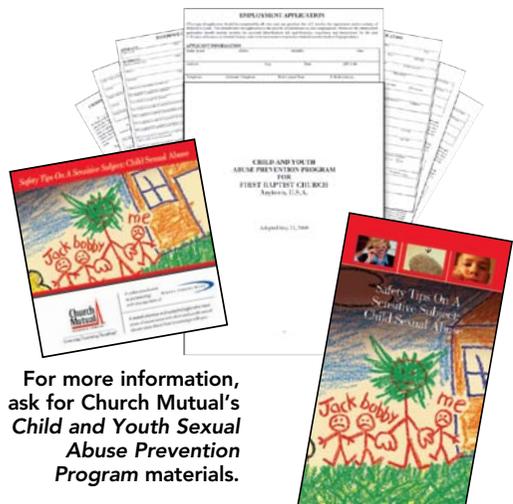
Do you perform national background screens on prospective employees and volunteers?

Do you look for gaps on resumé's?

If a job description requires a person to operate a motor vehicle as part of his/her job duties, is the job applicant's motor vehicle record used as part of the hiring process?

Satisfactory Needs Attention Not Applicable Action To Be Taken

Table with 4 columns: Satisfactory, Needs Attention, Not Applicable, Action To Be Taken. Contains 5 rows of screening questions with radio button options.



For more information, ask for Church Mutual's Child and Youth Sexual Abuse Prevention Program materials.

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

Table with 4 columns: Satisfactory, Needs Attention, Not Applicable, Action To Be Taken. Contains 10 rows of specialty area questions with radio button options.





Specialty Areas:

Science Rooms:

Are all chemicals safely stored and locked up when not in use?

Satisfactory Needs Attention Not Applicable Action To Be Taken

Are chemical storage rooms routinely inspected and old or deteriorated chemicals removed from use and properly disposed?

Are chemical hoods checked annually for proper airflow?

Are eye and body washes available, and do they work properly?

Is Personal Protective Equipment (PPE) — glasses, gloves and lab coats — available and required to be used when experiments are being conducted?

Are students required to pass written "safety tests" before being allowed to operate certain types of lab equipment? (Keep test results on file to show safety training activities.)

Technical Education Rooms:

Is adequate ventilation provided for welding and paint-spraying areas?

Is approved protective clothing worn when welding to reduce the chance of clothing articles catching on fire?

Are spray booth filters changed on a regular basis?

Is metal and woodworking machinery routinely inspected to ensure proper operation and to see if safety devices and machine guards are working?

Is Personal Protective Equipment (PPE) — glasses, gloves and lab coats — available and required to be used when using shop equipment?

Are students required to pass written "safety tests" before being allowed to operate specific pieces of equipment? (Keep test results on file to show safety training activities.)

Satisfactory Needs Attention Not Applicable Action To Be Taken

Is repair work or instruction of automotive brake or steering systems limited to non-titled vehicles, bench models or mockups? (No brake or steering work should be performed on school-owned or privately owned vehicles due to increased liability exposures.)

Classrooms in General:

Are straps or anchors used to secure televisions on carts to help prevent TVs from tipping off of carts? (This will help reduce the potential for equipment shifting or falling. Serious injuries and fatalities have occurred to children in situations where televisions fell off portable carts.)

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



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 visit our website at www.churchmutual.com to see all of the no-cost safety materials we offer. It's just another service you can expect from the company that specializes in protecting religious organizations of all denominations, as well as public, private and religious-affiliated schools, camps and conference centers and senior living facilities — Church Mutual Insurance Company.



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