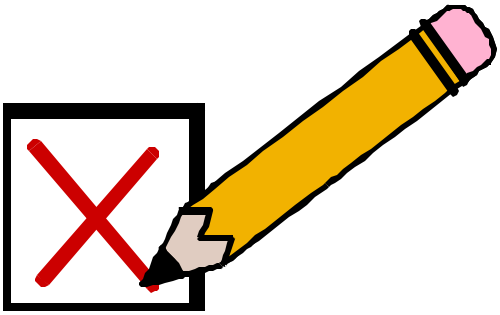
School Safety Review Checklist



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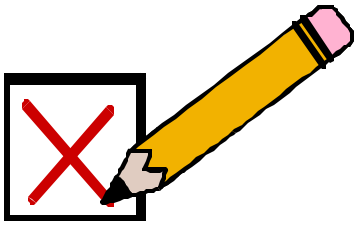

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Introduction

The School Safety Review Checklist is an important component of the broader school crisis resources that have been developed by the Vermont School Crisis Planning Team. The Team is comprised of members from the law enforcement, emergency management, health, and education organizations who have worked throughout the year to update school and emergency service resources.

The School Safety Review Checklist is intended to be used in conjunction with the **Vermont School Crisis Guide**, which can be accessed from the Vermont Department of Education Web site at: http://www.state.vt.us/educ/new/html/resources/model_policies/crisis_guide_04.html.

School leaders can improve school safety and help reduce the risk to students and staff by annually conducting buildings and grounds safety review and correcting any deficiencies that are identified.

It is understood that this document needs to be tailored to the varying needs and size of Vermont schools. Therefore, we encourage you to take advantage of the electronic format and revise the Safety Checklist to meet your particular circumstances.

You will find additional safety resources on the Vermont Department of Health Web site at: http://www.healthyvermonters.info/hp/act125/envisionplan.shtml. There you will find the Environmental Health Plan, entitled “Envision”.

The School Safety Review Checklist will be most effectively used if members of the local fire department and law enforcement work together with school leaders and maintenance personnel to complete an annual safety review.

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BUILDING AND GROUNDS

Air Quality/Ventilation	YES	NO	N/A
1. See EPA "Tools For Schools" checklists and logs. Also available in VT Department of Health "Envision" program guide distributed June 2002.			
2.			
3.			

Art Room	YES	NO	N/A
4. Are all chemicals (paints, fixatives, paint remover and thinner, etc.) properly stored?			
5. Are all chemicals properly labeled?			
6. Are fire blankets readily accessible in the event of an emergency?			
7. Are kilns properly ventilated and isolated from children?			
8. Are sinks in proper working order?			
9. Are sharp objects (e.g., scissors, exacto knives, etc.) stored safely?			
10. Is the chemical inventory list complete, updated and kept in the storage room?			
11. Is the storage room continuously ventilated?			
12.			
13.			

Auditorium	YES	NO	N/A
14. Are all channel controls on any light board still operational?			
15. Are all dimmer packs still operational?			
16. Are all exit doors and hardware in proper working order?			
17. Are any asbestos leads present on old theatrical lighting units?			
18. Are any non-theater rated extension cords serving as permanent fixture wiring?			
19. Are any such extension cords attached to pipes above the stage?			
20. Are backstage and storage shelves bolted to the wall?			
21. Are exit signs and emergency lights in working order?			
22. Are fixed seats in good repair and fastened securely to the floor?			
23. Are floors, walls ceilings and windows in good repair and clean?			
24. Are seats in good repair?			
25. Are stage areas in good repair, e.g., safeties on winches, wire ropes to hold screens, safety chains on lights, screens, backdrops, etc., as needed?			
26. Are storage areas neat, orderly, and code compliant?			
27. Are there an adequate number of suitably located electrical outlets to permit the use of audio-visual equipment as needed? Extension cords should not be used as permanent fixture wiring.			
28. Do all electrical boxes have covers and are all switches and electrical outlets in good condition?			
29. Does the auditorium have at least two exits leading to separate areas?			
30. Have the stage lighting and curtain riggings been inspected by a qualified outside firm recently to determine if all items are safe and secure? (It is recommended that this be done biannually if possible)			

Auditorium (cont.)	YES	NO	N/A
31. Is rated hardware, properly installed, present on all wire-rope cable terminations on all pipes, curtains and scenery suspended overhead?			
32. Is the dimmer capacity of each circuit currently in use higher than the amount of rated wattage of all lighting units plugged into that circuit combined?			
33. Is there an adequate number of suitably located electrical outlets to permit the use of audiovisual equipment as needed? Extension cords should not be used as permanent fixture wiring.			
34. Is there any evidence of overheating, cracking, arcing, or failed strain relief present on theatrical lighting connectors?			
35.			
36.			

Band Room	YES	NO	N/A
37. Are instruments and other instructional equipment properly stored?			
38. Are acoustical panels properly secured to walls and ceilings?			
39. Are stairs or raised platforms free of trip hazards?			
40.			
41.			

Bathrooms	YES	NO	N/A
42. Are exhaust fans working as designed?			
43. Are handicapped sinks equipped with pipe covers for supply and sewer lines?			
44. Are handrails in handicap toilet areas secured to the wall or floor?			
45. Are light fixtures in proper working order with lenses covering any exposed bulbs?			
46. Are mirrors free of cracks and properly anchored?			
47. Are stalls and door hardware in proper working order?			
48. Are the floors, walls and ceilings in good repair?			
49. Are the windows in good repair and operating condition?			
50. Are toilet fixtures and sinks in good repair?			
51. Are toilet seats in good condition, free of cracks and splits?			
52. Are unused fixture drains sealed or capped?			
53. Do floor drains receive at least a quart of water each week? (Plumbing traps on seldom used fixtures and floor drains may dry out unless they receive water at least once a week. Dry traps may allow sewer gas, a potentially explosive mixture, to enter the building.)			
54. Is hot water controlled to avoid scalding?			
55.			
56.			

Building Exterior and Grounds	YES	NO	N/A
57. Are air intakes located away from standing vehicles?			
58. Are all trash and recycling dumpsters equipped with plastic covers in place of steel covers that could cause injury?			

Building Exterior and Grounds (Cont.)	YES	NO	N/A
59. Are all trash and recycling dumpsters located outside of child travel areas?			
60. Are barrier chains, cables and boards clearly marked to prevent tripping?			
61. Are crossing guards using the hand-held stop sign?			
62. Are directional signs and poles in good repair?			
63. Are doors, windows, exterior vents, hatches and chimneys secured?			
64. Are drainage catch basin covers properly secured and free of debris?			
65. Are dry grasses and weeds removed from close building proximity?			
66. Are exterior walls and trim in good repair?			
67. Are outdoor lighting fixtures securely mounted and in good repair?			
68. Are parking lot light poles secure and plumb?			
69. Are roofs in good repair?			
70. Are speed limits posted at all entrances?			
71. Are the sidewalks in good repair?			
72. Are vehicular traffic controls adequate on school grounds and are there provisions for pedestrian safety?			
73. Are walkways cleared of snow and ice during periods of inclement weather?			
74. Are wood chip bunkers safely labeled and out of access to students and staff?			
75. Has pressure-treated wood been removed or replaced, or at least sealed annually with a penetrating sealant, to minimize exposure to chemicals?			
76. Have precautions been taken concerning any sharp projections?			
77. If the school provides crosswalk guards or safety patrols, does it do so in compliance with 16 V.S.A. §1482 with respect to accident insurance and supervision?			
78. Is proper training provided to crossing guards and is crossing guards supervised in support of safety standards?			
79. Is the pavement or gravel free of potholes?			
80. Is there adequate fire department access to the building (request fire department to check area)?			
81. Is there adequate parking lot lighting?			
82. Propane tanks of any size must be at least 20 feet from any external source of ignition, open flame, window A/C, compressor, etc. and 125-500 must be at least ten feet from building and 501-200 gallon up need to be at least 25 feet from the building.			
83. Would speed bumps enhance pedestrian and driver safety?			
84.			
85.			

Classrooms	YES	NO	N/A
86. Are all lighting fixtures securely mounted, and in good condition and clean?			
87. Are any chemicals that are stored in classrooms out of the reach of children and accompanied by an MSDS sheet?			
88. Are aquariums and stands properly secured and anchored?			
89. Are bookcases securely fastened to the wall or floor?			
90. Are ceiling panels or plaster in good condition?			
91. Are desks, chairs and tables in good repair?			
92. Are divisional folding doors in proper working condition?			

Classrooms (Cont.)		YES	NO	N/A
93.	Are electrical outlets and switches in working order with covers present?			
94.	Are fire drill escape plan signs provided and up to date?			
95.	Are fire extinguishers located in readily accessible positions?			
96.	Are floors in good condition and not slippery?			
97.	Are lighting fixtures in good repair and are exposed bulbs covered with lenses?			
98.	Are overhead shelves properly loaded? (Heavy objects should always be loaded at floor level. Chemicals should never be loaded at eye level.)			
99.	Are potential hazards eliminated, such as uncovered extension cords across aisles, improperly grounded electrical equipment, Venetian blinds in poor repair, etc.?			
100.	Are radiators or steam piping properly insulated or covered to prevent burns?			
101.	Are shelves bolted to the wall?			
102.	Are televisions and VCRs properly anchored to carts to prevent tipping?			
103.	Are the exit and classroom doors and hardware in proper working order?			
104.	Are wall-mounted projection screens in proper working order and properly secured to the wall?			
105.	Are windows and shades in proper working order and glass free of cracks?			
106.	Do all electrical boxes have covers, and are all switches and electrical outlets in good condition?			
107.	Is adequate aisle space provided such that a quick exit of students is possible?			
108.	Is the ceiling height at least eight feet?			
	Is the number of electrical outlets adequate to permit the use of classroom equipment without requiring the permanent use of extension cords?			
109.	Is there any loose or peeling paint present?			
110.	When classes are in session, is access to classroom doors to the schoolyard, fire escape, corridors or connecting with other classrooms clear at all times?			
111.	Where appropriate, are fire blankets readily accessible for emergency use?			
112.				
113.				

Corridors		YES	NO	N/A
114.	Are all elevation differences between floors clearly defined and properly lighted?			
115.	Are all fire alarm horns in good repair and audible in all areas?			
116.	Are all windows in proper working order and free of cracks?			
117.	Are emergency lights in proper working order?			
118.	Are exits marked with properly working illuminated “EXIT” signs?			
119.	Are light fixtures in proper working order and exposed bulbs covered with lenses?			
120.	Are proper walk-off mats provided by exterior doors to prevent slip and falls?			

Corridors (Cont.)	YES	NO	N/A
121. Are radiators and steam piping properly covered or insulated to prevent burns?			
122. Are sanitary drinking fountains provided?			
123. Are student lockers in good repair and present no sharp edges to users or passersby?			
124. Are switches and electrical outlets in good condition and do all electrical boxes have covers?			
125. Are the corridors free of storage items?			
126. Are the floors, walls and ceilings clean and in good repair?			
127. Is the corridor appropriately lighted to safe levels?			
128.			
129.			

Crisis Plans/Emergency Preparedness	YES	NO	N/A
130. Are emergency drills practiced in accordance with Vermont Statutes Annotated?			
131. Does the school maintain a crisis plan to address such potential crises as fire, floods, bomb threat, civil disturbance, bus accidents, intruders, etc.?			
132. Is the plan comprehensive?			
133. Is the plan coordinated with local emergency personnel?			
134. Is the plan updated and tested annually?			
135.			
136.			

Custodial Services/Housekeeping/Maintenance	YES	NO	N/A
137. Are all areas kept clean, orderly and sanitary?			
138. Are all custodians properly trained to identify potential or demonstrated safety or health hazards?			
139. Are all spray bottles with cleaning chemicals properly labeled?			
140. Are areas around slop sinks dry and slip free?			
141. Are blood borne/vomit spill kits provided and accessible?			
142. Are cleaning materials properly and securely stored?			
143. Are GFCI extension cords used during wet cleaning and floor stripping operations?			
144. Are recycling hoppers with tops in good repair?			
145. Is combustible waste removed frequently?			
146.			
147.			

Exits	YES	NO	N/A
148. Are "EXIT" signs illuminated and maintained as required?			
149. Are all emergency exits clearly labeled and free of all obstructions?			
150. Are directions for exiting the buildings in case of an emergency posted by the exits in each building?			
151. Are emergency exits kept unlocked at all times?			
152. Are fire and emergency exiting drills conducted?			

Exits (Cont.)	YES	NO	N/A
153. Are fire doors free of unauthorized door hold open devices such as wooden wedges?			
154. Is emergency lighting provided and maintained in required areas?			
155.			
156.			

Family and Consumer Sciences Room	YES	NO	N/A
157. Are emergency gas shut-offs for all appliances readily accessible and well marked?			
158. Are students instructed in the proper use and storage of all sewing equipment (pins, scissors, needles, etc.)?			
159.			
160.			

Floors	YES	NO	N/A
161. Are "WARNING" signs placed around wet floor areas?			
162. Are all floor coverings (e.g., rugs, mats, etc.) firmly attached and do they have non-slip surfaces?			
163. Are all floor surfaces in good repair and free of obstructions or hazards to traffic flow such as loose or raised carpet edges, flaking or chipping of concrete, missing floor tiles, broken stair edges, objects left on the surface, etc.?			
164. Are concrete floors covered with a resilient floor covering where appropriate?			
165. Are entrance way floor mats, on a non-slip surface and regularly cleaned, used during periods of inclement weather?			
166. Are tripping hazards eliminated, e.g., threshold plates in good condition, absence of electrical cords on floors, etc.?			
167. Is housekeeping adequate, e.g., floor waxing/polishing applied properly and at appropriate times during the day, adequate sweeping and pick-up procedures, etc.?			
168. Is other inclement weather protection provided, e.g., safety strips, de-icers, etc.?			
169.			
170.			

Heating/Furnace Room/Boiler Room	YES	NO	N/A
171. Are building temperatures maintained within the range of 68-72 degrees throughout the school year?			
172. Is the room clean and free of clutter?			
173. Is the heating plant in good repair?			
174. Is the stack pipe from the heating plant to the chimney securely supported, in good condition, and tightly fitted to the heating plant and chimney?			
175. Is there safe storage of flammables such as gasoline, spirit fluid, etc. in the furnace/boiler room?			
176. Is the furnace boiler room free of surface water?			

Heating/Furnace Room/Boiler Room (Cont.)	YES	NO	N/A
177. Is a securely mounted fire extinguisher kept in the furnace/boiler room in a readily accessible location?			
178. Do all electrical boxes have covers?			
179. Are emergency shut-off switches for burners located outside the furnace/boiler room and readily accessible?			
180. Is the furnace/boiler room protected with a sprinkler system for automatic fire suppression?			
181. Are all "shutoff" clearly marked?			
182. Are pressure relief devices on boilers properly exercised and logged?			
183. Are boilers inspected regularly by an outside firm for proper combustion and efficiency?			
184. Are all wood chip bunkers and augurs properly guarded?			
185. Are fresh air louvers clean and properly operating?			
186. Are light fixtures in proper working order?			
187. Are all steam or hot water pipes properly insulated to prevent burns?			
For Boiler Rooms Only	**YES**	**NO**	**N/A**
188. Is the boiler inspection certificate current and prominently displayed?			
189. Does the boiler room form a complete fire-resistant enclosure for the heating plant, with no holes in the walls and ceilings?			
190. Is the boiler room locked at all times to prevent unauthorized access?			
191.			
192.			

Kitchen and Cafeteria	YES	NO	N/A
193. Are accident procedures and training reviewed annually?			
194. Are all floor drains checked periodically to ensure the water level in the trap is sufficient to prevent the effluent of noxious gases?			
195. Are auto hood suppression systems inspected and certified by an outside firm on a regular basis?			
196. Are chairs, tables, and other items of equipment in the kitchen in good repair?			
197. Are cleaning chemicals mixed in well ventilated areas, with proper personal protection, such as gloves, goggles and aprons?			
198. Are compressors and motors clean, well-ventilated, free of combustibles and serviced regularly?			
199. Are cooking units and deep fat fryers equipped with a metallic hood and duct system which is also vented to the outside of the building?			
200. Are dishwashers properly de-scaled?			
201. Are door and window units in good working order?			
202. Are electrical outlets and switches in good working order with covers in place?			
203. Are employees instructed to pick up or clean up all dropped items and spillage?			
204. Are employees properly instructed in the use of equipment, knives, etc.?			
205. Are employees trained in the use of automatic and portable fire extinguishing devices?			
206. Are exit signs and emergency lighting in proper working order?			
207. Are floors in good repair and made of nonskid material?			
208. Are floors, walls, ceilings and windows in good repair and cleaned?			
209. Are gas appliances in good repair (fumes, etc.)?			

Kitchen and Cafeteria (Cont.)	YES	NO	N/A
210. Are heavy items stored on lower shelves in storage areas?			
211. Are knives and other utensils in good condition and stored properly, e.g., on racks, hooks, marked drawer, etc.?			
212. Are light globes or bulbs equipped with covers to protect the food from glass contamination in all areas of the kitchen? This would include walk-in boxes, cooking surface hoods and food storage rooms.			
213. Are pressure cookers cleaned, maintained, and inspected regularly?			
214. Are proper lifting techniques taught?			
215. Are proper sanitation procedures practiced (proper food handling, use of gloves, trash disposal, hand washing, etc.)?			
216. Are rolling steel or aluminum doors in proper working order?			
217. Are signs of rodents and other pests absent from the kitchen?			
218. Are spills cleaned immediately?			
219. Are storage shelves at a proper height for cleaning and sanitation purposes?			
220. Are storage shelves properly secured?			
221. Are the cleaning chemicals stored separately from the food storage area? Cleaning chemicals should be mixed in well ventilated areas, with proper personal protection, such as gloves, goggles and aprons.			
222. Are the filters in the hood system free of grease accumulation and are the cleaned regularly?			
223. Are the portable fire extinguishers annually inspected and certified?			
224. Are there clean-out openings in the duct system?			
225. Are there compatible fire extinguishers in the kitchen area, wall mounted and at least one near the exit? (Use only BC-type fire extinguishers on kitchen equipment fires with a dry chemical hood suppression system.)			
226. Are there glass shields and metal cages surrounding lights?			
227. Are vapor-proof lights provided in refrigerators and range hoods and in good repair?			
228. Are walk-in refrigerator doors so situated that they do not swing in main aisles or work areas?			
229. Are walk-off mats provided in serving and tray-washing areas to prevent slips and falls?			
230. Can the doors to the walk-in boxes be opened from inside the box?			
231. Do floors have non-skid surfaces?			
232. Does the automatic fire suppression system employ an automatic fuel/electric shutoff to the cooking units?			
233. Does the automatic fire suppression system have a means of manual activation?			
234. Is all electrical equipment properly grounded?			
235. Is all mechanical equipment, such as choppers, slicers, etc., properly guarded at the point of operation and in good repair? Are unauthorized personnel and students kept away? Does proper operation training exist for users?			
236. Is proper food rotation practiced?			
237. Is staff trained to respond to a student who is choking?			
238. Is the automatic fire suppression system properly located to provide adequate protection over the cooking surfaces?			
239. Is the cooking unit hood equipped with metallic filters?			
240. Is the dishwasher wash temperature in the range of 140-150 degrees F?			

Kitchen and Cafeteria (Cont.)	YES	NO	N/A
241. Is the exhaust fan adequate to remove smoke and vapor?			
242. Is the hood, duct and duct exit area free of grease accumulation?			
243. Is the housekeeping satisfactory?			
244. Is the rinse temperature at least 180 degrees F?			
245. Is the volume and pressure of the hot and cold water supplies adequate for normal kitchen operations?			
246. Is the working area adequately lighted?			
247. Is there a separate temperature high limit control for each deep fat fryer?			
248. Is there adequate seating capacity and ventilation for the maximum occupancy normally experienced?			
249. Is there an automatic fire suppression system located in the hood and duct?			
250. On gas appliances, are the gas line shut-off valves readily accessible near each appliance?			
251.			
252.			

Mechanical and Electrical Equipment	YES	NO	N/A
253. Are areas around electrical panels free of debris, stored equipment and supplies?			
254. Are electrical loads placed on individual outlets or power strips, etc., and maintained below the rated load of these individual components?			
255. Are electrical motors kept clean and lubricated?			
256. Are electrical motors with exposed pulleys and belts covered with appropriate safety guards?			
257. Are electrical panel switches and/or circuit breakers labeled to indicate the equipment they control?			
258. Are electrical panels free of exposed wires or terminals?			
259. Are electrical panels locked with secured covers?			
260. Are electrical receptacles in close proximity to sinks, wet areas, pipes or other grounded equipment protected by ground fault circuit interrupters?			
261. Are portable electric heaters equipped with automatic shut-off devices?			
262. Do all electrical boxes have covers, and are switches and electrical outlets in good condition?			
263. Is the building free of permanent use of extension cords in lieu of fixed wiring?			
264. Is your building free of non-code electrical wiring and equipment?			
265.			
266.			

Multi-Purpose Room	YES	NO	N/A
267. Are floors, walls ceilings and windows in good repair and clean?			
268. Are folding divider doors in good working order and regularly inspected?			
269. Are seats in good repair?			
270. Are storage areas neat, orderly, and code compliant?			
271. Are the exit doors properly marked with signage?			

Multi-Purpose Room (Cont.)	YES	NO	N/A
272. Are there an adequate number of suitably located electrical outlets to permit the use of audio-visual equipment as needed? Extension cords should not be used as permanent fixture wiring.			
273. Are walls, columns or protrusions properly padded to prevent injuries during use for physical education?			
274. Do all electrical boxes have covers and are all switches and electrical outlets in good condition?			
275. Is there adequate seating capacity for the maximum occupancy normally experienced?			
276.			
277.			

Playgrounds	YES	NO	N/A
278. Are all hooks and rings closed tightly?			
279. Are all moving parts oiled and moving smoothly?			
280. Are all sharp, protruding edges or broken parts eliminated? Are bolt ends capped or cut flush? Are all nuts and bolts tight?			
281. Are bicycle parking racks provided for use?			
282. Are crawlspaces and openings in playground equipment uncluttered and large enough to permit free passage by an adult?			
283. Are fences free of sharp edges, holes or other damage?			
284. Are garbage/debris containers covered and placed away from the playground area to adequately contain the contents?			
285. Are low-hanging tree branches removed from the playground area?			
286. Are painted and preserved surfaces in good and safe condition?			
287. Are play areas free of surface irregularities such as holes, sprinkler heads or worn depressions?			
288. Are playground areas free of vehicular traffic and foot traffic, when potentially dangerous activities are underway?			
289. Are playground areas provided with continuous supervision during school hours and a reasonable period before and after school?			
290. Are playground paved surfaces free of loose gravel and debris?			
291. Are playground surfaces free of excess water buildup?			
292. Are sandboxes clean of debris and covered at night to prevent access by animals?			
293. Are surfaces located beneath and around playground equipment of a resilient type?			
294. Are swings hung at least 18" apart from each other?			
295. Do climbers have tight steps or rungs, slip-resistant surfaces, and no cracks or rusted areas?			
296. Do slides have tight platforms and railings, smooth and secure slide entrances, slip-resistant stairs or rungs, and no cracks or rusted areas that can snag clothing?			
297. Do swings have flexible seats, tightly knotted ropes or strong chains, and sturdy supports and frames?			
298. Has all pressure-treated lumber been removed?			
299. Has unsafe and/or obsolete playground equipment been removed from use? (e.g. old wooden teeter-totters, wooden swing seats, high unrailed metal slides, dome-style jungle gyms, etc.)			
300. Is all equipment anchored firmly? Are footings below ground surface and not exposed?			

Playgrounds (Cont.)		YES	NO	N/A
301.	Is all playground equipment inspected regularly?			
302.	Is playground equipment over 30" high (except for swings) installed over an eight-foot obstruction-free fall zone of resilient surfacing material around the equipment perimeter?			
303.	Is the playground area free of hazardous debris such as broken glass?			
304.	Is the playground equipment in good condition and free of hazards? Wear and tear on the equipment will manifest itself in many ways. Check swings for worn or broken seats, worn chain links or worn "S" Hooks. Slides should be checked for exposed metal edges or loose nuts and bolts. Wooden equipment should be checked for deterioration and splintering.			
305.	Is the playground properly fenced where it borders on streets, railroad tracks, bluffs, groundwater sources or private property?			
306.	Is the swing fall zone two times the height of the swing cross beam to both front and back of the equipment? The fall zone should be obstruction-free and should consist of resilient surfacing material?			
307.				
308.				

School Buses		YES	NO	N/A
309.	Are school buses maintained and serviced with maintenance records kept on file?			
310.	Are the driver licenses of all new drivers verified before they are allowed to operate vehicles transporting students?			
311.	Are the licenses of all drivers checked at least annually to ensure that the individual still has a valid driver's license, and are records kept of the checks?			
312.	Are there rules for students to follow to have a safe ride to and from school?			
313.	If so, does the training include bus safety curriculum for both classroom and practical instruction, methods for assessing attainment of school bus safety competencies, and age-appropriate instructional materials? Is the program adaptable for students with disabilities?			
314.	Is there student training for conduct on and around/ near the school bus?			
315.				
316.				

School-to-Work Off-Site Safety Checklist		YES	NO	N/A
317.	Are students briefed on safety concerns before undertaking off-campus school to work activities?			
318.	Are students engaged in off-campus school to work activities where they are not directly supervised by a school employee?			
319.	Are students transported to such programs by means other than a school bus?			
320.	Do school automobile insurance policies cover vehicles not owned by the school and driven by school staff or volunteers?			
321.	Do staffs perform on-site safety inspections of off-campus school-to-work job sites?			

School-to-Work Off-Site Safety Checklist (Cont.)	YES	NO	N/A
322. Do the insurance policies maintained by the school exclude coverage for off-campus school to work activities?			
323. For those who may be driving students to such programs, have there been checks of the person's driver's license, car registration, and automobile insurance?			
324. If any gaps in coverage exist for such activities including gaps in such areas as general liability, accident, catastrophic and workers' compensation, are there efforts underway to fill them?			
325. If so, does the school maintain policies regarding transportation of students in vehicles not owned by the school?			
326. Is any background screening undertaken regarding those who may be supervising students in off-campus school to work placements?			
327. Is the school's insurance carrier aware of these activities?			
328.			
329.			

Science Laboratories	YES	NO	N/A
330. Are all biological hazards identified, labeled, stored and disposed of according to the OSHA Blood Borne Pathogen Standard?			
331. Are all original containers of chemicals properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical			
332. Are appropriate chemical spill clean-up kits available (brooms, pillows, naturalizers, absorbents) in the storage room and/or laboratory?			
333. Are areas available for working (burning, heating, using hot plate, mixing, etc.) other than in the stock room?			
334. Are chemical fume hoods in proper working order?			
335. Are chemical spill clean-up kit provided in laboratories in working order?			
336. Are chemicals kept at a sufficient operating level, e.g., not over-stocking?			
337. Are chemicals stored according to their chemical properties? Those chemicals having hazardous properties must be stored in special protective cabinets. Incompatible chemicals should be stored separately.			
338. Are emergency gas valves properly labeled and in good working order?			
339. Are fire blankets provided in laboratories in working order?			
340. Are first aid materials kept in adequate supply and readily available?			
341. Are heavy items stored on lower shelves?			
342. Are lab table electrical and GFCI outlets in good working order?			
343. Are ladders available in storage room if needed?			
344. Are large containers of acids stored together on bottom shelves or in an acid storage closet?			
345. Are shelves securely fastened to the wall?			
346. Are water reactive substances stored where they are isolated and will not get wet?			
347. Is all electrical equipment properly grounded?			

Science Laboratories (Cont.)		YES	NO	N/A
348.	Is emergency eye wash and shower equipment readily available for each laboratory and checked periodically to ensure that they are in operational condition?			
349.	Is eye protection available and worn when needed?			
350.	Is the amount of glassware and chemicals kept to a minimum in work areas?			
351.	Is the chemical inventory list complete, updated and kept in the chemical storage room?			
352.	Is the chemical storage room continuously ventilated?			
353.	Is the housekeeping satisfactory?			
354.	Is the number of students in a laboratory class equal to or less than the number of lab stations?			
355.	Is the ventilation adequate for the work performed?			
356.	Is there a mercury spill kit available?			
357.	Is there a protocol in place to address mercury spill which includes contact of the Vermont Department of Health?			
358.	Is there a safety orientation for all students using the facilities?			
359.	Is there an easily accessible approved wall-mounted fire extinguisher available in the laboratory/storage area?			
360.				
361.				

Stairwells		YES	NO	N/A
362.	Are all handrails in good repair and provided on both sides?			
363.	Are ceiling tiles or plaster in proper repair?			
364.	Are doors and hardware in good working order?			
365.	Are emergency lights and exit signs in good working order?			
366.	Are handrails provided on stairways?			
367.	Are landings kept free of storage materials, equipment, etc.?			
368.	Are ramps provided with nonskid surface and in good condition?			
369.	Are stair treads properly anchored and not worn or torn?			
370.	Are treads in good repair and nonskid material?			
371.	Are windows in good working condition and free of cracks?			
372.	Is housekeeping adequate, e.g., floor covering properly applied, adequate sweeping and pick-up procedures, etc.?			
373.	Is lighting in the stairwells adequate to eliminate shadows and glare?			
374.	Is storage allowed under the stairs?			
375.				
376.				

Technical Education Areas		YES	NO	N/A
377.	Are all emergency stop bars, safety trip controls, “E” stops or switches on hazardous machines marked in red?			
378.	Are all light fixtures in proper working order with lenses or guards covering exposed light bulbs?			
379.	Are all machines properly guarded and are guards and machines in good repair (points of operation, belts, gears, etc. guarded)?			

Technical Education Areas (Cont.)		YES	NO	N/A
380.	Are all students properly instructed concerning the use of compressed air for cleaning? Compressed air must never be used to clean dust, chips, etc. from clothes or the body. Proper eye and body protection must be worn when using compressed air for cleaning machinery, etc.			
381.	Are all table saws and other woodworking equipment that are "hard-wired" to the power source equipped with magnetic starting switches?			
382.	Are all table saws equipped with a functional guard that prevents exposure to the blade during use?			
383.	Are all table saws equipped with the "splitter" and "kick-back" preventing devices?			
384.	Are all tools maintained in a safe condition?			
385.	Are compressed gas cylinders properly anchored to the wall or floor to prevent accidental tipping?			
386.	Are dry chemical type fire extinguishers provided close to the storage or handling areas of compressed gas cylinders?			
387.	Are electrical outlets, switches and emergency shut-off switches in proper working order with covers present?			
388.	Are emergency lights and exit signs in good working order?			
389.	Are flammable substances stored in metal containers designed for such use?			
390.	Are heavy items stored on floor or bottom shelves?			
391.	Are ladders provided in good condition and in compliance with OSHA standards?			
392.	Are ladders provided where needed in storage area?			
393.	Are machines affixed to the floor properly secured to prevent "walking" or moving?			
394.	Are nonskid floor surfaces provided by or near machines?			
395.	Are oily or greasy rags disposed of in designated, self-closing containers?			
396.	Are oxy/acetylene kits provided with hose flame flashback devices?			
397.	Are personal items of clothing, such as rings, ties, etc., removed before operating equipment?			
398.	Are pressurized cylinders secured and canned properly?			
399.	Are push sticks or blocks provided to hold or guide work when close to mechanical cutting tools?			
400.	Are safety devices on car lifts in good working order?			
401.	Are self closing containers (safety cans) available for storage of flammable liquids in use?			
402.	Are shelves adequate for intended load and securely fastened to walls?			
403.	Are storage materials properly stacked or stored to prevent toppling of heavy items when accessed?			
404.	Are students and employees trained about the use of hazardous chemicals and equipment prior to use?			
405.	Are switches and other danger areas on machines, etc. color coded?			
406.	Are tool rests adjusted to no more than 1/8 inch clearance?			
407.	Are welding curtains provided in the welding area?			
408.	Has pressure-treated wood been eliminated from the program and from the facility?			
409.	Is adequate space available for safe operation, e.g., machines and equipment not crowded and arranged properly?			
410.	Is all electrical equipment properly grounded and in good repair?			

Technical Education Areas (Cont.)	YES	NO	N/A
411. Is housekeeping adequate, e.g., proper storage, clear aisle space, proper furniture and equipment arrangement, etc.?			
412. Is personal protective equipment - apron for welding, provided and utilized?			
413. Is personal protective equipment - eye protection, goggles, welding hoods, etc. provided and utilized?			
414. Is personal protective equipment - gloves, provided and utilized?			
415. Is personal protective equipment - respirators, provided and utilized?			
416. Is proper ventilation provided for toxic vapors, e.g., solder, paint, etc.?			
417. Is the shop adequately ventilated?			
418. Is there a safety orientation for all students using the facilities?			
419.			
420.			

Underground Storage Tanks	YES	NO	N/A
421. Do all underground storage tanks on the premises comply with the requirements of the Vermont UST Regulations? The Vermont regulations are promulgated by/ may be obtained from the Department of Environmental Conservation.			
422.			
423.			

ATHLETIC FACILITIES AND EQUIPMENT SAFETY REVIEW

Athletic Facilities		**YES**	**NO**	**N/A**
424.	Are appropriate handrails or perimeter railings installed on all spectator seating facilities that may require such protection?			
425.	Are floors in the shower areas regularly cleaned and not slippery?			
426.	Are lockers in good working order, properly secured and with no jagged edges present?			
427.	Are shower and/or training rooms provided with mechanical means for exhausting odors and humid air in good working order and kept on at all times when the room is in use?			
428.	Are the bleachers in good condition and structurally adequate, both indoors and outdoors? Loose bolts, nuts or rusted parts, splintered boards, damaged railings, etc. are typical items to periodically check.			
429.	Are the conditions of the playing fields satisfactory, e.g., no holes, rocks, glass, etc.?			
430.	Are the sinks and shower hot water controls working properly?			
431.	Have bleachers been inspected recently by outside experts to confirm structural soundness? (It is recommended that this be done at least once every two years.)			
432.	Is athletic equipment properly stored?			
433.	Is padding provided around the bottom area of the basketball backboards mounted on the playing surface?			
434.	Is there adequate lighting in locker rooms?			
435.	Is use of playing surfaces following chemical applications restricted?			
436.				
437.				

Baseball/Softball/ Soccer/Lacrosse/Field Hockey		**YES**	**NO**	**N/A**
438.	Are fences collapsible?			
439.	Are fields cleared when there is the threat of lightning?			
440.	Are goal posts properly padded and in working order?			
441.	Are outdoor playing surfaces inspected regularly to assure that rocks, glass, uneven surfaces, holes, sprinkler heads, loose lids or uncovered valve boxes, excessive wet areas, or other hazards are not present?			
442.	Are properly designed, constructed and counter-weighted soccer goals used?			
443.	If there is a fence enclosing the outfield, is there a warning surface or clearly marked area that indicates to a running player that he or she is almost to the fence?			
444.	Is the vehicle parking area located a sufficient distance to prevent windshield damage to parked cars?			
445.	Is there a protective backstop or high fence placed between home plate and the spectator area?			
446.				
447.				

Basketball		**YES**	**NO**	**N/A**
448.	Are all clocks, lights and windows properly protected against breakage?			

Basketball (Cont.)	YES	NO	N/A
449. Are breakaway rims used (which are recommended) or are the rims at least firmly attached?			
450. Are folding basketball backstops/boards secured with safety straps or safe locks?			
451. Have crank-up backboards been inspected recently?			
452. Is padding provided around the bottom area of the basketball backboards mounted on the playing surface?			
453. Is the area behind the backboards free of glass or unprotected solid walls?			
454.			
455.			

Cheerleading	YES	NO	N/A
456. Are trained “spotters” required and used on routines that may be considered hazardous?			
457. Has your school adopted the policy to eliminate pyramiding functions performed by the cheerleaders?			
458.			
459.			

Coaches	YES	NO	N/A
460. Are coaching staff and trainers certified in first aid and CPR?			
461. Is there a need for crowd control at athletic events, and, if so, is it provided?			
462.			
463.			

Gymnasium	YES	NO	N/A
464. Are obstructions removed before playing games, gymnastics, wrestling, etc.?			
465. Are the bleachers in good condition and structurally adequate, both indoors and outdoors? Structural soundness of the bleachers should be confirmed by a structural engineer at least every two years.			
466. Are the floors in good condition?			
467. If metal halide or mercury vapor lamps fixtures are used, are they protected or screened from damage and regularly inspected to determine whether the outer protective bulb is perforated, cracked or missing? (These deficiencies can result in exposure to dangerous ultraviolet light and severe health consequences such as conjunctivitis and skin burns.)			
468. Is gymnasium equipment in good condition?			
469. Is lighting adequate for all events occurring in the gymnasium?			
470.			
471.			

Gymnastics	YES	NO	N/A
472. Are climbing ropes properly secured and in good working order?			
473. Are portable walls on their tracks, secured and in good working order?			
474. Are sufficient mats, in good condition, maintained around the balance beam, parallel bars, horse and trampoline in the gymnastic area?			
475. Are walls padded where appropriate?			
476. Do all gymnastic functions have adequate “spotters” to assist in the activities?			
477. Is gymnastic equipment in good condition, properly installed and secured?			
478. Is the use of gymnastic equipment always supervised or, if not in use, stored in a locked room where it is not available for unauthorized or unsupervised use?			
479.			
480.			

Student Athletes	YES	NO	N/A
481. Are all participants (and parent(s) if the participant is a minor) required annually to sign a detailed warning and consent form prior to participation in each sport?			
482. Are all participants required to have a pre-participation physical examination prior to participation in any sport?			
483. Are students given safety orientation for all athletics/physical education activities? Does the coach or athletic director discuss the warnings associated with each sport to all participants prior to the first workout?			
484.			
485.			

Swimming Pools	YES	NO	N/A
486. Are all electrical receptacles close to grounded objects or near wet or damp areas protected by GFCI devices?			
487. Are proper safeguards in place to ensure the pool is not used at all times when it is unsupervised?			
488. Are swimming pool rules and warning signs properly posted?			
489. Are the facilities provided with the proper and well-maintained rescue equipment?			
490. Are the swimming pool ladders and guard stands constructed of suitable materials and maintained in a safe condition?			
491. Are trained and approved pool supervisors provided at all times the pool is being used?			
492. Does the swimming pool area have a non-slip surface?			
493. Is the chemical balance maintained at the recommended level?			
494. Is the chlorine system changed or serviced only during facility non-use hours?			
495. Is the chlorine system inspected periodically to ensure proper functioning?			
496. Is the water depth clearly marked around the swimming pool area?			
497.			
498.			

Track and Field	YES	NO	N/A
499. Are field events suitably roped off to separate the spectators from any landing or impact areas, allowing for an adequate safety zone in the event of a misdirected throw?			
500. Is it the policy of the school to have an official in charge to ensure that no one throws an implement until the officials have completed the measurement of the previous throw and further ensures that no spectators or other participants have entered into the impact area?			
501. Is there sufficient and safe space between each field event, including javelin, shot-put and discus areas and the running track?			
502. Is track surface in good condition?			
503.			
504.			

Weight Training and Wall Climbing Facilities	YES	NO	N/A
505. Are “spotters” used in the weight training room when necessary?			
506. Are climbers properly secured with protected devices during the activity?			
507. Are weight training room rules and adequate warning signs posted in the area?			
508. For wall climbing, is there a safe, secured and cushioned surface beneath the climbing structure?			
509. Is appropriate supervision provided in the weight training room at all times when the room is being used?			
510. Is proper supervision always present when wall climbing apparatus is in use?			
510. Is the weight equipment properly bolted to the floor or sufficiently counterweighted to prevent movement or tipping?			
511. Is weight rooms inspected at least weekly to ensure that the integrity of the equipment and floor area is properly maintained? Cables, pulleys, guards, nuts, bolts and floor mats are items that must be checked often. Any defective equipment must be removed from the area. It is not sufficient to place a “Do Not Use” or “Out of Order” tag on faulty equipment.			
512.			
513.			

Comments on all items checked "NO"

Q. #	Comments

Copy as needed.