

SCHOOL SAFETY SURVEY

This form has been designed to provide a simple means for the School Safety Coordinator to conduct a safety inspection at his or her school. This form is intended to be an aid in detecting hazards: thus, reducing your exposure to loss. If you have any specific questions or problems, please contact the Risk Management Department at Catholic Mutual.

An inspection should be conducted by the School Safety Coordinator four times a year. The first inspection should be conducted by **October 15, 2011**; the second inspection by **December 15, 2011**; the third inspection by **February 15, 2012**; and the final inspection by **April 15, 2012** of the current school year.

INSTRUCTION:

1. Complete the heading of the report.
2. Plan sufficient time to walk through the entire premises. Take the form along and check the appropriate responses while conducting the inspection. Take notes on serious problems discovered or on items not mentioned in this form.
3. After the inspection has been completed, determine what actions are required to correct the problem areas. Needed repairs or corrective measures should be reviewed by the principal.
4. Return photocopies of this report to the Diocesan School Office and to:

Catholic Mutual Group
ATTN: Risk Management Department
10843 Old Mill Road
Omaha, NE 68154-2600
Fax (402) 551-2943
Email: rm@catholicmutual.org

SCHOOL SAFETY SURVEY

(Arch)Diocese: _____

Please circle **1st quarter** **2nd quarter** **3rd quarter** **4th quarter**

School: _____ Inspected by: _____

Address: _____ Date of Inspection: _____

City/State/Zip: _____ Telephone: () _____

E-mail Address: _____

Please indicate school grades: _____ through _____

When answering questions, please answer "NA" if the question is not applicable to your school.

Yes No

Fire Safety

- ___ ___ Are fire extinguishers inspected annually and properly charged?
- ___ ___ Are fire extinguishers wall-mounted, obvious, and accessible?
- ___ ___ Is the fire alarm system visually checked monthly?
- ___ ___ Is the fire alarm system inspected by a licensed fire alarm technician?
- ___ ___ Are the dates and times of fire drills properly recorded?
- ___ ___ Is the use of candles in classrooms and offices prohibited?
- ___ ___ Is the furnace/boiler room free of combustible materials and chemicals?
- ___ ___ Are furnaces and boilers serviced annually?

Electrical

- ___ ___ Are circuit breaker panels and electrical wiring in good condition?
- ___ ___ Are there any electrical panels utilizing fuses rather than circuit breakers?
- ___ ___ Are there any Federal Pacific Stab-Lok electrical panels at your school?
- ___ ___ Is there a three-foot clearance in front of electrical panels and around furnace and water heaters?
- ___ ___ Is the use of extension cords discouraged and minimized?
- ___ ___ Are surge protectors/arresters provided for all computers?
- ___ ___ Are there electrical outlet safety plug covers in rooms used by kindergarten and preschool children?

Exits

- ___ ___ Are exit hallways and stairways clear of storage?
- ___ ___ Are exits lights functioning properly and tested regularly?
- ___ ___ Are emergency evacuation plans posted in all classrooms and meeting rooms?
- ___ ___ Is panic hardware installed on all exit doors?
- ___ ___ Are battery back-up emergency lights functioning properly and tested regularly?

Security

- ___ ___ Are all secondary entrance doors kept locked during school hours?
- ___ ___ Are unlocked entrance doors continuously monitored?
- ___ ___ Are visitors required to sign in at the office?
- ___ ___ Is there good lighting for security and evening activities?
- ___ ___ Does your school have a written emergency/crisis response policy?

Fall Safety

- ___ ___ Are walkways level and free of holes and cracks?
- ___ ___ Are parking lots and driveways in good condition and clearly marked?
- ___ ___ Are rubber-backed entrance mats in good condition? (Non-secured rugs and carpet remnants are not recommended.)
- ___ ___ Are all ladders in sturdy and stable condition?
- ___ ___ Are extension ladders secured or braced when accessing roofs or elevated areas?
- ___ ___ Do scaffolds have safety railings and outrigger braces?
- ___ ___ Are any desks or work station under a wall mounted television?
- ___ ___ Are non-slip floor mats provided in front of kitchen sinks and dishwashing areas?

Equipment

- ___ ___ Are chairs and tables checked regularly to ensure they are in good condition?
- ___ ___ Are televisions strapped/secured to carts?

Chemical Storage

- ___ ___ Are janitorial closets locked during school hours?
- ___ ___ Are Material Safety Data sheets available on all toxic/hazardous chemicals?
- ___ ___ Are chemicals and cleaners labeled and safely stored?

Exterior

Yes

No

- ___ ___ Are gutters, downspouts, and roof drains inspected regularly and kept clean?
- ___ ___ Is the roofing in good repair?
- ___ ___ Does your school have set procedures for safely dropping off and picking up younger students?

Play Areas

- ___ ___ Are regular inspections made of all playground areas and equipment?
- ___ ___ Is there any “homemade” playground equipment?
- ___ ___ Is there a *minimum* depth of 9-12 inches of cushioning material (sand, pea gravel, padding, etc.) under playground equipment?
- ___ ___ Are age groups kept separate when using playground equipment?
- ___ ___ Is good supervision provided during recess activities?
- ___ ___ Is there a climbing wall at your facility?

Life Safety

- ___ ___ Is Bloodborne Pathogen training provided?
- ___ ___ Are appropriate response procedures in place for students with severe allergies?
- ___ ___ Is an Automated External Defibrillator (AED) available and accessible?

Automobile Liability

- ___ ___ Are driver information forms completed and kept on file for employee and volunteer drivers who drive their own vehicle on behalf of the school? *Please note, all drivers must be at least 21 years of age and have a minimum of 100,000/\$300,000 in automobile liability coverage.*

Thank you for completing and returning this Safety Survey!

Please direct questions, problems, or requests for safety literature to the Risk Management Department at Catholic Mutual, 800-228-6108. The survey can also be printed from our website www.catholicmutual.org under EOffice - Risk Management – Frequently Used Forms – School Safety Survey.