

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, and thus in reducing 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 each year. The first inspection should be conducted by **October 15, 2008**; the second inspection by **December 15, 2008**; the third inspection should be conducted by **February 15, 2009**; and the final inspection by **April 15, 2009**, within the current school year.

INSTRUCTIONS:

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. Send photocopies of this report to both:

Catholic Schools Office
Diocese of Baton Rouge
P. O. Box 2028
Baton Rouge, LA 70821-2028
Fax 225-336-8711

and:

Catholic Mutual Group
Attention: Risk Management Department
10843 Old Mill Road
Omaha, NE 68154-2600
Fax 402-551-2943

SCHOOL SAFETY SURVEY

Diocese of Baton Rouge

School: _____ Inspected by: _____

Address: _____ Date of Inspection: _____

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

School Email 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?

Yes **No**

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?

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?

Yes **No**

Exterior

- 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 Group, 402-551-8765 or toll-free 800-228-6108, or on the internet at www.catholicmutual.org.