

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 designated School Safety Coordinator two times during the school year. The first inspection should be conducted by **October 15, 2015** and the second inspection by **February 15, 2016**.

The survey can also be completed on our website www.catholicmutual.org under Risk Management Info - Youth – Schools – School Safety Survey

In addition to completing the two School Safety Surveys, the designated school safety coordinator will be required to complete two online training safety modules. (Instructions for accessing the online safety modules will be sent to you once we receive the first completed School Safety Survey.)

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. 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 Check one:

1st semester	<input type="checkbox"/>	2nd semester	<input type="checkbox"/>
10/15/2015		2/15/2016	

School: _____ Inspected by: _____

Address: _____ Email address: _____

City/State/Zip: Telephone:()

Date of Inspection: _____

Please indicate school grades: _____ through _____

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

Yes No N/A

Fire Safety

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

Electrical

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

Yes No N/A

Exits

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are exit hallways and stairways clear of storage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are exits lights functioning properly and tested regularly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are emergency evacuation plans posted in all classrooms and meeting rooms? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is panic hardware installed on all exit doors? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are battery back-up emergency lights functioning properly and tested regularly? |

Security

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

Fall Safety

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are walkways level and free of holes and cracks? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are parking lots and driveways in good condition and clearly marked? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are rubber-backed entrance mats in good condition? (Non-secured rugs and carpet remnants are not recommended.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all ladders in sturdy and stable condition? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are extension ladders secured or braced when accessing roofs or elevated areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do scaffolds have safety railings and outrigger braces? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does your school own or utilize aerial platforms (i.e. scissor or boom lifts)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Only trained employees are allowed to use ladders, scaffolds and lifts. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are non-slip floor mats provided in front of kitchen sinks and dishwashing areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are ladders, scaffolds and aerial platforms off-limits to student usage? |

Equipment

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are chairs and tables checked regularly to ensure they are in good condition? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are televisions strapped/secured to carts? |

Yes No N/A

Chemical Storage

☐☐☐

Are janitorial closets locked during school hours?

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Are Safety Data Sheets (SDS-formally known as MSDS) obtained for all chemicals?

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Are chemicals and cleaners labeled and safely stored?

Exterior

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Are gutters, downspouts, and roof drains inspected regularly and kept clean?

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Is the roofing in good repair?

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Does your school have set procedures for safely dropping off and picking up younger students?

Play Areas

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Are regular inspections made of all playground areas and equipment?

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Is there any "homemade" playground equipment?

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Is there a *minimum* depth of 9-12 inches of cushioning material (sand, pea gravel, padding, etc.) under playground equipment?

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Are age groups kept separate when using playground equipment?

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Is good supervision provided during recess activities?

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Is there a climbing wall at your facility?

Life Safety

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Is Bloodborne Pathogen training provided?

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Are appropriate response procedures in place for students with severe allergies?

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Is an Automated External Defibrillator (AED) available and accessible?

Automobile Liability

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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.*

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Has an administrator or someone in charge of organizing transportation for the school taken the online course *Church Transportation – Is it Necessary and Ministry-Based?*

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Have drivers been notified of CMG's online defensive driver course titled *Be Smart – Drive Safe?*

Notes

Thank you for completing and returning this Safety Survey!