

# SEDALIA #200 SCHOOL SAFETY CHECKLIST

To Be Completed Semi-Annually

BUILDING \_\_\_\_\_ DATE \_\_\_\_\_ PERSON MAKING INSPECTION \_\_\_\_\_

AREA/ITEM	DATE	YES	NO	SAFE	UN-SAFE	IF UNSAFE-PROBABLE ACTION TO BE TAKEN
<b>I. <u>ENTRANCE</u></b>						
1. Lighting adequate with no glare or shadows?						
2. All exit lights working?						
3. Inclement weather protection (mats, safety strips, deicers, etc.)						
4. Threshold plates secured?						
5. Handrails secured?						
6. Safety glass in doors and without cracks?						
7. Free of obstructions?						
8. Steps in good repair?						
<b>II. <u>STAIRS AND HALLWAYS</u></b>						
1. Housekeeping adequate? (Kept clean)						
2. Lighting adequate to eliminate glare and shadows?						
3. Treads in good repair and of nonskid material?						
4. Handrails in good repair?						
5. Landings free of obstacles?						
6. Ramps with nonskid surface and in good condition?						
7. Hallways free of obstacles?						
8. Lockers in good condition and secure?						

AREA/ITEM	DATE	YES	NO	SAFE	UN-SAFE	IF UNSAFE-PROBABLE ACTION TO BE TAKEN
<b>III. CLASSROOMS</b>						
1. Housekeeping adequate?						
2. Desks, chairs, tables, etc. in good repair?						
3. Adequate aisle space for quick exit of students?						
4. Floor in good condition and not slippery?						
5. Potential hazards (extension cords across aisle improperly grounded electrical equipment, venetian blinds, etc.)						
6. Equipment properly stored and in good condition?						
<b>IV. SHOPS</b>						
1. Tools in good condition and properly stored?						
2. Machines properly guarded, guards and machines in good condition?						
3. Proper storage of flammable liquids?						
4. Ladders provided where needed for storage areas?						
5. Heavy items stored on floor or bottom shelves?						
6. Shelves adequate for intended load and secured to walls?						
7. Personal protective equipment provided and utilized (protection goggles, welding heads, aprons, gloves, etc.)?						
8. Housekeeping adequate (clean, proper storage, clear aisles, proper arrangement of furniture and equipment, etc.)?						
9. Safety zones marked by or near machines?						

AREA/ITEM	DATE	YES	NO	SAFE	UN-SAFE	IF UNSAFE-PROBABLE ACTION TO BE TAKEN
10. Electrical equipment properly grounded and in good repair?						
11. Switches/danger areas on machines, etc., color coded?						
12. Adequate space available for safe operation, i.e., equipment and machines not crowded and properly arranged?						
13. Equipment permanently fastened to floor?						
14. Welding curtains provided in welding area?						
15. Shop adequately ventilated?						
16. Proper ventilation provided for toxic vapors, i.e., solder, paint, etc.?						
17. Personal items, i.e., coats, ties, rings, etc., removed before operating equipment?						
<b>V. <u>LABORATORIES AND LABORATORY STOREROOMS</u></b>						
1. Amount of glassware and chemicals kept to a minimum in work areas?						
2. Housekeeping satisfactory?						
3. All electrical equipment properly grounded?						
4. Eye protection available and worn when needed?						
5. Heavy items stored on lower shelves?						
6. Chemicals kept at a sufficient operating level, i.e., not over-stocked?						
7. Acids stored on bottom shelves or in an acid storage closet?						
8. Areas available for working (burning, heating, mixing, etc.) other than in stock rooms? –Stock rooms should be used only for storage.						

AREA/ITEM	DATE	YES	NO	SAFE	UN-SAFE	IF UNSAFE-PROBABLE ACTION TO BE TAKEN
9. Shelves fastened to the wall?						
10. Ventilation adequate for work performed?						
11. Electrical/gas control sources properly identified and secure?						
<b>VI. <u>GYM/LOCKERROOM AREAS</u></b>						
1. Lockers in good condition and secured?						
2. Gym equipment and apparatus in good condition?						
3. Bleachers (indoors and outdoors) in good condition?						
4. Shower floors clean, not slippery?						
5. Stairs in good repair and handrails secured?						
6. Housekeeping adequate?						
7. Supplies properly stored and kept secured?						
8. Shower controls working properly, i.e., water not too hot?						
9. Adequate first aid equipment and supplies available?						
<b>VII. PERIMETER</b>						
1. Playground equipment in good condition?						
2. Parking lot lights working?						
3. Adequate traffic control on school grounds with parking lanes properly marked?						
4. Sidewalks in good repair?						
5. Guard rails where needed and in good condition?						
6. Parking lot surface in good condition?						
7. Grounds in good condition and free of hazards						

AREA/ITEM	DATE	YES	NO	SAFE	UN-SAFE	IF UNSAFE-PROBABLE ACTION TO BE TAKEN
8. Trees, shrubs, etc., trimmed?						
9. Fence in good condition?						
10. Entrance cables in good condition?						
11. Stadium bleachers and fields in good condition?						
12. Tennis courts in good condition?						
13. Stadium scoreboards in good condition and covered in off season?						
14. Adequate grounds erosion measures on ditches, banks, etc.?						
15. Playground game lines, circles, etc., properly marked?						
16. Adequate mowing of grounds by custodians and B & G?						
<b>VIII. MISCELLANEOUS</b>						
1. Folding door(s), gates, etc., operating properly?						
2. Door closures operating properly and secure?						
3. Stage areas in good repair, i.e., winches, cables, ropes, safety chains on lights, etc.?						
4. Adequate first aid equipment placed appropriately throughout building?						
5. Elevator(s) working properly and safety measures adequate?						
6. Electrical outlets, breaker boxes, wires, equipment secured and properly grounded?						
7. Custodial closets and storage areas properly used and kept clean and organized?						
8. Adequate housekeeping in cafeteria/kitchen areas?						
9. Nurse's office properly equipped for emergencies?						

AREA/ITEM	DATE	YES	NO	SAFE	UN-SAFE	IF UNSAFE-PROBABLE ACTION TO BE TAKEN
10. Fire alarm system working?						
11. Current inspection done on all fire extinguishers?						
12. All flammable materials properly stored?						
13. Plans for emergencies and for scheduling drills, i.e., fire, tornado and civil defense properly posted and warning signals working properly?						
14. Is building structurally safe?						
15. Building security system working and safe?						
16. Heating plant/air conditioning system in good condition?						
17. Power rooms secured and without hazards?						
18. Boiler rooms, power rooms, etc., not being used for storage?						
19. Grounds free of debris, glass, dried grass, leaves, weeds, and tree limbs, etc.?						
20. ASBESTOS: Condition unchanged?						
If not describe						
Area needing maintenance						
<b>IX. CAFETERIA/KITCHEN</b>						
1. Is work area adequately lighted?						
2. Is there proper ventilation to remove steam, smoke, etc., and for employee comfort?						
3. Is equipment in proper repair, operating properly, and have necessary guards properly in place?						
4. Do staff members know the location of shutoffs for electricity, gas, and water?						

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5. Is equipment secure on tables, stands, or floor so it cannot tip over?						
6. Are aisles free from items on floor which cannot be easily seen?						
7. Are cleaning supplies and other non-edible substances clearly labeled and stored separate from foods?						
8. Are employees instructed in proper use and care of equipment?						
9. Is necessary electrical equipment properly grounded?						
10. Are sharp tools properly stored and kept sharp?						
11. Are guards on slicers and other cutting equipment kept in place during use and storage?						
12. Are broken glass, cans, and other potentially dangerous materials disposed of properly?						
13. Do employees use cutting boards and knives in the proper manner?						
14. Are floors in good repair with some type of safety material where needed to prevent slipping?						
15. Do employees immediately clean up spills or dropped food?						
16. Do employees wear shoes with proper soles to prevent slipping?						
17. Is there a ladder, in good repair, where needed in the storage area?						
18. Is a fire extinguisher located in a convenient location?						
19. Do all employees know how to use extinguisher?						

AREA/ITEM	DATE	YES	NO	SAFE	UN-SAFE	IF UNSAFE-PROBABLE ACTION TO BE TAKEN
20. Are there sufficient pot holders on hand and are they in good repair and dry?						
21. Are hood filters clean, in good repair, and properly in place?						
22. Are handles secure on pots and lids?						
23. Are pilots in good repair and working properly?						
24. Do employees use caution when handling hot foods or when working with hot equipment?						



Building Name \_\_\_\_\_

**Sedalia School District #200**

**Safety Drills**

Year \_\_\_\_\_

	Aug			Sept			Oct			Nov			Dec		
	Date	Time Taken To Evacuate	Initial	Date	Time Taken To Evacuate	Initial	Date	Time Taken To Evacuate	Initial	Date	Time Taken To Evacuate	Initial	Date	Time Taken To Evacuate	Initial
<b>Fire</b>															
<b>Tornado</b>															
<b>Bomb Threat</b>															
<b>Intruder</b>															
<b>Environmental (Gas Leaks)</b>															
<b>Other Bus Evac.</b>															

	Jan			Feb			Mar			Apr			May		
	Date	Time Taken To Evacuate	Initial	Date	Time Taken To Evacuate	Initial	Date	Time Taken To Evacuate	Initial	Date	Time Taken To Evacuate	Initial	Date	Time Taken To Evacuate	Initial
<b>Fire</b>															
<b>Tornado</b>															
<b>Bomb Threat</b>															
<b>Intruder</b>															
<b>Environmental (Gas Leaks)</b>															
<b>Other Earthquake</b>															

**Fire:** 1 the first full week of school and then 1 each quarter

**Tornado:** 1 each semester

**Intruder:** 1 with staff only before Sept. 15<sup>th</sup> (scheduled at the building level)

1 with students within the 1<sup>st</sup> quarter scheduled by C.O. \_\_\_\_\_

1 during 2<sup>nd</sup> Semester scheduled by C.O. \_\_\_\_\_