Safety, Operations, and Maintenance of School Property

Safety Program

Proper surveillance and supervision are the key factors in accident prevention. Identifying and minimizing potential hazards is a major function of a competent supervisor. Realistically, a supervisor cannot prevent all accidents from happening. The following guidelines are presented to assist in identifying prudent steps that need to be implemented on a district-wide basis:

A. Student supervision begins when students arrive before school start-up time and ends with dismissal.

B. Playground supervisors must have the support of the principal and the entire staff in order to function effectively with the authority necessary.

   1. An inservice program for playground supervisors shall be conducted each year.
   2. High-density and high-risk areas must be identified along with the most strategic vantage point for good supervision at each school site.
   3. Students should be directed into productive, safe, play whenever possible.

C. Safety inspections must be conducted on a regular basis. Hazards shall be identified and remedied.

   1. The building custodian should make the inspection with the principal or at the principal's request at least twice a year.

D. Students shall be oriented to the school setting the first week of school.

   1. Students shall be informed of designated areas for specific activities.
   2. Rules of play on apparatus with emphasis on "dos and don'ts" for safety shall be emphasized.

E. Consistent criteria for submitting accident reports need to be developed and implemented for liability protection and accident surveillance.

F. Each school shall establish a safety committee composed of teachers, the principal, nurse, playground supervisor, custodian, and student representative (where age appropriate) for the purpose of evaluating and enhancing safety practices and conditions at the school site. The committee shall meet at least four times per year with minutes of the meeting maintained. Copies of the minutes shall be sent to the ESD 101 Risk Manager and the district office.

G. The following safety practices will be employed in the specific areas identified below:

   Hallways

   Potential hazards shall be removed or reduced in the buildings and grounds of that district:

   1. Slippery surfaces eliminated in areas where there is student or staff traffic.
   2. Rough surfaces and abrupt surface changes eliminated or identified with "safety yellow paint."
   3. Student traffic controlled wherever collisions might occur, such as doorways to and from play areas.

   Physical Education Facilities

   An organized, developmental curriculum shall emphasize proper care and use of equipment:

   1. Safety rules and procedures outlined to students and conspicuously posted.

2. Supervision provided at a student/teacher ratio that is conducive to safe participation.
3. Activities involving physical contact scheduled on the basis of equitable competition based on size and skill.
4. Emergency accident procedures employed, followed by the completion of an accident report.
5. Skills introduced and taught in a sequence from simple to complex.
6. Equipment and facilities inspected on a regular basis.
7. Teachers of high-risk activities trained in first aid and emergency care.

Bleachers

Because of the dangers inherent in bleachers that are improperly operated and/or maintained, trained school personnel should be involved in extending or closing bleachers.

1. Bleachers must be fully extended and properly aligned each time that they are to be used.
2. Bleachers shall be inspected for damage, wear and misalignment at least once per year and maintained in accordance with the owner's manual.
3. Guardrails should be installed as a safety precaution.

Playground Equipment

Plans to install playground equipment, either temporarily or permanently at a school site, shall be reviewed by a committee appointed by the school principal and other appropriate staff members. A representative from the current insurance carrier shall be contacted prior to installation.

Guidelines:

A. Equipment must meet the safety criteria listed below:
   1. All playground equipment must have an immediate ground surface which limits the impact from a fall, according to ASTM F-355-72. The safety surface must extend to the maximum distance to which a fall could occur.
   2. Equipment shall meet applicable Consumer Product Safety Commission (CPSC) and American Society for Testing Material (ATSM) guidelines.
   3. Equipment is to be placed so as to take advantage of topography of surrounding terrain and far enough apart so that there will be a dispersion of children allowing safe, free movement with the least possible congestion.
   4. All equipment is to be free from hazardous protrusions, points, and sharp edges.
   5. Exposed component materials are to be rust-free, clean and durable to use and weather with a minimum amount of splintering, flaking or other deterioration. Lead paint and creosote shall not be used.
   6. Equipment that is low to the ground and with a six (6) foot maximum vertical limit is preferred.
   7. All moving parts are to be concealed and be designed to minimize the chances of pinching or catching of clothing or of body.
   8. All equipment must be securely anchored according to manufacturer's recommendations and installed by the manufacturer or his/her authorized representative.
B. Equipment should require a minimum of maintenance, specifically for replacement of parts and painting.
C. Equipment should be aesthetically appealing, and encourage active and creative use.

D. Equipment should be difficult to vandalize.

E. Unpadded cement or steel stationary poles should not be in areas intended for running games.

The maintenance supervisor shall coordinate installation of approved equipment with the school principal. Quarterly inspections will be conducted.

Chemical and Laboratory Safety

Care is required in the use and storage of science materials and equipment:

A. Personal protective equipment used when working in laboratory.

B. Safety measures (hazards and dangers) associated with a laboratory activity recognized.

C. Emergency safety equipment and first aid techniques (eyewash fountain, shower, respirator, fire extinguishers, face protection, fire blanket) easily accessed.

D. Laboratory exhaust hoods used for experiments involving toxic and/or flammable materials.

E. Chemicals marked (name, shelf life, date opened) and stored with proper supervision.

F. Waste chemicals and glass disposed of properly.

G. Science room secured when not in use.

H. Compressed gas cylinders chained in an upright position.

I. Flammables stored in an explosive-proof refrigerator.

J. Master gas shutoff provided for each laboratory.

Guidelines for chemical storage and handling are as follows:

A. Chemical substances shall be labeled in accordance with National Fire Protection Association (NFPA) standards. Substances with a NFPA health, flammability or radioactivity rating of four (4) should not be used unless provisions can be made for use in accordance with the special conditions as defined for that substance. Such substances include those that present an extreme health and/or radioactivity hazard; could form explosive peroxide; or are defined as carcinogenic or mutagenic.

B. Annual inventories shall be conducted for the purpose of identifying all substances, their shelf life, proper labeling, and their condition of storage.

C. Reasonable efforts shall be made to ensure proper storage of all hazardous substances. Since many chemicals are incompatible with each other, chemicals shall be separated by family characteristics. The following arrangement is suggested.

INORGANIC Top → Bottom	ORGANIC Top → Bottom
INORGANIC #10: Sulfur, Phosphorus, Arsenic Phosphorus Pentoxide	ORGANIC #2: Alcohols, Glocols, etc.
INORGANIC #2: Halides, Sulfates, Sulfites, Thiosulfates, Phosphates, etc.	ORGANIC #3: Hydrocarbons, Esters, etc.

INORGANIC #3: Amides, Nitrates, (not Ammonium Nitrate), Nitrates, etc.	ORGANIC #4: Esthers, Kethones, etc.
INORGANIC #1: Metals & Hydrides (store away from water)	ORGANIC #5: Epoxy Compounds, Isocyanates
INORGANIC #4: Hydroxides, Oxides, Silicates, etc.	ORGANIC #7: Sulfides, Polysulfides, etc.
INORGANIC #7: Arsenates, Cyanides, etc. (store above acids)	ORGANIC #8: Phenol, Cresols
INORGANIC #5: Sulfides, Selenides, Phosphides, Carbides, Nitrides, etc.	ORGANIC #6: Peroxides, Azides, etc.
INORGANIC #8: Borates, Chromates, Manganates, Permanganates, etc.	ORGANIC #1: Acid, Anhydrides, Peracids, etc.
INORGANIC #6: Chlorates, Perchlorates, Chlorites, Perchloric Acid, Peroxides, etc.	MISCELLANEOUS
INORGANIC #9: Acid, except Nitric	MISCELLANEOUS

D. Chemical substances that have exceeded their shelf life shall be disposed of in the manner described in the Finn Catalog/Reference Manual (Technical Service Department, Flinn Scientific, Inc., PO Box 231, 910 West Wilson Street, Batavia, IL 60510; or phone (312) 879-6900.

E. A third-party assessment of the science laboratory shall be conducted at least once every three years.

Vocational Shops

The program should be built around well-organized facilities, well-maintained, and properly installed equipment, instruction in the use of equipment and proper supervision.

A. Students instructed in the proper use of equipment.

B. All belts, blades, safety devices and cords inspected weekly.

C. Personal protective devices (goggles, caps, etc.) and proper clothing used as part of shop procedures.

D. Exhaust hoods and collector fans used for ventilation.

E. Guards and other safety devices used on saws, lathes, drills, and other shop equipment.

F. Operating instructions posted near all equipment.

G. First aid and emergency accident procedures posted.

H. Shop area maintained free of hazards.

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