

SECC Campus Safety Inspection

Last Updated: August 2022

Instructions:

- The following list is meant to help you do an in-depth walkthrough of your entire campus to check for potential safety hazards. Identify potential safety issues, broken items needing repair, out-dated equipment, etc. Some examples of what to evaluate have been listed after each item but are not exhaustive. Use common sense.
- Please create a list of items to remedy at the end of the document and take corrective action ASAP.
- Keep a copy on file in the school office and send a copy to Kathi Christenson at: kathi.christenson@seccsda.org

Due Dates:

1. Post-Week Each School Year
2. Middle of School Year (Pre or Post Christmas Break)

School Name: _____ **Date:** _____

Outside

- Parking Lot — Trip & Fall Hazards, cracks, large potholes
- Sidewalks — Trip & Fall Hazards, cracks, uneven surfaces, raised joints
- Ramps & Steps — Trip & Fall Hazards, cracks, uneven surfaces, broken step edges
- Handrails — Loose, broken or missing
- Grass (Irrigation System)
- GFCI electrical outlets installed in outdoor locations
- Lighting - adequate in high use areas
- Playground (complete Playground Safety Inspection on page 4)
- Fences/Gates - no missing sections or poking hazards
- Signage - visible and correct
- Traffic Pattern - clearly marked and communicated
- Lockers - broken or loose from walls
- Security - Front gate locking system, intercom functional

Lobby/Hallways

- Flooring — trip & fall hazards, loose or ripped carpeting, cracked, broken or missing tile/laminated flooring.
- Stairways — same as above
- Handrails for Stairs — loose, broken or missing
- Lighting
- Clear of Clutter
- Fire Extinguishers - up-to-date annual inspection tags
- Windows
- TV's/Bookshelves/Furniture - secured
- Cover Plates - on all wall plugs & switches

Classrooms

- Flooring
- Lighting
- Windows
- Plumbing (Sinks, Toilets)
- TV's/Bookshelves/Furniture - secured
- Exits clear with panic hardware in good working condition
- Disaster and fire escape routes are posted
- No paper on exit doors
- Less than 20% paper on walls
- First Aid Kit
- Cover plates are on all wall plugs & switches
- GFCI electrical outlets installed within six (6) feet of a sink or water source
- No extension cords being used permanently
- Cords aren't causing tripping hazards
- Fire Extinguishers have up-to-date annual inspection tags
- Industrial arts power equipment is grounded and has guards in place
- Chemicals stored properly
- Flammable fuels stored in UL approved containers or metal fire proof cabinets

Restrooms

- Flooring
- Lighting
- Plumbing
- Partition Walls
- GFCI electrical outlets installed within six (6) feet of a sink or water source

Mechanical/Custodial Rooms/Closets

- Ensure all systems functioning properly
 - Fire Alarm System
 - Security System
- Kitchen Automatic Fire Suppression Hood system has an up-to-date semi-annual inspection tag
- Free of clutter
- Storage rooms shelves or stacked items have a minimum of twenty-four (24) inches of clearance below the ceiling
- Chemicals stored properly
- Hot Water Tanks have EQ secured strapping
- Landscaping equipment has safety guards in place and electric power tools are grounded
- Flammable fuels stored in capped UL approved containers or fire-proof cabinet

Playground Safety Inspection

SURFACING

- Does the equipment have adequate protective surfacing under and around it (12-14" sand, crushed wood or equivalent protection)?
- Is the loose-fill surfacing material free of foreign objects or debris?
- Is the loose-fill surfacing material loose and un-compacted and of sufficient depth in heavy use areas such as under swings or at slide exits?

GENERAL HAZARDS

- Is all equipment free of sharp points, or dangerous corners or edges?
- Are all pipe ends covered with undamaged protective caps or plugs?
- Are all hazardous protrusions and projections, such as bars or bolts, removed?
- Are all potential clothing entanglement hazards removed or repaired (e.g. open S-hooks or protruding bolts)?
- Have you ensured that there are no pinch, crush, or shearing points or any exposed moving parts?
- Have you checked for trip hazards, such as exposed footings and anchoring devices, and rocks, roots, or any other environmental obstacles in the play area?

DETERIORATION OF THE EQUIPMENT

- Is all equipment free of rust, rot, cracks or splinters, especially where it comes in contact with the ground?
- Are all components on the playground equipment unbroken and in good condition (e.g. handrails, guardrails, protective barriers, steps or rungs on ladders)?
- Are all fences, benches, and signs on the playground in an undamaged condition?
- Is all equipment securely anchored?

SECURITY OF HARDWARE

- Are all fastening devices and connections, such as S-hooks and chains, secure and in good condition?
- Are moving components, such as swing hangers, swing rings or nets, unworn and safe?

DRAINAGE

- Does the entire play area have satisfactory drainage, especially in heavy use areas such as under swings and slide areas?

GENERAL UPKEEP OF PLAYGROUNDS

- Is the entire playground free from miscellaneous debris or litter such as branches, cans, glass, animal waste, etc.?

Corrective Measures Needed

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