

# General School Liability Checklist

**Introduction:**

This general loss prevention checklist is intended to assist the Saskatchewan School Trustees Association in conducting self-evaluations of school properties. Due to the broad scope of liability exposures, this checklist is not intended to identify all exposures that may exist. It is intended to provide guidelines to assist the school divisions in their loss prevention efforts for some exposures.

Not all sections of this checklist pertain to each school, however the topics which apply should be answered. Ideally, the correct answer should be "yes", however if a particular question is answered "No", this does not necessarily mean there is a deficiency but rather, a "red flag" has been proclaimed and further investigation or review is recommended.

This evaluation was prepared by Marsh Risk Consulting (MRC), a technical resource of Marsh Canada Limited. For further assistance please contact Mike Cousens at (780)917-4866.

GENERAL POLICIES	YES	NO	N/A
1. The school maintains a formal emergency procedure for fire.			
2. The school maintains a formal emergency procedure for dealing with weapons.			
3. The school maintains a formal emergency procedure for dealing with unauthorized removal of children.			
4. The school maintains a formal emergency procedure for bomb threats.			
5. The school maintains formal emergency procedures for external emergencies such as tornado, chemical spill, field trip disasters, gas leaks, etc.			
6. Employees have been trained and/or refreshed of their responsibilities during emergency situations.			
7. The school has an OH&S committee and meetings are conducted.			
8. The property is inspected by the OH&S committee on a recorded basis in an effort to identify and correct any known hazards.			
9. All fire protection equipment is in good repair and visually inspected monthly and contract serviced annually.			
MEDICAL EMERGENCIES	YES	NO	N/A
1. The school maintains a formal policy and procedure for medical emergencies i.e. peanut allergies and/or medical conditions i.e. HIV students.			
2. The Principal has reviewed the policies and procedures for medical emergencies and/or medical conditions with teachers.			

<b>MEDICAL EMERGENCIES (continued. . .)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3. The school has requested all parents complete a medical emergency response form.			
4. All medical emergency response forms are updated on an annual basis.			
5. Parents of children susceptible to medical emergencies have provided physician-prescribed action plans.			
6. All students with potential medical emergency conditions have been identified to teachers and/or students as deemed necessary.			
7. Parents/students with medical conditions have been advised of the Canadian Medic Alert® Foundation and encouraged to participate.			
8. Staff have been trained on addressing medical emergencies such as anaphylaxis caused by a life threatening allergic reaction, i.e. bee sting.			
9. The school maintains a current first aid kit.			
10. The first aid kit is inventoried every 3 months, upgraded as required and a record maintained.			
11. The school maintains the proper number of Epi Pens® as recommended by School Policy and staff have been trained in its use.			
<b>INTERIOR HAZARDS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>LAB AREAS</b>			
1. The chemistry lab chemicals have been inventoried within the past year.			
2. The chemistry lab chemicals are WHMIS labelled and MSDS sheets are available.			
3. All flammable liquids are stored in ULC listed flammable liquids cabinets.			
4. All corrosive liquids are maintained in a ULC listed corrosives liquids cabinet.			
5. Portable fire extinguishers are provided.			
6. An eye wash station is provided.			
7. A fire blanket is available.			
8. The laboratory gas is equipped with a key operated pilot light indicating shut off and keys are restricted.			
9. Ground Fault Indicating (GFI) circuit breakers are provided for all outlets adjacent to sinks.			
10. Appropriate waste receptacles are provided.			

<b>INDUSTRIAL ARTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Rules are posted within shop areas requiring safety goggles, no loose clothing etc.			
2. Rules are strictly enforced in shop areas.			
3. Unsupervised/authorized work in shop areas is not permitted.			
4. Equipment is inspected by the instructor on a regular recorded basis.			
5. Equipment is in good repair and equipped with the required safety features i.e. saws - kick back protection.			
6. Woodworking equipment is connected to operational dust collection systems.			
7. A master emergency equipment power shut down switch is available.			
8. All flammable liquids are stored in ULC listed flammable liquids cabinets.			
9. Paint booths are protected by automatic sprinkler and/or a fire suppression system.			
10. Protective gloves, shields and smocks are available for welding.			
11. Flame arrestors are provided for welding equipment.			
12. Welding stations are ventilated.			
13. Oxy/Act tanks are chained in the upright position.			
<b>HALLWAYS/CLASSROOMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Emergency lighting provided and tested monthly.			
2. Floors in good repair with no tripping hazards.			
3. There are no noted hazards that would create a slip, trip or fall hazard on the stairs.			
4. Wet floor signs and entrance walk-off mats provided.			
5. Floor care products meet the requirements outlined by the American Society of Testing Materials (ASTM) D2047 for slip resistance (confer with supplier).			
6. Desks, cafeteria tables and furniture are inspected regularly and repaired and/or removed from service.			
7. Lockers are in good repair with no noted sharp edges.			
8. Glass doors are equipped with shatter resistant glass or protected against breakage.			
9. Visitors must report to office and signs are posted to this regard.			
10. A Peanut free zone is provided and clearly identified.			

<b>INTERNAL HAZARDS Hallways/Classrooms (continued. . .)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
11. Housekeeping is considered good throughout the property.			
<b>GYMNASIUM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. The gymnasium equipment is inspected by the phys-ed teacher prior to use and damaged equipment removed.			
2. Maintenance staff inspect basketball backboard cables, lights, bleachers etc., on a recorded semi-annual basis.			
3. The shower floors are well maintained and free of all evidence of mold/fungi.			
4. Sports activity waivers are provided for kids involved in contact sports.			
<b>EXTERIOR HAZARDS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Parking lot is in good condition with no noted hazards that could cause injury or damage.			
2. All obstacles which may cause tripping hazards have been identified for repair and/or spray painted with fluorescent paint to assist in visible recognition i.e. raised sidewalks.			
3. All downspouts or drains are safely arranged so that potential drainage freeze up won't cause slip and fall hazards.			
4. Exterior lighting is adequately provided for entranceways and parking lots.			
5. Snow removal is promptly conducted and sand/salt readily available.			
6. There are no known exposures where snow slide from the roof could occur.			
7. The school division have staff that are trained and familiar with the CSA standard "Children's Playspaces and Equipment" CSA Z614-98.			
8. The playground equipment is inspected visually daily and all damaged equipment removed and/or repaired.			
9. The playground equipment is inspected on a recorded basis monthly as per the CSA Standard Z614-98.			
10. The exterior of the school has been inspected and there are no noted areas that allow for easy climbing access to the roof.			
11. Bus loading and drop off areas are clearly defined and monitored.			