



28.0 - School Safety Audit

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SCHOOL SAFETY AUDIT

The following information has been brokered from various sources and represents a synthesis of the latest in assessment strategies.

Before using this audit, the administrator should be aware of four critical factors:

1. The audit should not be “cloned”, but rather used as a guide and tailored to fit the individual school.
2. It should be reviewed and revised on an annual basis.
3. The audit should be reviewed by at least one other colleague, as it is almost impossible for the administrator to check everything that needs to be checked.
4. Administrators may wish to date each group of items when completed.

ENVIRONS

- ☐ Fenced areas are clean and free of debris; fences are in good repair.
- ☐ Construction/work areas and surrounding areas are free from debris at the end of the work day; potentially hazardous areas and materials are clearly marked and restricted.
- ☐ Construction work areas are restricted from student traffic.
- ☐ Custodial staff keep a daily log of all snow and ice clearing as well as sanding and salting.
- ☐ **Date Completed:** _____

BUILDING DESIGN:

Windows

- ☐ Windows are not broken, cracked, missing or unclear.
- ☐ Window-locking hardware is in proper working order.
- ☐ Damaged windows are replaced or repaired immediately.
- ☐ All ground-floor and other accessible windows are secure.
- ☐ **Date Completed:** _____

Doors

- ☐ Door-locking hardware is in proper working order.
- ☐ Door frames are strong and doors fit snugly.
- ☐ Strike plates are strong and securely affixed.
- ☐ Panic bars are operable and in good condition.
- ☐ Doors open and close smoothly and easily, with no impediments and close on their own with no additional help
- ☐ Exposed hinge pins on out-swing doors cannot be easily removed.

- ☐ The center door posts on double doors are secured at both top and bottom.
- ☐ Windows in doors are all covered with blinds.
- ☐ Fire doors are not wedged open and do not have kick down stops. These are only to be held open by magnetic catches which are connected to the fire alarm system.
- ☐ Classrooms and offices are laid out in such a way as to facilitate egress for staff (or students) in the event a quick retreat is necessary.
- ☐ Peepholes are on exterior windowless doors.
- ☐ **Date Completed:** _____

Lighting

- ☐ The perimeter of the school building is protected by adequate lighting.
- ☐ Repairs to lights and replacement of inoperative lights are made immediately.
- ☐ There is sufficient light to provide marginal coverage in case a light burns out.
- ☐ Corridors and stairwells are properly lighted.
- ☐ All restroom lights are working.
- ☐ All stairwell lights are working.
- ☐ **Date Completed:** _____

Building Maintenance

- ☐ Graffiti – interior and exterior: The Facilities and Operations Department maintains a graffiti removal program. Contact the maintenance secretary or submit a work request form with details.
- ☐ Floors are clean; damaged floor covering is replaced promptly.
- ☐ Ceiling tiles: damaged, missing or defaced tiles, while unsightly, are not necessarily a safety hazard. The Facilities and Operations Department maintains a ceiling tile replacement program and schedules replacement as funding permits. Submit a work request form with full details.
- ☐ Interior walls and fixtures in unsupervised areas are durable and well-protected.
- ☐ School sidewalks and sidewalks leading to the school are in good repair.
- ☐ Exterior walls and fixtures in unsupervised areas are durable and well-protected.
- ☐ Grips, window ledges, pipes, roof accesses and other equipment that could be used for climbing is properly secured.
- ☐ Handrails are provided on stairways.
- ☐ Steps are covered with a non-slip material.
- ☐ Access to electrical panels in all areas is restricted and all panels are locked.
- ☐ **Date Completed:** _____

Portable classrooms

- ☐ Portable classrooms have functioning two-way communications.
- ☐ Portable classrooms have level and securely attached exterior steps.
- ☐ Portable classrooms have adequate ventilation.
- ☐ Each classroom has two entrance/exit doors that open and close properly.
- ☐ Classrooms have functioning fire extinguishers.
- ☐ **Date Completed:** _____

SITE DESIGN:**Vehicular traffic and parking**

- ☐ Access to bus loading areas is restricted during arrival and dismissal times.
- ☐ Vehicle access to play areas is restricted.
- ☐ Automobiles are kept out of fire lanes at all times.
- ☐ Loading dock areas are clean, free of debris and not blocked by autos.
- ☐ Parking spaces are clearly marked and specifically designated.
- ☐ A high visibility area has been designated as the pick-up/drop-off point for students and staff.
- ☐ **Date Completed:** _____

Building and grounds maintenance

- ☐ School grounds are mowed and free of debris.
- ☐ Shrubby and trees do not block visual surveillance of the school and parking lots.
- ☐ **Date Completed:** _____

Play areas

- ☐ All play areas are fenced.
- ☐ Playground equipment is in good repair with no broken, cracked, exposed or loose sections.
- ☐ Playground equipment and surfacing is checked on a daily basis.
- ☐ **Date Completed:** _____

Waste disposal

- ☐ Garbage disposal areas around outdoor dumpsters are clean and free of debris, flammable material and graffiti.
- ☐ Driveways to outdoor dumpsters are clear for safe and unencumbered pickup.
- ☐ Outdoor dumpsters should be located a safe distance away from entrances to buildings and parking lots as they pose a possible assault site.
- ☐ **Date Completed:** _____

Signage

- ☐ Exit signs are in good repair.
- ☐ Signs concerning visitor policy and trespassing are properly displayed at all entrances.
- ☐ Clearly marked visitor parking is provided.
- ☐ Up-to-date by-law signs are in good repair and clearly displayed.
- ☐ All off-limit areas are clearly marked inside and outside of the school.
- ☐ Areas are designated where clubs, activities and sports teams may work and practice after school.
- ☐ **Date Completed:** _____

INTERIOR SPACES:

Cafeteria

- ☐ Cafeteria is clean, free of debris; health department reports are available.
- ☐ Food storage area is clean, free of debris, adequately ventilated and is not used for non-cafeteria related storage.
- ☐ Fire extinguisher, first aid kit, and anti-choking (Heimlich maneuver) posters are readily visible in cafeteria.
- ☐ Dining tables are arranged to allow unencumbered student movement.
- ☐ Tables, chairs or other furniture do not block cafeteria entrance and exit doors.
- ☐ **Date Completed:** _____

PROCEDURES:

Securing the school

- ☐ Doors and windows in gyms are locked when area is not in use.
- ☐ All exterior exits are locked and secure with the exception of the main doors.
- ☐ Outbuildings, storage sheds and portable classrooms are secure and inspected often.
- ☐ All classroom doors are locked during the day and staff members lock classrooms upon leaving after school hours.
- ☐ At the end of the school day, the following security checks are made:
 - all classrooms are locked
 - all restrooms and lockers are locked
 - all exterior doors are locked
 - alarm system and lighting are checked
 - portable classrooms are checked
 - all mechanical/boiler rooms are checked
- ☐ Mechanical rooms, boiler rooms and hazardous material storage areas are kept locked at all times.

- ☐ Science chemical storage areas are locked at all times.
- ☐ Computers and other high-tech equipment are secured.
- ☐ All gym equipment is secured at the end of the school day and/or after use.
- ☐ Money is removed from school property on a nightly basis.
- ☐ **Date Completed:** _____

Keys

- ☐ Lock and key control is assigned to one administrator.
- ☐ Keys are maintained and issued with strict supervision.
- ☐ Master keys are kept to a minimum.
- ☐ Keys are always collected from employees who terminate or transfer.
- ☐ All keys are collected and logged at the conclusion of the school year.
- ☐ Storage rooms, classrooms or any other rooms are not locked using padlocks or keys that have not been issued by the division.
- ☐ The Facilities and Operations Department verifies key holders and keys annually.
- ☐ **Date Completed:** _____

Maintenance records

- ☐ Records of all interior maintenance are kept. That includes (snow removal, sanding, fire extinguisher, emergency lighting, stand pipes, etc).
- ☐ Records of all maintenance on doors, windows, lockers and other areas are kept.
- ☐ **Date Completed:** _____

School access

- ☐ Personnel are assigned to supervisory duties especially at opened entry points.
- ☐ Visitors are required to report to the office.
- ☐ Deliveries are made at one entrance designated for this purpose.
- ☐ It is suggested that delivery persons are accompanied by a staff person.
- ☐ Students are issued parking permits for assigned parking areas.
- ☐ Student access to parking areas is restricted to approval and dismissal items.
- ☐ Students are prohibited from loitering in corridors, hallways, restrooms and parking lots.
- ☐ Students are prohibited from entering vacant classrooms alone.
- ☐ **Date Completed:** _____

Identification badges

- ☐ All school staff wear Pembina Trails identification in a visible location at all times.
- ☐ Facilities and Operations Department employees wear ID badges at all times during work and activity hours.
- ☐ Students are issued ID cards at the junior and senior levels.
- ☐ All visitors to the school check in at the main office and are issued visitors badges.
- ☐ Students/staff sign into and out of the building so that all staff and students can be accounted for.
- ☐ **Date Completed:** _____

Safety procedures

- ☐ Lab safety procedures are posted, reviewed and practiced routinely.
- ☐ Science labs are outfitted with spill kits and staff are trained on how to use them.
- ☐ Weight room safety procedures and practices are posted. Safe work procedures are available for each piece of equipment. Equipment is inspected by staff monthly and annually by a qualified trade's person.
- ☐ Industrial arts and home economics safety procedures are practiced and posted. Safe work procedures are available for all pieces of equipment.
- ☐ Graphic arts safety procedures are practiced and posted. Safe work procedures are available for all pieces of equipment.
- ☐ Kiln safe work procedures are posted.
- ☐ All staff that work with or in close proximity to chemicals is WHMIS trained, including but not limited to custodial, science, industrial arts, home economics and art teachers.
- ☐ Annual inspection and preventative maintenance is conducted on equipment.
- ☐ **Date Completed:** _____

Communication capability

- ☐ There is a communication system between the office and all classrooms/portable buildings.
- ☐ The school has emergency telephone capability.
- ☐ Bus drivers can be notified promptly when an emergency evacuation is necessary.
- ☐ Two-way radios are in good repair and are strategically located throughout the school.
- ☐ Panic/emergency buttons are easily accessible to specifically designated staff members (e.g. receptionist, guidance counsellor, etc.). The appropriate response policy in place is understood by all parties.
- ☐ **Date Completed:** _____

Equipment inventory and storage

- ☐ All school equipment has been permanently marked.
- ☐ An up-to-date inventory for all school equipment is maintained.
- ☐ Secured storage area for valuable items is available during and after school.
- ☐ Computers and other high-tech equipment are routinely inventoried.
- ☐ Classroom and office doors are not blocked by desks or chairs.
- ☐ Stage curtains are open when the stage is not in use.
- ☐ All stage curtains are fire retardant and schools have documentation on-site to prove fire retardancy.
- ☐ Gym equipment – including bleachers, goals, railing, doors, windows, floors – is in safe working condition.
- ☐ Boiler rooms are clean, free of debris and not used for storage. Doors are kept locked at all times.
- ☐ Exit lobbies, landings and stairwells are clean and not used for storage.
- ☐ Crawlspace are clean and not used for storage.
- ☐ Electrical rooms are clean and not used for storage. One meter clearance is maintained around all electrical panels.
- ☐ **Date Completed:** _____

School records

- ☐ School files and records are maintained in locked, vandal-proof cupboards or filing cabinets.
- ☐ File keys and duplicates are kept in a locked steel key cabinet.
- ☐ **Date Completed:** _____

School personnel training

- ☐ Intruder alert procedures are in place and are practiced at least twice per year.
- ☐ New staff members are given an orientation and apprised of emergency and intruder alert procedures.
- ☐ At least two staff members are trained in CPR and others in first aid.
- ☐ Staff members are aware of lock-down procedures in emergencies.
- ☐ Staff members arriving early or working late receive permission from the principal and do not work alone in a vacant building or location.
- ☐ A working relationship with local law enforcement agency is in place.
- ☐ Staff members are encouraged to participate in school safety/crime prevention staff development.
- ☐ Staff members are aware of alarm procedures when arriving early or working after normal school hours.

- ☐ All staff members working with after-school and school activities check with administrators or staff in charge before leaving the facility and sign in and out at the office.
- ☐ Evening staff and summer staff take precautions against intruders. (e.g. All exterior doors are locked at all times, phone numbers for caretakers are posted on parking lot and front doors, etc.)
- ☐ Administrators will conduct searches of students and lockers when appropriate.
- ☐ All searches are conducted with at least one administrator and one other staff member.
- ☐ **Date Completed:** _____

Student notice

- ☐ Students receive copies of the Code of Student Conduct.
- ☐ All students receive copies of bus safety rules and participate in bus evacuation drills.
- ☐ **Date Completed:** _____

Transportation/Field trips

- ☐ Passenger lists for all bus routes are maintained at the school site.
- ☐ Route descriptions for field trips are filed in the school office before trips begin.
- ☐ Passenger lists are developed and filed in the school office for each vehicle used in field trips.
- ☐ All students and staff on field trips carry identification with them.
- ☐ Students with medical problems have been identified prior to attending the field trip and appropriate measures taken.
- ☐ Students and school personnel are checked in upon return from field trips.
- ☐ **All students** participate in school bus ridership training twice yearly.
- ☐ Pupils taking field trips under school auspices are accompanied by a supervising teacher.
- ☐ If transportation is required for a field trip, it is preferable to use a school bus or a public carrier.
- ☐ **Date Completed:** _____

Prescription drug procedures

- ☐ Students who can safely and responsibly carry and administer their own medication are allowed to.
- ☐ When school personnel are assisting in the administration of medication to students:
 - there is a written request on file from the parent/guardian.
 - the medication has been delivered to the school by a responsible adult.
 - the medication has been prescribed by a licensed medical practitioner.

- the medication is provided in an official pharmacy-labeled container which identifies the name of the child, the name of the medication, the name of the prescribing physician, the date the prescription was filled, the dose and administering instructions.
- implements required for measurement are provided by the parent/guardian.
- one individual has been designated to administer the medication, and only in their absence does someone else administer the medication.
- school staff are trained by a health care professional to administer any medication requiring measurement, medication applied topically (e.g. ointment), inhaled medication (e.g. bronchodilators), instilled medication (e.g. eye drops), or medication given by gastrostomy.
- medication is kept under lock and key, separate and apart from other materials or other medications.
- medication which requires refrigeration is kept in a locked container in the refrigerator.
- medication which may be required urgently is stored safely and accessibly, preferably on the student (e.g. inhaler or EpiPen).
- a written record is kept of all medication administered at school.
- the person who removes the medication from the container is the same person who administers the medication to the student and then signs the medication administration record.
- errors in medication administration are recorded and reported to the parent/guardian.
- medication is removed by the parent/guardian for any school closure or student absence exceeding two weeks.
- unused or expired medication is removed by the parent/guardian or destroyed in accordance with WHMIS guidelines.

☐ **Date Completed:** _____

Supervision

- ☐ Stairwells are checked after the bell rings to make sure students have not been detained.
- ☐ Restrooms are checked after the bell rings to make sure students have not been detained.
- ☐ Playground is supervised during student activities.
- ☐ Supervision is provided in hallways, corridors and other congregating places for students between classes, at lunch and before and after school.

☐ **Date Completed:** _____

Emergency procedures/equipment

- ☐ A copy of the Safe Schools Handbook, Guide to Emergency Response Procedures and Emergency Response Plan is readily available in the office.
- ☐ The first aid kits are inspected and filled at least four times per year and are readily available.

- ☐ Phone numbers for emergencies are readily available.
- ☐ Latex gloves are available to staff members for emergencies.
- ☐ Fire alarm systems and equipment are maintained and verified annually.
- ☐ **Date Completed:** _____

Incident reporting

- ☐ Incident reporting form for accidents and near misses; violence; suspensions; etc. are completed.
- ☐ Incident reports are filed; investigations completed; corrective measures developed and initiated; and reports are reviewed for safety planning.
- ☐ **Date Completed:** _____

Inspections

- ☐ Graffiti is reported, photographed, and removed immediately.
- ☐ Surveillance cameras are in good repair.
- ☐ Classrooms are routinely checked for safety hazards such as broken desks/chairs; cracked ceiling tiles; paper content (20% on walls); no paper backing on bulletin boards; fire extinguishers; chemicals; extension cords; appliances; etc.
- ☐ Hallways are checked for obstructions such as desks/chairs/cabinets; paper (5% and all paper must be on bulletin boards and be secured at all 4 corners); fire extinguishers; signage; trip hazards; doors; etc.
- ☐ Science labs are checked for WHMIS binders; labeled containers; safety glasses; disposable gloves; lab coats; proper storage of chemicals; etc.
- ☐ Industrial arts labs are checked for safe work procedures; cleanliness; electrical panels not blocked; machinery is guarded; dust collection is in working order; safety equipment (glasses, gloves, hearing protection); etc.
- ☐ Restrooms are inspected on a regular basis for cleanliness and graffiti removal.
- ☐ Water fountains are maintained and checked daily.
- ☐ Locking exterior doors are checked daily to ensure they are not left ajar by students or staff (e.g. for smoking).
- ☐ A yearly walk-through follow-up audit with the local police is planned.
- ☐ **Date Completed:** _____

POSSIBLE ASSAULT SITES:

Indoors

- ☐ Are there empty rooms that should be locked?
- ☐ Are there small, well-defined areas:
 - ☐ stairwells
 - ☐ recessed doorways
 - ☐ lockers
 - ☐ elevators
 - ☐ unlocked closets
- ☐ **Date Completed:** _____

Outdoors

- ☐ Are there small, confined areas where a person could be hidden from view?
 - between garbage bins
 - unlocked equipment, utility shed or garage
 - recessed doorways
 - alley or laneway
 - construction site
- ☐ **Date Completed:** _____

Planning

- ☐ The Emergency Response Plan is updated each year and distributed to staff.
- ☐ After-school activities, such as meetings and academic or sports events, are planned to facilitate traffic and parking, supervision of the building and grounds and event closure.
- ☐ All schools and buildings are alarmed and monitored by the security company. Ensure staff is aware of equipment function and close-out procedures.
- ☐ School administrators/building managers and custodial staff are clear on communicating any building emergencies to the Safety Officer, Superintendent's Department and Facilities and Operations Department.
- ☐ **Date Completed:** _____